



**Minutes of the
Winnebago County Board of Health
Tuesday, April 20, 2021 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. John Halverson, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Dr. David Helland joined the meeting 6:50pm.

Absent: Tuffy Quinonez

Staff Present: Dr. Sandra Martell, Cheryl Floyd, Melinda Idell, Rebecca Lyons, James Keeler, Todd Kisner, Peter Lopatin, Todd Marshall, Katherine O'Toole

Attorney: Lafakeria Vaughn

WCHD Support: Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:31 p.m.

1. **Introduction of Guest/Public Participation:** None.

2. **Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the Tuesday, April 20, 2021 WCHD Board of Health meeting agenda. Dr. Patricia Lewis made first motion; Luci Hoover made second motion. Unanimously approved, motion carries.

3. **Approval of BOH Minutes – March 16, 2021:**

Dr. Allen Williams entertained a motion to approve the March 16, 2021 Board of Health meeting minutes. James Powers made first motion; Angie Goral made second motion. Unanimously approved, motion carries.

4. **Presentation**

a) COVID-19 Data Update

Peter Lopatin provided an update on COVID-19 data for Winnebago County cases. He noted that the data reflects the recent increase in overall cases, school-related cases and the shifting demographics/geography in where the increases are being reported.

5. **President's Report:** None.

6. **Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

- 1) Approval of Finance Committee minutes – April 14, 2021
 Dr. John Halversen entertained a motion to approve the April 14, 2021 Finance Committee minutes. Luci Hoover made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.
- 2) Financial Statements
 - a) Resolution of Expenditures – March 2021
 James Keeler reported the health fund expenditure for March 2021 is \$977,878.85. Dr. John Halversen moved to approve the March 2021 health fund expenditure in the amount of \$977,878.85. Angie Goral seconded. Unanimously approved, motion carries.
 - b) Statement of Fund Balance
 James Keeler reported that the Statement of Fund Balance beginning balance March 31, 2021 is \$10,733,400.43. Revenues YTD is \$5,431,244.67. Disbursements YTD is \$6,081,209.26. Ending balance is \$10,083,435.84. No irregularities were noted.
 - c) Financial Review
 James Keeler indicated that this is 6th month of Winnebago County's Fiscal Year 2021 and it is the 9th month of the State of Illinois Fiscal Year 2021. Revenue YTD Budgeted \$7,191,741.12, Actual was \$5,431,244.67 with a variance of \$1,760,496. Expenses YTD Budgeted \$7,163,433.25, Actual & Encumbered was \$6,081,209.26 with a variance of \$1,082,224. No irregularities were noted.
 - d) Balance Sheet
 James Keeler provided an overview of the March 2021 Balance Sheet. Assets for \$12,653,498.17, Liabilities is (\$2,570,062.33) and the fund balance of (\$10,733,400.43). No irregularities were noted.
 - e) Bank Reconciliations
 Dr. John Halversen provided the following March 2021 ending balances for the following:

General Account	\$827,459.06
Lead Account	\$87,023.87
Abandoned Properties	\$5,000.00
E-Pay	\$271,903.22

 No irregularities were noted.
 - f) Revenue and Expenditure Reports
 Jim Keeler provided an overview of Revenue and Expenditures for March 2021. No irregularities were noted.
 - g) Public Health Emergency Reserve Minimum Graph
 The Public Health Emergency Reserve Minimum Graph reviewed and the reserve amount is above the minimum established by the Board of Health.
 - h) Accounts Receivable
 James Keeler provided an overview of Schedule of Estimated Accounts Receivable for March 2021. No irregularities were noted.

3) Major Expenditure

Dr. John Halversen indicated the Finance Committee approved a motion to advance Major Expenditures Items a-i. Dr. John Halversen entertained a motion to approve Major Expenditure's a-i. Luci Hoover made motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
3.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for March 2021	\$ 7,456.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.b	Lamar Advertising	Poster and Digital Billboard for SOR/DOPP Grant	\$ 10,000.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.c	Seqiris	Annual Flue Vaccines Pre-book	\$ 33,620.87	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.d	ADAPT Pharma	Narcan Nasal Spray (708 Doses) for Narcan Training	\$ 53,100.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.e	PDC Laboratory	PFAS Water Testing - Sandy Hollow	\$ 5,000.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.f	DOIT - ITSAVVY - Service Express	IT Server Connectivity Upgrades	\$ 6,464.26	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.g	Lamar Advertising	Vax815 Campaign	\$ 7,200.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.h	Workplace	Temporary Labor - Mass Vaccination Plan	\$ 132,000.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries
3.i	Liberty Tire Recycling	2021 WCHD Tire Drive Disposal / June 5, 2021	\$ 8,000.00	Luci Hoover / Dr. Allen Williams	All voted in favor, motion carries

4) Proposed Contracts and Agreements

Dr. John Halversen indicated the Finance Committee approved a motion to advance Proposed Contracts and Agreements Item a-m and entertained a motion. James Powers made a motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
4.a	IDPH	Medical Cannabis patient Registry Program / IGA #131070261	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.b	Rock River Water Reclamation District (RRWRD)	WCHD 2021 Tire Drive Event / June 5, 2021	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.c	Whiteside County	2021-2022 Summer Food Service program for Children	\$ 826.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.d	Stephenson County	2021-2022 Summer Food Service program for Children	\$ 1,817.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.e	Ogle County	2021-2022 Summer Food Service program for Children	\$ 1,982.40	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.f	Lee County	2021-2022 Summer Food Service program for Children	\$ 330.40	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.g	Boone County	2021-2022 Summer Food Service program for Children	\$ 1,321.60	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.h	DeKalb County	2021-2022 Summer Food Service program for Children	\$ 2,973.60	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.i	Zally Varona-Hahn	Translation Services for State Opioid Response/Drug Overdose Prevention Program	\$ 3,025.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.j	Mile Square Health Center - L.P. Johnson Family Health Center (MSHC)	Naloxone (NARCAN) Training and Education to MSHC Clients and Families	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.k	Crusader Community Health (CCH)	Naloxone (NARCAN) Training and Education to CCH Clients and Families	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.l	Swedish American Medical Group (SAMG)	Naloxone (NARCAN) Training and Education to CCH Clients and Families	\$ -	James Powers / Dr. Allen Williams	All voted in favor, motion carried
4.m	The Project of the Quad Cities	Ryan White Part B and HOPWA related services	\$ 325,349.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried

5) Cost of Living Adjustment (COLA)

Dr. John Halversen indicated the Finance Committee approved a motion to implement 2021 COLA for WCHD staff and entertained a motion. Dr. Patricia Lewis made a motion to approve 2021 COLA. Seconded by Angie Goral. Unanimously approved. Motion carries.

c) Policy Committee

1) Approval of Policy Committee minutes – April 14, 2021

Ron Gottschalk entertained a motion to approve the April 14, 2021 Policy Committee meeting minutes. Luci Hoover made a motion, seconded by Dr. Allen Williams. Unanimously approved, motion carries.

2) Proposed Agreement Regarding Permit Reinstatement

a) Backyard Bar and Grill

Ron Gottschalk stated the Policy Committee voted against approved Proposed Agreement Regarding Permit Reinstatement for Backyard Bar and Grill. The Policy Committee is concerned on setting a precedent, where WCHD would negotiate anything with one particular entity, without the other businesses included.

3) 12220 Harbor Oaks Variance

There is a meeting scheduled next week for WCHD Staff, State Attorney and homeowner's attorney to discuss 12220 Harbor Oaks Variance.

4) Variance R201-034253

a) Private Well Installation

6148 Elevator Road would like to install new well where there is public water available by North Park Public Water. Winnebago County Well Code Section 86-111(a) states:

Where a public water supply main is within 200 feet, as measured along a public right-of-way or existing easement, of the property line of the property proposed to be served by a private well, no permit for such a well shall be issued and the property shall connect to the public water supply if water service is desired. Furthermore, no permit shall be issued for a private well on any property which is already connected to and served by a public water system, except that nonresidential properties may be permitted to install a well for nonpotable purposes, provided it is approved by the appropriate water utility and the system complies with all applicable cross connection controls and ordinances.

WCHD staff recommends petition for variance be denied for the following reasons:

- The provided bids are not detailed enough for the WCHD to determine if these estimates will actually create a financial burden. Specifically, more clarification on methods for directional drilling and/or trenching is requested.
- To the best of WCHD's knowledge, the Department has not issued a variance for a new potable water well when public water utilities are available.
- The exact location of the septic system components are not currently known, and not enough information has been provided to document that the septic system poses an actual challenge to connect to public water.

A brief discussion held amongst WCHD staff and Board of Health members regarding Variance R201-034253 request for a private well installation and staff recommendation of denying application.

Dr. John Halversen made a motion to approve WCHD Staff's recommendation of denying Variance Request #R201-034253. Second motion made by Dr. Allen Williams. Unanimously approved, motion carries.

b) Personnel Committee – No meeting

c) Quality Improvement Committee – No meeting

7. NEW BUSINESS / OTHER MATTERS: None

8. CORRESPONDENCE AND INFORMATION:

a) Northern Illinois Public Health Consortium

- Pending HB2615 and SB2007 provided for information purposes.

9. ADDITIONS: None

10. Executive Closed Session: None

11. ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the April 20, 2021 BOH meeting. Ron Gottschalk made first motion; Angie Goral made second motion. Unanimously approved, motion carries. Meeting adjourned at 7:40p.m.

Approved by the Board of Health



Interim Secretary, Dr. Patricia Lewis
Winnebago County Board of Health



Date