



**Minutes of the
Winnebago County Board of Health
Tuesday, May 19, 2020 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, Jaymie Nelson, James Powers, Dr. Allen Williams, and Robert McCreath

Absent: Angie Goral, and Alderman Tuffy Quinonez

Staff Present: Cheryl Floyd, Cynthia Hall, Melinda Idell, Theresa James, James Keeler, Todd Kisner, Peter Lopatin, Todd Marshall, Dr. Sandra Martell, and Katherine O'Toole

Attorney: Charlotte LeClercq

WCHD Support: Christina Washington (recorder); Dan Magers (Winnebago County IT)

Call to Order: Meeting was called to order by Dr. Allen Williams at 6:45p.m.

1. Introduction of Guest/Public Participation:

Dr. Martell introduced Christina Washington as the new Executive Assistant at WCHD Administration Office.

2. Modify Agenda:

James Powers motioned to modify the May 19, 2020 BOH agenda to address the Executive Closed session first; second motion was made by Dr. Patricia Lewis. Motion approved unanimously, motion carries.

Convene in Closed Session: Jaymie Nelson made a motion to go into closed session as permitted by 5 ILCS 120/2(c)(1) for consideration of the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body; second motion made by Dr. John Halversen. Motion approved unanimously. The Committee convened in closed session at 6:57p.m.

Reconvene to Open Session:

Jaymie Nelson made a motion to reconvene into open session, second motion made by Luci Hoover. Unanimously approved, motion carries. No action was taken in closed session. The Committee reconvened in open session at 7:10p.m.

Setting the Agenda:

Jaymie Nelson asked for a motion to set the May 19, 2020 BOH agenda, second motion made by Dr. Patricia Lewis. Unanimously approved, motion carries.

3. Approval of Minutes:

Dr. Allen Williams entertained a motion to approve the February 18, 2020 BOH Meeting minutes. First motion was made by James Powers, second motion was made by Dr. John Halversen. Unanimously approved, motion carries.

4. Presentation:

None.

5. President's Report:

Dr. Williams stated he has no reports.

Dr. Sandra Martell indicated that a BOH Secretary will need to be appointed, due to Dr. Steven Lidvall's retirement on February 18, 2020.

Dr. Patricia Lewis volunteered to be BOH Secretary until a permanent appointment is made.

Dr. Sandra Martell indicated that she has some considerations to replace the open board position and she will forward those names and resumes to Dr. Allen Williams for his review.

6. Winnebago County Health Department Highlights:

a) Coronavirus Response

Dr. Martell provided a brief overview on WCHD's staff's tasks during the Coronavirus pandemic and confirmed that daily reports and the liaison reports are being distributed to BOH members. WCHD started looking at COVID-19 back in January/2020 to see what this disease might look like in our community. Emergency operations mode started the beginning of March/2020.

- Katy O'Toole – has been leading the Communities of Concern Group which is doing outreach into the zip codes with high rates of disease.
- Cheryl Floyd – has continued to run a modified WIC program with a touchless system and has also stepped in as a liaison on the COVID-19 Hotline.
- Todd Marshall – has been serving as the Operations Section Chief and is the liaison for the hotels and motels regarding COVID-19.
- Todd Kisner – has been serving as the Planning Section Chief team has been working on the COVID-19 test results and contact tracing.
- Theresa James – has been leading the Locations of Concerns which focuses on long term care and congregational setting taskforce.
- Cynthia Hall – has been the lead at Joint Information Center (JIC) at the Emergency Operations Center working on the media, messaging, social media, and press conference.
- Mindy Idell – has been part of the Operations Section leading the group that is monitoring the individuals that are in isolation/quarantine that are being housed at the Corona motel. This group also handles the monitoring of WCHD staff temp check and symptom monitoring.
- Peter Lopatin – has been leading the data modeling team as part of the Planning Section with the Epidemiologist, Angel Abraham.
- Jim Keeler – has been making sure WCHD's finances are up to date as the Finance Section Chief
- Charlotte LeClercq (State's Attorney's Office) – has been working closely with WCHD to ensure that all legal matters are being addressed in professional and timely manner.

Dr. Martell indicated that there are two (2) testing sites; Auburn High School and UIC Medical School. 5% of the population has been tested, currently 13% positivity rate, the goal is to keep it below 20% and keep the epi curve as flat as possible. The growing infection rate is amongst the 20-29 year olds and 30-39 year olds. Highest mortality rate is in the 80 year olds and over group.

Bob McCreath commended Dr. Martell and staff on the spectacular job they have done and are continuing to do during this COVID19 pandemic.

b) Community Health Collaborative

Peter Lopatin provided a brief overview regarding the Community Health Collaborative. The four MAPP assessments, which are The Forces of Change, Local Public Health System Assessment, Community Health Status, Community Themes and Strengths. All four of these assessments are nearing conclusion and will be completed in June. Final reports are being drafted and being shared with the Partner Steering Committee. The next phase is anticipated to start this summer; it will analyze and integrate the data from the assessments to identify strategic issues and develop priorities.

c) Posting Food Inspection Reports

Todd Marshall provided a brief overview regarding the Posting Food Inspection Reports. Ranking systems are not allowed by IDPH (Illinois Department of Public Health) with adoption of the e FDA code. Food Inspectors have been discussing transparency rollout protocols with restaurant operators and owners for over one year. Implementation will restart after restaurants have resumed operations.

7. Committee Reports:

a) Executive Committee – No meeting

b) Finance Committee

1. Approval of minutes

Jaymie Nelson entertained a motion to approve the Finance Committee March 11, 2020 meeting minutes. First motion was made by Dr. John Halversen, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

2. February, March Financial Statements

i. Resolution of Expenditures

a) February Expenditures

Jaymie Nelson provided a summary of the expenditures for February/2020 and entertained a motion to approve the February/2020 expenditures. First motion was made by Luci Hoover, second motion was made by James Powers. Unanimously approved, motion carries.

b) March Expenditures

Jaymie Nelson provided a summary of the expenditures for March/2020 and entertained a motion to approve the March/2020 expenditures. First motion was made by Dr. John Halversen, second motion was made by James Powers. Unanimously approved, motion carries.

ii. Statement of Fund Balance

Jaymie Nelson provided an overview of the Statement of Fund Balance through the end of March/2020.

- iii. **Financial Review – February and March 2020**
Jaymie Nelson provided an overview of the financial documents for the month of end of February/2020. The March/2020 amounts are incorrect and Mr. Keeler will update and send the updated March/2020 financial review to BOH members.
- iv. **Balance Sheet – February and March 2020**
The Balance Sheet for February and March 2020 was reviewed and discussed. No irregularities were noted.
- v. **Bank Reconciliations**
Bank reconciliations were reviewed and discussed. No irregularities were noted.
- vi. **Revenue and Expenditure Reports**
Jim Keeler provided an overview of the revenue and expenditures for February and March 2020.
- vii. **Public Health Emergency Reserve Minimum Graph**
The chart was reviewed. Reserve is above the minimum established by the Board of health.
 - a) **Coronavirus Expenditures**
Jim Keeler indicated that there hasn't been a huge expense impact due to COVID19 and WCHD has received a COVID19 Crisis grant through the IDPH. A brief discussion was held regarding COVID19 expenses.

3. Major Expenditure Requests

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	Death Certificate February/2020 Filing Fees	\$7,168.00	Dr. Patricia Lewis/ Luci Hoover	All voted in favor, motion carried
IDPH	Death Certificate March/2020 Filing Fees	\$8,064.00	Dr. Patricia Lewis / James Powers	All voted in favor, motion carried
IDPH	Death Certificate April/2020 Filing Fees	\$8,028.00	James Powers / Dr. David Helland	All voted in favor, motion carried
Pool Administrators	Ryan White Part B medical and dental services	\$11,268.95	Dr. David Helland / James Powers	All voted in favor, motion carried
Time Clock Plus	Annual Bill	\$4,472.00	Robert McCreath / James Powers	All voted in favor, motion carried
Service Express	Annual Bill	\$4,464.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carried
APN Provider – P.Brandon / Mar/2020	Contractual Professional Services	\$3,460.00	Luci Hoover / Dr. Patricia Lewis	All voted in favor, motion carried

Meridian	COVID Outreach	\$4,500.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carried
Adapt Pharma	Narcan Nasal Spray	\$50,400.00	Dr. David Helland / James Powers	All voted in favor, motion carried
Clarke	Mosquito Larvicide	\$11,286.00	Robert McCreath / Dr. Patricia Lewis	All voted in favor, motion carried

4. Proposed Contracts and Agreements

Vendor/Contractor	Services/Item	Amount	Motioned/ Seconded	Approved
University of Illinois College of Nursing	Faculty/Staff Participation in Pandemic response	N/A	James Powers / Dr. Patricia Lewis	All voted in favor, motion carried
Village Inn Motel	Alternative Housing COVID19	N/A	James Powers / Dr. Patricia Lewis	All voted in favor, motion carried
Chirdren's Home & Aid (Sub-recipient)	Teen Pregnancy Prevention	Not to exceed \$3,000.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carried
K-FACT (Sub-recipient)	Teen Pregnancy Prevention	Not to exceed \$3,000.00	Dr. John Halversen / Dr. David Helland	All voted in favor, motion carried
Youth Services Network (Sub-recipient)	Teen Pregnancy Prevention	Not to exceed \$3,000.00	Dr. John Halversen / Dr. David Helland	All voted in favor, motion carried
YMCA Rock River Valley (Sub-recipient)	Teen Pregnancy Prevention	N/A	James Powers / Dr. David Helland	All voted in favor, motion carried
Rockford Public School District 205 (Sub-recipient)	Teen Pregnancy Prevention	N/A	Luci Hoover / Dr. Patricia Lewis	All voted in favor, motion carried
Arc Environmental	Lead Mitigation & Healthy Homes Remediation Work	Not to exceed \$250K	Dr. Patricia Lewis / Dr. David Helland	All voted in favor, motion carried
Taylor Made Carpentry	Lead Mitigation & Healthy Homes Remediation Work	Not to exceed \$250K	Dr. David Helland / Dr. Patricia Lewis	All voted in favor, motion carried
Gerke Enterprises	Lead Mitigation & Healthy Homes Remediation Work	Not to exceed \$250K	Dr. David Helland / Dr. Patricia Lewis	All voted in favor, motion carried
Stene's Contractors	Lead Mitigation & Healthy Homes Remediation Work	Not to exceed \$250K	Dr. David Helland / Luci Hoover	All voted in favor, motion carried
CMM Environmental	Lead Mitigation & Healthy Homes Remediation Work	Not to exceed \$250K	Dr. David Helland / Dr. Patricia Lewis	All voted in favor, motion carried

Stephenson County	Lead Safe Rockford 2019 Program	Not to exceed \$30K	Dr. Patricia Lewis / Dr. John Halversen	All voted in favor, motion carried
Boone County	Lead Safe Rockford 2019 Program	Not to exceed \$20K	Dr. David Helland / Dr. Patricia Lewis	All voted in favor, motion carried

5. Budget Amendments – *None*

6. Cost of Living Adjustment (COLA) Update

Dr. Martell indicated that COLA of 3% approved by the Board had been held until the budget and projections could be reviewed in the context of the pandemic. James Keeler will review and confirm that the COLA can be implemented. Once the budget capacity is established COLA increase of 3% would move forward retro-active April 1, 2020.

7. Grants Received through April 30, 2020 – *None*

Jaymie Nelson stated the grants received through April 30, 2020 are the following:

Grant #	Date Executed by State	Funding Source	Description of Services	Fiscal Period	Amount FY2020	Amount FY2019	Difference	Levy Support
	4/30/20	IDPH	COVID19 Crisis Grant 2020	06/16/20 to 03/15/21	\$142,806.00	\$0.00	\$0.00	\$0.00
FEMA-3435-EM-IL		IEMA	COVID19 Response Public Assistance Program	3/13/20	Undetermined	\$0.00	\$0.00	\$0.00

Jaymie Nelson entertained a motion to approve IDPH COVID19 Crisis Grant 2020 for fiscal period 06/16/20-03/15/21 in the amount of \$142,806.00. First motion was made Dr. John Halversen, second motion made by Ron Gottschalk. Unanimously approved, motion carries.

IEMA Grant #FEMA-3435-EM-IL for COVID19 Response Public Assistance Program is being held back until an amount is determined.

8. Accounts Receivable through April 30, 2020

Accounts receivable report through April 30, 2020 was reviewed and discussed. J. Keeler reported that they are being very diligent in submitting their reimbursements.

9. Policies

- i. Sub-recipient Monitoring/Corrective Action Plan to Audit by Illinois Department of Human Services.

Jim Keeler indicated that through the IDHS WCHD should have a corrective action plan and plan for sub-recipients by the end of June 2020. Jim Keeler indicated that the plan is still in draft form.

10. Audits and Responses

i. Illinois Department of Human Services

Dr. Martell indicated this items was to notify members that WCHD did apply for an extension which was approved and the new extension deadline is June 30, 2020.

c) Policy Committee

1. Variances – *None*

2. Winnebago County – *None*

3. Update on Environmental Health Codes

i. Revision of Food Service Construction Requirements Guide

Todd Marshall indicated that a Revision of Food Service Construction Requirements Guide presentation was given at the March 11, 2020 Policy Committee meeting. The WCHD Food Service Construction Requirements Guide was outdated and has now been updated to reflect the 2017 FDA approved food codes. The updated WCHD Food Service Construction Requirements Guide only needs to be approved by the Winnebago County Board of Health and not the Winnebago County Board because there is no code changes involved per the State's Attorney office. A Stakeholder Committee was put together to review and discuss the Food Construction Requirement guide and they have provided much needed input. There were a few updates made which are to the definitions, table of contents and formatting. The updated version is much easier to read and is user friendly. The WCHD Food Service Construction Requirement Guide will go through a public comment period before it is recommended for approval by the WCHD Board of Health.

4. Summer Hours Program Update

Dr. Martell stated that currently summer hours will not be implemented due to COVID-19. It's anticipated to resume the summer of 2021.

d) Personnel Committee – No meeting

e) Quality Improvement Committee – No meeting

8. **New Business / Other Matters – None**

9. Correspondence and Information – None

10. Additions – None

11. Executive Closed Session

Agenda Modified and agenda item was addressed at the beginning of the meeting.

12. Adjournment

With no other business, Dr. Allen Williams entertained a motion to adjourn the May 19, 2020 BOH meeting. First motion was made by Ron Gotsschalk, second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries. Meeting adjourned at 8:22p.m.

Approved by the Board of Health



Interim Secretary Patricia Lewis
Winnebago County Board of Health

June 16, 2020

Date