



**Minutes of the
Winnebago County Board of Health
Tuesday, February 21, 2023 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. David Helland, James Powers, Dr. Halversen, Luci Hoover, Derrick Kunz, Angie Goral (arrived at 6:55)

Absent: Robert McCreath, Patricia Lewis, Dr. Allen Williams

Staff Present: Dr. Sandra Martell, Todd Marshall, Cheryl Floyd, James Keeler, Michael Jarvis, Katie O’Toole, Todd Kisner, Patrick Ngum, Cynthia Hall, Rebeca Lyons, Stephanie Bahling (recorder)

Attorney: SA Charlotte LeClercq

WCHD Support: none

Luci Hoover called the meeting to order at 6:30 p.m.

1. **Introductions of Guest/Public Participation-** None
2. **Setting the Agenda**

Luci entertained a motion to approve the Tuesday, February 21, 2023 agenda for the Winnebago County Board of Health meeting. Dr. Halversen made the first motion; second motion made by Jim Powers. Unanimously approved, motion carries. Ayes (5), Nays (0), Absent (4).

3. **Approval of BOH Minutes – January 17, 2023**

Luci entertained a motion to approve the January 17, 2023 Board of Health meeting minutes. Derrick Kunz informed the board that he did not vote on anything during the January meeting and wants the Ayes & Nays of the minutes corrected to reflect that. Jim Powers gave the motion to approve the minutes with the noted corrections, Dr. Halversen seconded. The Board unanimously approved the minutes, motion carries. Ayes (5), Nays (0), Absent (4).

4. **Presentation – Health Department Highlights**

- a. **Domain 1: COVID-19/Influenza/Mpox/Ebola Viral Diseases:** Todd Kisner reported that the COVID community level is low however transmission is at level substantial. Todd indicated that Influenza cases continue to decrease each week commenting that there were only 6 cases last week and has been decreasing since week 47 around Thanksgiving. Todd reported that the Ebola outbreak was declared to be over on January 23 therefore the need to monitor has ceased. Todd informed the board that he MPox emergency declaration ended at the end of January however they will continue to monitor Mpox through sexually transmitted diseases.
- b. **Domain 2: Code Enforcement Coalition; Tick Surveillance; Clear-WIN.** Todd Marshall indicated that the Code Enforcement Coalition is a team of code enforcement officers from the Health Department as well as all the area municipalities which was created with the intention that everyone would adopt the property maintenance code 2021. Todd indicated that the ultimate goal is to get intergovernmental agreements in place with municipalities such as the City of Rockford, Loves Park, Machesney Park, Rockton etc. In regards to Tick surveillance Todd indicated that he finally received the results of the ticks he sent to the state for testing. Todd indicated that of the five ticks he sent two were male and three were female. Todd reported that they only test the females in which one of the females tested positive for Lyme disease. Todd indicated that he wants to expand the vector surveillance and increase the tick drags as well as educate the community that tested ticks have been determined to be positive for Lyme disease. Todd indicated that the testing needs to be completed in a timelier manner and he is working with Dr. Martell and the state to improve the turnaround time on test results. Todd indicated that the Clear-WIN program is another grant they received funds in the amount of \$600,000.00 which will enable Environmental Health to have a holistic approach to dealing with lead. Todd indicated that only 8 counties in the state were awarded grant funds and the Clear-WIN funds will assist with replacing lead water pipes going into the

home which is not covered in the HUD grant. Dr. Halversen inquired if it was a one or three year grant in which Jim Keeler responded that it is a 3 year grant and they will receive \$120,000 the first year.

- c. Domain 5: Strategic Plan Update; Trauma Informed Community; EOP Byron Nuclear: Cynthia reported that all WCHD strategic workgroups are led by a director and all WCHD staff meets twice a month to work on strategic initiatives. The Collaborators are led by Jim Keeler and they have been building a robust list of community partners; the Organizers led by Cheryl Floyd have been working on overviewing the WCHD three health priorities and looking for individuals with lived experience to join those health priority work groups; the Assurance workgroup led by Todd Kisner ensures that all the workgroups are on track and working on their initiatives; the Assessors work group led by Patrick Ngum are working on our evaluations and intake assessments all have trauma informed and health equity components integrated into them; Workforce Development is led by Tiffany Levine has revised the new employee orientation and has been updated trainings to ensure we are meeting the goals of the core competency which identified weaknesses a couple of years ago. Cynthia indicated that one of the identified weakness was Finance and the strategic scholar received finance training and created the “at a glance” for grants and Tiffany’s team is working with the strategic scholars on “at a glance” training intended to make grant management and reporting easier. The Policy Makers is led by Todd Marshall and his team has been working on trauma informed policies that can easily be replicated by other agencies; the Reporters workgroup is led by Katie O’Toole and they have created the advertising and scripts promoting trauma informed trainings. Rebecca leads the re-accreditation workgroup and they have been working on collecting the data needed for re-accreditation. Cynthia informed the board that trauma informed is part of the violence reduction efforts as one of the three health priorities. Cynthia indicated that they held a trauma training in January at Midway Village in which over 100 individuals attended and they are hoping to get some of those individuals engaged in the violence reduction workgroups. Cynthia indicated that there will be a trauma training geared toward community members which will be held on March 7th at the Nordloft Center. There will also be a trauma training in April for supervisors for trauma informed supervision. Rebecca reported that they are revisiting the all hazards emergency response plan and the focus this year is on radiation preparedness. Rebecca indicated that in July there will be a full scale exercise conducted at the Byron Nuclear Plant. Rebecca reported that although the nuclear plant is in Ogle County, Winnebago County is within the 10 mile radius and depending on which way the wind blows may be impacted if an incident occurred at the nuclear plant.
- d. Domain 7: WIC Farmers’ Market nutrition Program and Update: Cheryl reported that in 2022 WCHD provide 4800 farmers market checks in which 1624 were redeemed representing at 33.83% which was the above the state average of 30.68%. Cheryl indicated that she attributes the results to the team effort the WIC staff put into making sure that the information was distributed to all the WIC participants. Cheryl indicated that they are optimistic that they will receive the grant again. Luci indicated that on March 1st the additional SNAP funds will be ending and inquired what impact it would have on Cheryl’s program in which she replied that she felt participation would increase.
- e. Domain 10: Fit-Test/Portacount Training: Rebecca indicated that one of the QI project for preparedness is fit testing. Rebecca indicated that due to COVID restrictions and staff turnover they were not able to provide community fit testing to primary long term care facilities or schools. Rebecca indicated that as part of the RISE grant they are able to focus on a fit testing program. She indicated that they have had a training with Stephenson County on how to use the devices WCHD has. Rebecca indicated that they are going to identify a strike team to be able to provide training in the community however currently they are in the research and planning stage.

5. **Presidents Report:** None

6. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee

1) Approval of Finance Committee minutes – February 8, 2023

Dr. Halversen entertained a motion to approve the February 8, 2023 Finance Committee minutes. Jim Powers made the first motion; seconded by Dr. Helland. Minutes were unanimously approved without edits or corrections. Ayes (5), Nays (0), Absent (4).

2) Financial Statements

a. Resolution of Expenditures – January, 2023

Dr. Halversen health fund expenditure for January, 2023 is \$804,257.56. Dr. Halversen asked for a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (5), Nays (0), Absent (4).

b. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance was down from the previous balance of \$10,674,142.28 to the current balance of \$10,548,565.15 reflecting in a decrease of \$125,577.13. No irregularities were noted.

c. Financial Review

Dr. Halversen reported on the 4th month of Winnebago County's Fiscal Year 2023 and the 7th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$3,717,724.00, the actual amount of \$3,470,788.10 for a variance of \$246,936.00. Expenses YTD Budgeted \$3,849,562.00 and the actual amount of \$3,596,365.23 for a variance of \$253,197.00. No irregularities were noted.

d. Balance Sheet

Dr. Halversen inquired if there were any highlights from the balance sheet in which Jim Keeler responded that there were a number of changes indicating an increase in equity and pool cash from a transfer from the general fund. Jim indicated that it went up \$1,889,000 this period and the general fund went down \$1.9 million. Jim indicated that they moved money from the general account anticipating paying off the bond. He also indicated that they had to change payables because they sent back \$550,000 of unused funds from the mass vaccination grant. Jim indicated that they are applying for another grant which is due March 22nd for additional funding of \$350,000. No irregularities were noted.

e. Bank Reconciliations

Dr. Halversen reported the January, 2023 ending balances reviewed by the Finance Committee for the following:

I.	General Account	\$661,750.56
II.	Lead Account	\$57,620.50
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$741,119.11

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler reported that there was a gain this month of \$42,000 however YTD they are down \$125,000 commenting that the food service permits were down however he didn't have any major concerns. No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph

The Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the reserve amount is exceeding the minimum reserve established by the Board of Health.

h. Accounts Receivable

Dr. Halversen reported that the accounts receivable were \$197,681.00. Jim indicated that his only concern was with the COVID-19 response grant commenting that originally when they received it WCHD received an advance of \$113,367 and currently they owe WCHD over \$200,000 adding that they have not made any payments since WCHD received the advance. No irregularities were noted.

3) 555 North Court Bond Repayment: Dr. Martell reported that the resolution and MOU was advanced through the Winnebago County Finance and Operations committee however the Winnebago County Board pulled it at the last minute having questions. Dr. Martell indicated that one of the questions they had was whether or not the BOH can own property in which it has been determined that the statute allows the BOH to own property. Dr. Martell indicated that they are going to meet and provide further direction on how to proceed.

4) Major Expenditure

Dr. Halversen indicated the Finance Committee approved Major Expenditure items a-g commenting that they do not need a motion or second just a vote for approval. Unanimously approved items a-g. Ayes (6), Nays (0), Absent (3).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
4.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for January 2023	\$ 10,640.00	Dr. Halverson / Jim Powers	All voted in favor, motion carries
4.b	Rockford Regional Health Council	Annual Membership Dues	\$ 7,250.00	Jim Powers/ Dr. Halverson	All voted in favor, motion carries
4.c	IDPH	Lead Contractor Approved Provider Training	\$ 8,700.00	Jim Powers/ Dr. Halverson	All voted in favor, motion carries
4.d	Salvation Army	Preparedness Logistics support	\$ 36,000.00	Jim Powers/ Dr. Halverson	All voted in favor, motion carries
4.e	Home Depot	Inventory Management Supplies for public health preparedness	\$ 5,200.00	Jim Powers / Angie Goral	All voted in favor, motion carries
4.f	Bulk Container Solutions	Inventory Management Supplies for public health preparedness	\$ 11,000.00	Angie Goral / Dr. Halverson	All voted in favor, motion carries
4.g	Salvation Army	Service Fee for Supplies no covered under current contract	\$ 3,000.00	Dr. Halverson / Jim Powers	All voted in favor, motion carries
4.h	University of Illinois	Professional Health Care Services	\$ 8,004.00	Jim Powers/ Dr. Helland	All voted in favor, motion carries

h. Dr. Halverson indicated that item h on the agenda for University of Illinois professional Health Care Services was a new item in the amount of \$8,004.00. Dr. Halverson entertained a motion to approve which was provided by Jim Powers, seconded by Dr. Helland. All were in favor, unanimously approved. Ayes (6), Nays (0) Absent (3).

C. Policy Committee

- 1) Approval of minutes: February 8, 2023: Luci Hoover entertained a motion to approve the February 8, 2023 Policy Committee Meeting minutes which was provided by Dr. Halverson, seconded by Jim Powers. All were in favor, unanimously approved. Ayes (6), Nays (0) Absent (3).
- 2) Policies: Luci indicated that there are two policies that committee recommend to the board.
 - a. 010-1017-22 - Internship Opportunities: Michael Jarvis indicated that the policy sets forth procedures to allow internships or practicum opportunities at WCHD. Michael indicated that if a center has a project that they need done they would need to provide the details of the project such as how long it will take, whether it would be grant funded/paid etc. Michael indicated that there would be a master educator agreement in place with the sponsor school and the candidate would need to complete the internship application commenting that they would need to formally apply with HR for the background and license check. Luci indicated that the policy was approved by the committee and would just need a vote. All were in favor, unanimously approved. Ayes (6), Nays (0), Absent (3).
 - b. 086-0117-23 - Posted Communication: Michael indicated that the policy lists the procedures on how to post communications on an internal basis including required state, federal and FSLA required postings. Michael indicated that the policy also indicates that unapproved communications can be taken down without notice. Luci indicated that the policy was approved by the committee and would just need a vote. All were in favor, unanimously approved. Ayes (6), Nays (0), Absent (3).

D. Personnel Committee – Luci indicated that they did not have a personnel committee meeting however she wanted to discuss the schedule for the meeting. She indicated that the meeting had been moved to accommodate Jennifer Muraski's schedule which is no longer necessary. Luci indicated that they want it moved back to the second Wednesday of the month at 3:30 which is before the policy committee meeting. Luci indicated that the Personnel committee was a member short and inquired if Derrick would join that committee in which he agreed and the meeting was moved to the second Wednesday of the month at 3:30.

1. Quality Improvement Committee – no meeting.

7. NEW BUSINESS/OTHER MATTERS – None

8. CORRESPONDENCE AND INFORMATION: None

9. ADDITIONS: None.

10. EXECUTIVE CLOSED SESSION: None

11. ADJOURNMENT:

With no other business to discuss, Luci entertained a motion to adjourn which was provided by Dr. Helland, seconded by Dr. Halversen. All were in favor and the meeting adjourned at 7:15 pm.

Winnebago County Board of Health

Date