



**Minutes of the
Winnebago County Board of Health
Tuesday, January 17, 2023 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. David Helland, Patricia Lewis, James Powers, Dr. Allen Williams, Luci Hoover, Bob McCreath, Angie Goral, Derrick Kunz

Absent: Dr. Halversen, Angie Goral

Staff Present: Dr. Sandra Martell, James Keeler, Michael Jarvis, Todd Marshall, Todd Kisner, Patrick Ngum, Cynthia Hall, Stephanie Bahling (recorder)

Attorney: SA Charlotte LeClercq

WCHD Support: none

Bob McCreath called the meeting to order at 6:30 p.m.

1. **Introductions of Guest/Public Participation-** New Board of Health member Derrick Kunz was introduced to the board. Todd Marshall introduced himself as the Director of Environmental Health, Jim Keeler introduced himself as the Director of Finance, Michael Jarvis introduced himself as the Director of Policy, Todd Kisner introduced himself as the Director of Health Protection; Patrick Ngum introduced himself as the Director of Data and Quality and Cynthia Hall introduced herself as the Director of Strategic Initiatives.

2. **Setting the Agenda**

Bob McCreath entertained a motion to approve the Tuesday, January 17, 2023 agenda for the Winnebago County Board of Health meeting. Dr. Helland made the first motion; second motion made by Dr. Williams. Unanimously approved, motion carries. Ayes (6), Nays (0), Absent (2), Board member Derrick Kunz was present however later explained that he did not vote.

3. **Approval of BOH Minutes – November 15, 2022**

Bob McCreath entertained a motion to approve the November 15 2022 Board of Health meeting minutes. Jim Powers made the first motion; Luci Hoofer made the second motion. The Board unanimously approved the minutes, motion carries. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

4. Presentation:

a. Health Department Highlights

- 1) Domain 1: COVID-19, RSV, Influenza, EVD – Todd Kisner reported that there has continued to be a decline in RSV since the end of October which are below the baseline commenting that it is less than 10 cases per week. Todd indicated that Influenza is trending the same way commenting that it peaked in week 47 which was Thanksgiving week. Todd reported that there are 35 influenza ICU cases through the end of the year. Todd indicated influenza like illness is above baseline and individuals are going to the ED with influenza like symptoms however it ends up being something else. Todd indicated that there has been a downward trend in respiratory COVID cases in the community and the community level is currently low. Todd added that the transition level has taken a step down in the past week as well. Todd reported that last Wednesday the World Health Organization declared that the non-respiratory Ebola outbreak was over which ended any monitoring in the state or county.
- 2) Domain 2: CLEAR-WIN – Todd Marshall reported that CLEAR-WIN is an Illinois Department of Public Health Grant intended to eliminate lead. Todd indicated that they applied for the \$600,000 grant in November

and is fairly confident that it will be approved. Todd indicated that CLEAR-WIN was a pilot program in the state for years and finally opened the opportunity for all counties. Todd indicated that he has a 4 million dollar HUD grant that addresses windows and doors and this new opportunity will enable Todd to take a holistic approach addressing lead. The CLEAR-WIN grant addresses lead water lines that lead into the house. Todd indicated that they will partner with the City of Rockford who have a program with lead services in place commenting that it should be an easy transition working to eliminate lead through the water pipes.

- 3) Domain 4: Trauma Informed Community Training – Cynthia reported that violence is one of WCHD’s health priorities adding that they have a violence reduction workgroup. She indicated that pre-COVID they had done a lot of work to get the community informed including a film series “minding the gap”. They had a book discussion with the Rockford Public Library on trauma informed. Cynthia indicated that they did a trauma informed proclamation. Cynthia indicated post COVID trauma informed is an even higher priority. She indicated that they have a grant through the Winnebago County Board of Health which is allowing WCHD to do some things internally to address clients who need care as well as trauma training. Cynthia indicated that they are working with ICOY Illinois Coalition on Youth to present some trauma trainings adding that the first one was conducted with some home visiting staff. The second one will be tomorrow (January 18th) at Midway Village which is targeted to providers in the community. There will be an opening session on trauma informed care on community violence and then they will do smaller groups on de-escalation, the impact of trauma and vicarious trauma. Cynthia indicated that there will be additional training for the community on March 7th and another for supervisors on April 26th adding that they have ongoing trauma 101 trainings. Derrick Kunz inquired as to participation for tomorrows training in which Cynthia responded that the training is full commenting that they have 111 scheduled for the training. Keeping Moms and Babies Alive - Dr. Martell indicated that this is our efforts to improving black maternal health outcomes. Dr. Martell commented that they have upcoming trainings related to implicit bias amongst health care workers. The first will be done in collaboration with Mercy Health as part of the perinatal coalition looking at the film “Aftershock” which is a documentary similar to “minding the gap” and won some award about activism drawing attention to the black maternal health outcomes. She indicated that it is focused on individuals who survives after a mother dies and the fathers are taking care of the children and grandmothers that are involved. Dr. Martell indicated that they have been trying to bring attention to it and what can be done differently as a community to improve the outcomes. The first one is with Mercy Health as part of the perinatal center through the Illinois Department of Public Health. That one is scheduled for January 25th. Dr. Martell added that they will be doing one in partnership with a larger healthcare community at University of Illinois College of Medicine who will be the co-sponsor on that one. They will be showing the documentary followed by a panel discussion. The third one will be in collaboration with the Rockford Public Library for a community showing and then panel discussion which is important to bringing awareness and determining was to do things differently as a community improve outcomes. She added that it is based off the “Hear Her” campaign. Dr. Martell informed the BOH that they will be invited to attend the training with the exception of the perinatal one which will individuals who will be sharing their personal experience as patients.
- 4) Domain 5: Strategic Plan Update – Cynthia reminded the board that they had previously informed them that they were doing a CBAT-O which is a capacity building tool for organizations. She indicated that the staff had completed an assessment to determine where the agency in regards to trauma informed. Cynthia indicated that they used what they learned from that tool to integrate goals and objectives into our current strategic work plan. Cynthia reported that Todd Marshalls policy maker’s strategic work group has been working with Michael Jarvis to get trauma informed language into policies at the Health Department. The collaborators shared the trauma informed with their community partners and the reporters put the materials together for the trauma informed training. Cynthia indicated that workforce development has revitalized our new employee orientation which is going well. Cynthia reported that the reaccreditation group is doing well and assurance and assessors are making sure that the workgroups are on track with the goals and objectives.

5) Domain 8: Property Maintenance & Housing Code Inspector Certification – Todd Marshall reported that Domain 8 is in regards to skilled workforce. Todd indicated that he was recently informed that the ICC (international code council) was providing certification for inspectors. Todd indicated that the integrity of the certification aligns with the national accreditation. He indicated that the inspectors would be certified with the neighborhood code enforcement which involves interior, sanitation and exterior. Todd indicated that the certification improves professionalism and hopes that leading by example will encourage the municipalities as well. NACCHO Strategic Scholar – Cynthia reported that WCHD did a core competency assessment in which staff self-accesses where we are compared to where we would like to be. Cynthia reported that through funding with NACCHO a team of 5 strategic scholars participated in a program in which they chose to look at grants on a financial process. The team put together an “at-a-glance” for grants providing the information necessary to ensure WCHD efficiently and effectively manage grants.

5. **Presidents Report:** Bob informed the board that he will not be attending meetings in the month of February adding that Luci will be covering the February BOH meeting. Bob also informed the board that he will not be at the March BOH meeting in which Patricia will be covering in his absence.

6. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee – No Meeting

Approval of minutes: January 11, 2023 – Dr. Williams entertained a motion to approve the January 11, 2023 Finance committee meeting minutes which was provided by Jim Powers, seconded by Bob McCreath, all were in favor and the January 11, 2023 Finance committee minutes were unanimously approved without edits or corrections. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

1) Financial Statements for November 2022 and December 2022

a. Resolution of Expenditures

Dr. Williams reported the health fund expenditure as of December, 2022 is \$1,074,535.82. Dr. Williams asked for a motion to approve the December 2022 health department expenditure of \$1,074,535.82. Jim Powers made the first motion and Luci Hoover seconded. Unanimously approved, motion carries. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance reflected an opening balance as of September 30, 2022 of \$10,674,142.28 with a current balance as of December 31, 2022 of \$10,555,927.80 reflecting a net decrease of \$118,927.80. Jim Keeler commented that there were 3 payrolls in the month of December commenting that Q1 is a challenge. No irregularities were noted.

c. Financial Review

Dr. Williams reported on the 3rd month of Winnebago County’s Fiscal Year 2023/6th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$2,788,293.00, the actual amount is \$2,606,186.52 for a variance of \$182,106. Expenses YTD Budgeted \$2,887,171.50 and the actual amount is \$2,725,114.32 for a variance of \$162,057. No irregularities were noted.

d. Balance Sheet

Dr. Williams indicated that the balance sheet for December 2022 was provided which reflected a fund balance of \$151,358.55 and inquired if there were any highlights in which Jim Keeler responded that there were larger expenditures this month and receivables were up at the end of the quarter which will come down when the grant quarterly reports are completed. Derrick inquired as to the number of days before they pay in which Jim responded that some remit quarterly commenting that they have been regular in paying this past year. No irregularities were noted.

e. Bank Reconciliations

Dr. Williams reported the November and December 2022 ending balances reviewed by the Finance Committee for the following:

I.	General Account	Nov: \$2,501,271.63	Dec: \$2,583,042.03
II.	Lead Account	Nov: \$5,000.00	Dec: \$69,234.15
III.	Abandoned Properties	Nov: \$25,038.49	Dec: \$25,038.49
IV.	E-Pay	Nov: \$714,246.35	Dec: \$726,949.08

No irregularities were noted.

- f. Revenue and Expenditure Reports
Jim Keeler reiterated that there were 3 payrolls in the month of December and regular salaries were up \$685,090.16 due to the 3 payrolls. The report reflected YTD expenses of \$118,927.80. No irregularities were noted.
 - g. Public Health Emergency Reserve Minimum Graph
Dr. Williams reviewed the Public Health Emergency Reserve Minimum Graph which reflected that the 2023 fund balance and cash on hand exceeded 2022, reflects a slight decrease from November however still exceeds the reserve minimum. Jim explained that the green bars are cash commenting that the light green is last year and the dark green is this year. Jim indicated that the purple is last year's fund balance and the blue is this year's.
 - h. Accounts Receivable
Dr. Williams indicated that the items on the report in red are estimates in which Jim confirmed commenting that they received 7 receivables today. No irregularities were noted.
- 2) 555 North Court Bond Repayment: Dr. Williams indicated that this information is for the final payment on the bond.
- a. Resolution: Dr. Williams referenced the proposed resolution and read: NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED, by the Board of Health of the County of Winnebago, Illinois, that the Winnebago County Health Department is hereby authorized to use its surplus funds to pay off the 2020B bonds on 555 N. Court Street, Rockford, Illinois, in the total amount of \$1,766,020, contingent upon the Winnebago County Health Department and the County of Winnebago entering into an agreement for continued use of 555 N. Court Street, Rockford, Illinois, by the Winnebago County Health Department in substantially the same form as that attached hereto as Exhibit A.
 - b. MOU: Dr. Martell indicated that when it was discussed in the Finance Committee what she wanted to be clear was in regards to the agreements of the parties regarding the usage and the occupancy. She indicated that the MOU states WCHD shall be permitted to occupy the Property as long as needed in support of its mission and the County shall not displace WCHD from the Property at any time, unless such displacement is approved by the Board of Health. WCHD shall not be required to make any further lease payments to the County for WCHD's occupancy of the Property since they are paying off the bond. In regards to tenants the MOU indicates that WCHD shall determine what portions of the Property, if any, can be leased to third parties, depending on the operational needs of WCHD at the time. Notwithstanding the foregoing, the Veterans Administration shall be permitted to continue to occupy their current space on the third floor of the building, but any expansion of that space would require the approval of WCHD. WCHD shall negotiate the terms and conditions of any and all leases with third parties for the Property in order to ascertain that the third party's use of the Property is compatible with WCHD's use of the Property. WCHD shall bring any negotiated leases to the Winnebago County Board for approval. Any revenue generated from third-party lease payments shall be turned over to WCHD to cover routine maintenance and utility expenses at the Property. Dr. Martell indicated that we had the discussion with the Finance Committee commenting that WCHD currently pays for the maintenance of the building. Dr. Martell indicated that according to the MOU WCHD shall be responsible for any routine maintenance expenses and shall pay all utilities for the Property. The County shall be responsible for any capital improvement expenses for the Property. In regards to ownership the MOU states that the County shall convey ownership of the Property to the County of Winnebago and the Winnebago County Board of Health as tenants in common. In the event the Property is sold, distribution of the profits will be mutually agreed upon by WCHD and the County with the goal of providing WCHD with sufficient funds to assist with the purchase or lease of new space, if necessary. Dr. Martell indicated that if the County decides to sell the building the profit would be used to assist WCHD with finding another space. In regards to termination Dr. Martell indicated that the MOU may only be terminated by mutual agreement of the parties. Upon termination, this MOU shall be and become of no further force and effect and the parties shall be relieved and discharged of their respective obligations from the date of termination. Dr. Martell indicated that this was the advisement and guidance to have an agreement if WCHD pays off the bond on behalf of the county we would have an agreement to occupy the space. Dr. Martell indicated that this is the agreement as drafted commenting that it has to be approved by the county board as well. Dr. Martell indicated that this is presented to the BOH to consider advancing the agreement and MOU to the Winnebago County Board. Dr Williams directed the board to the expenses which reflected expenses to absorb FY2022 non-

capital would be \$187,791.79. Expenses to absorb FY2021 non-capital – would be \$231,397.59. Expenses to absorb FY2020 non-capital would be \$224,011.49. Dr. Williams indicated that 3 year average expenses would be \$214,400.29 which are from rental income and cleaning expenses collected from tenant base \$26,837.38 and net expense as owning occupant. Current rental expenses are \$413,307.95 and savings as owning occupant is \$225,745.05. Derrick inquired if there were rental income in which Jim responded that WCHD would collect \$26,000 from tenants who are not WCHD. Jim Powers inquired as to the term “tenants in common” inquiring who has discretion in terms of selling the building. Dr. Martell indicated it would be a joint decision if you are a tenant in common. Dr. Martell indicated that there is sufficient funds available for the bond payout. Jim Keeler reported that as of the end of December there was over \$2,050,000.00 cash in the 555 fund indicating that they want to use that and advise County Finance to pay off the bond.

Dr. Williams referenced the resolution and entertained a motion to approve it which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the resolution was approved Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

Dr. Williams referenced item D “ownership” on the memorandum of understanding and read “The County shall convey ownership of the Property to the County of Winnebago and the Winnebago County Board of Health as tenants in common. In the event the Property is sold, distribution of the profits will be mutually agreed upon by WCHD and the County with the goal of providing WCHD with sufficient funds to assist with the purchase or lease of new space, if necessary.” Dr. Williams entertained a motion to approve the memorandum of understanding which was provided by Luci Hoover, seconded by Dr. Helland, all were in favor and the MOU was approved Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

3) Major Expenditure

Dr. Williams indicated the Finance Committee approved Major Expenditure items a-e commenting that they do not need a motion or second just a vote for approval. Unanimously approved items a-e. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/ Seconded	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for November 2022	\$ 8,852.00	Dr. Halverson / Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2022	\$ 7,168.00	Dr. Halverson / Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.	Trauma Training	Trauma Training - staff & community partners	\$ 5,150.00	Jim Powers / Dr. Halverson	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d.	Northern Illinois Public Health Consortium	Annual Membership Dues	\$ 5,000.00	Dr. Halverson / Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e.	IDPH	Return Unused Funds	\$ 545,000.00	Jim Powers / Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Dr. Williams indicated that Item f on the agenda is new in the amount of \$52,085 which is a budgeted item with funding from the levy. Dr. Martell indicated that it is the University College of Medicine Rockford Health Research and Evaluation commenting that it is for the IPLAN for assistance with the community health status assessment. She indicated that there will be focus groups on prioritization with different sectors of the population adding that they will be doing community themes and strengths. Patricia inquired if this is for additional support or was similar to the last one. Dr. Martell indicated that it is similar support commenting that it cost \$36,000 last time which did not include labor cost and they will also be doing focus groups. Dr. Williams entertained a motion to approve which was provided by Patricia, seconded by Dr. Helland, all were in favor and the expenditure was approved Ayes (6), Nays (0), Absent. Board member Derrick Kunz was present however later explained that he did not vote.

PROPOSED Expenditures

Item	Center	Vendor	Description of Services/Justification	New or Existing	Actual Amount	Account to Charge		Budgeted	Budget	
						Object	Project		Amendment	Funding
f.	ADMIN-Data & Quality	University of Illinois College of Medicine	Health Research and Evaluation	New	\$52,085	43190	60000	Yes	No	Levy

4) Proposed Contracts and Agreements – Dr. Williams reported that there were no proposed Contracts or Agreements.

Dr. Williams inquired if Derrick participated in new board member orientation and discussed the IPLAN in which Dr. Martell indicated that he had and reminded the board that they had approved the New Board Member orientation packet in October. Derrick indicated that he had met with Dr. Martell which was a good meeting and received the binder. He indicated that he has questions and is trying to understand everything a bit more including the acronyms.

C. Policy Committee:

- 1) Approval of minutes: January 11, 2023: Patricia Lewis entertained a motion to approve the January 11, 2023 Policy Committee Meeting minutes which was provided by Luci Hoover, seconded by Dr. Williams. All were in favor, unanimously approved. Ayes (6), Nays (0) Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
- 2) Patricia indicated that the policy committee has 3 polices that are being advanced to the board
 - a. 1111-0526-17 Record Retention – Patricia indicated that the focus of this policy is to standardize the process of requesting record destruction. Patricia reported that when records are being stored they are labeled and documented how long they need to be kept. She reminded the board that a policy was recently approved by the board that indicated how long records are to be kept and the record retention policy reflects that. Patricia indicated that the policy is being recommended for approval which doesn't require a second, all were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
 - b. 1129-0825-22 Trauma-Informed Care – Patricia indicated that the goal for the Trauma-Informed Care policy is to assist clients and staff who might experience trauma in their lives and for staff in their work. The intent is to continue to build trauma informed into policies and procedures for staff and clients. Patricia indicated that the committee is recommending this for approval by the board. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
 - c. 087-0609-22 Conference, Educational Assistance, and Professional Membership Reimbursement – Patricia indicated that this policy focuses on reimbursement for conference attendance, in some cases professional memberships and education. Patricia clarified that this covers education that furthers employee's performance on the job. Patricia indicated that this is a previous policy that has been updated to be clearer for staff applying for reimbursement. The updated policy indicates how much it pays for different levels adding that staff pay up front and then request reimbursement. Derrick inquired as to who approves the coursework in which Patricia indicated it would be the supervisors. Michael Jarvis added that it would be the supervisor and administration. Patricia informed the board that the policy includes a 2 year commitment to WCHD and if the employee leaves they are required to repay WCHD on a prorated basis based on when they leave the department. Michael added that the amount is determined by dividing by the number of months they have stayed on for example if they stayed on for one year the employee would pay WCHD back half. Patricia indicated that the committee is recommending this for approval by the board. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

3) Agreement

- a. 6786 Yale Bridge amended agreement: Patricia indicated that the Yale Bridge Road amended agreement goes back over a year. It is in regards to a facility that hosts events initially it was seasonal and they wanted to increase the number of events to year round. The concern was in regards to their septic system and whether it was adequate for the increased usage. Patricia

indicated that WCHD entered into an agreement with the owner to have the system monitored monthly for one year and turn in the totals. It has been determined that the septic system was adequate. Todd Marshall indicated that the septic system is adequate for the amount of water they were using. Patricia informed the board that they are being asked to approve the letter to go out to the owner as documentation that they have met the terms of the agreement, they are compliant and they are no longer under an agreement or required to continue to do the monthly monitoring. Patricia indicated that the committee recommends the board approve the letter. Derrick inquired as to who did the monthly monitoring in which Todd Marshall responded a licensed plumber, a third party vendor was hired by the owner to do the work. The vendor recorded the number of gallons that were used, whether there was any outside discharges or if there was any tampering with the meter and calibration. All were in favor and approve the letter regarding the agreement. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

4) Resolution 01-023

- a. Farmers Market – Establishment of Egg Permit – Patricia indicated that the resolution is to establish a permit for individuals selling only eggs no other products at farmers markets. Todd clarified it is for eggs sold only at farmers markets. Patricia informed the board that it was previously wrapped in with other permits which cost more than the new state law allows. Patricia indicated that the committee recommends that the board approve establishing the egg only permit for \$75. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

D. Personnel Committee

- 1) Approval of minutes: January 9, 2023: Luci Hoover entertained a motion to approve the January 9, 2023 meeting minutes which was provided by Dr. Williams, seconded by Bob McCreath. All were in favor, unanimously approved Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
- 2) Luci indicated that there were three policies discussed in the Personnel Committee all of which have been recommended to the board for approval. Luci asked Michael to provide the highlights of the policies.
 - a. 079-0502-22: Sick Leave/Personal Leave Policy – Michael indicated that the policy is 90% the same with the major change being the removal of the conversion of sick time to personal time. Michael indicated that employees who have the work from home option were not using sick time when they were sick adding that it was more confusion. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
 - b. 038-0627-22: Mandated Reporter Policy – Luci indicated that Michael did some clean-up on the mandated reporter policy and asked him to provide the highlights. Michael indicated that the changes from the previous policy includes annual training, annual orientation for staff and the contact information for DCFS. The policy also includes information in the event that staff encounter a scenario of abuse, which they are required to report it, they will know the steps to take to report the abuse. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.
 - c. 005-0601-22: Equal Employment Opportunity policy – Michael indicated that the policy was changed to include expanded definitions in the legal realm in regards to what qualifies as a “class”. He also indicate that the policy reflects that WCHD is not limited to posting positions just on the county website indicating that positions can be posted on Indeed or other equitable sites as well. All were in favor and the policy was approved. Ayes (6), Nays (0), Absent (2). Board member Derrick Kunz was present however later explained that he did not vote.

E. Quality Improvement Committee

1. Approval of minutes: November 15, 2022 – Pat indicated that the Quality Improvement minutes were approved during the committee meeting.
2. Quality Improvement Initiatives 2023 - Patricia Lewis informed the board that the Quality Committee met tonight and referenced that draft Quality Improvement plan commenting that there has been a lot of work done on the plan. Patricia indicated that the committee is not asking for approval of the plan at this time they just wanted to provide the board with a review and an update. She informed the board that the teams have been working on it since early fall putting together their plans and working on their charters in regards to what they want to do for

quality improvement. Patricia indicated that the charters are being refined in regards to the terminology that will be put in the overall Quality Improvement Plan. She indicated that it was decided tonight that the committee wants to review the QI initiatives aligned with the strategic plan. Patricia indicated that they want to change some of the terminology to align them with what the teams are doing which is an ongoing process. She indicated that it is moving along well and they are making progress and are hoping to bring it back for approval by the board perhaps next month. Patricia suggested the board take a look at it and bring any questions to the next board meeting in which Dr. Martell indicated to send them ahead of time. Pat informed the board that the QI plan will be an important piece for reaccreditation coming up in late 2023 adding that there has to be population based focused efforts and that they correspond to the strategic plan which need to be measurable. Derrick inquired as to how long the board has been accredited and how much time it takes staff to put this together for the entire accreditation process. Dr. Martell indicated that WCHD has been an accredited health department for 5 years and has to go through the reaccreditation process every 5 years. Dr. Martell commented that they are constantly working toward reaccreditation and gave the example of Chemtool where she had to pull documents and provide information that was required. Dr. Martell reported that the reaccreditation team (8 members) meets for an hour and a half twice a month. Derrick inquired if they give a shared point or CMA to enter the information into the system in which Dr. Martell responded that the information is entered into the PHAB system adding that the national accreditation board has a dashboard system. Derrick inquired if there is more than one accreditation board or is the national accreditation a blanket board for all health departments in which Dr. Martell indicated that there is only one nationally accredited board.

7. NEW BUSINESS/OTHER MATTERS – Bob welcomed back Charlotte LeClerc who has returned to the State’s Attorney’s Office and will be assigned to provide legal advice for the WCHD.
8. CORRESPONDENCE AND INFORMATION: Correspondence from a confused citizen & voter regarding COVID-19 vaccines as well as correspondence from Plato Leeson.
9. ADDITIONS: Dr. Helland informed the board that a few board members attended the WCHD all-staff holiday party at Midway Village complimenting those involved with the planning and commenting that he was impressed with the congeniality and the bonding of the staff. He added the event was a very positive experience and commended the feeling of togetherness. Bob added that it was very nice as well and nicely done.
10. EXECUTIVE CLOSED SESSION: None
11. ADJOURNMENT:

With no other business to discuss, Bob McCreath entertained a motion to adjourn which was provided by Dr. Helland, seconded by Patricia Lewis. All were in favor and the meeting adjourned at 7:30 pm. Board member Derrick Kunz was present however later explained that he did not vote.

Winnebago County Board of Health

Date