



**Minutes of the  
Winnebago County Board of Health  
Thursday, March 23, 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. Williams, Luci Hoover, Derrick Kunz, Patricia Lewis

**Absent:** Robert McCreath, Angie Goral, Dr. Halversen

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

**Attorney:** SA Charlotte LeClercq

**WCHD Support:** none

Patricia Lewis called the meeting to order at 6:30 p.m.

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

Pat Lewis entertained a motion to approve the Thursday, March 23, 2023 agenda for the Winnebago County Board of Health meeting. Luci made the first motion; second motion made by Dr. Helland. Unanimously approved, motion carries. Ayes (5), Nays (0), Absent (3).

3. **Approval of BOH Minutes – February 21, 2023**

Pat Lewis entertained a motion to approve the February 21, 2023 Board of Health meeting minutes. Derrick Kunz gave the motion to approve the minutes, Dr. Helland seconded. The Board unanimously approved the minutes, motion carries. Ayes (5), Nays (0), Absent (3).

4. **Presentation – Health Department Highlights**

- a. **Domain 2: AGE/Sapovirus Outbreak; PFAS Notification -** Todd indicated that there was an acute gastroenteritis outbreak in congregate care facilities. He indicated that there were a couple individuals within the facility who had diarrhea and were vomiting. When they were tested it was determined that they had Sapovirus which is easily spread person to person and contact from surfaces if they are not disinfected. Todd indicated that there was a total of 22 residents and staff who had symptoms of Sapovirus were tested and 11 tested positive which were all residents adding that although staff had symptoms none of them tested positive. Todd indicated that they were able to work with the facility to implement IDPH guidance such as keep individuals who were symptomatic separated from the rest and keeping staff home that were sick. Todd indicated that they have completed two incubation periods and are out of “outbreak” status. Dr. Martell indicated that you hear about the staffing concern in long term care and congregate facilities who are all struggling with infection control practitioners. Dr. Martell commented on the complexity of care the facilities are providing and how quickly an infectious disease will spread through the facility. Dr. Martell reported that they have been working with IEPH who regulates skilled facilities however WCHD is responsible to control the infectious disease at the site. Dr. Martell indicated that both Environmental Health and Health Protection were involved with this outbreak because the facility had a food permit and they had a pool.

PFAS Notification – Dr. Martell informed the board that on March 1<sup>st</sup> the geofencing initiative to provide alerts in the Sandy Hollow and Southeast areas of Rockford on the detection of PFAS. Dr. Martell indicated that she and Todd Marshall have been working with the Illinois environmental protection agency, Illinois Department of Public Health as well as the elected officials from the city and county for that region. Dr. Martell indicated that the geofencing initiative has been a pilot with partner entities to see how the notification works. Dr. Martell

indicated that they have also worked with the State's Attorney's Office because WCHD does real estate transaction inspections added that they wanted to provide them language that they could use as well which indicates "This property is located within a geographical region in which there has been a detection of PFAS which may cause adverse health effects. It is recommended that the private well located on this property be tested for PFAS to determine if this well requires mitigation in use exposure to PFAS." Dr. Martell indicated that they were getting calls from Real Estate Agents inquiring about it. Dr. Martell indicated that a community open house will be held on Tuesday night and Wednesday morning which will include the elected officials and representatives from each of the agencies where people can ask their individual questions. Dr. Martell indicated that they have had very few requests for support for testing wells in those areas. Dr. Martell indicated that they are going to do another geofencing with the notice of the meeting. Dr. Martell indicated that they used a company called Local IQ for the first one and they are waiting for the stats on it commenting that they have not had many calls. Dr. Martell indicated that they are working with the state on it as they are interested to learn if it will work in other areas so it's serving as the pilot. Dr. Martell indicated that PFAS is typically 4 parts/trillion and in Winnebago County it has been detected at 120 parts/trillion. Derrick Kunz inquired if the testing companies test for PFAS in which Dr. Martell replied that they do not routinely test for it adding that they usually test for nitrates and hardness. Dr. Martell indicated that they are recommending that they be tested for PFAS which is a more expensive test. Derrick inquired if WCHD has reached out to all the well testing companies in which Dr. Martell indicated that they have. Dr. Martell indicated that now the federal government is putting the limits on the drinking water which will result in more lab testing. Dr. Martell commented that there will be policy consideration which determines what has to be disclosed once it's known that a well has PFAS. Dr. Martell indicated that homeowners should filter their water or get a whole home filtration system which requires maintenance adding that the ultimate solution would be to hook up to a municipal water source which is routinely tested and monitored. Derrick commented that it would be at a significant cost in which Dr. Martell agreed commenting that the average home value in the area is \$50-60K and hook-ups would run approximately \$20-30K. Dr. Martell indicated that WCHD has applied for the federal congressional money to address it. Derrick indicated that he knows to ask for it however other agents may not adding that as a result it may devalue homes in that corridor in which Dr. Martell agreed. Dr. Martell indicated that it is unknown why that particular area has higher levels adding that it is not associated with the superfund which is VOC and they have not been able to determine a source. Dr. Martell indicated they will know more after next month.

- b. Domain 3: Digital Media Initiatives - Katie reported that for the month of month of February they leveraged the National Children's Dental Health encouraging that children should have their first dental appointment before their first birthday. Katie indicated that they also leveraged the American Health Month promoting the WISEWOMAN program for a heart healthy lifestyle and recognizing national wear red day. Wear red day is the first Friday of February recognizing that heart disease is the leading cause of death in the United States according to the CDC. Katie indicated that smoking cessation messages were also included in that initiative connecting to the "Illinois Quit Line." Katie indicated that the move initiative started in January as a resolution to encourage people to move more and was also included in the American Health Month initiative.
- c. Domain 5: IPLAN Update - Patrick indicated that the IPLAN started with Map 1.0 which is a community driven strategy process from NACCHO working with community partners such as UIC and an internal and external steering committee. Patrick indicated in January the Rockford Regional Health Council launched a healthy community study which included a survey which overlapped with Map 1.0. Patrick indicated that they felt it would be better to switch to a 5 year cycle which provided the opportunity to use Map 2.0 recently launched by NACCHO. Patrick indicated that Map 2.0 has three phases which include building a community health infrastructure which involves an assessment which they will review how far WCHD has come from the previous IPLAN. Patrick indicated that the second phase will involve three assessments which include the community status assessment, the community partner's assessments and the community context assessment. Patrick indicated that for the community partner's assessment they have questions from NACCHO that they are going to ask the community partner's which will determine how the partners are incorporating the aspects into their programs. Patrick indicated that the third phase which is continuous community improvement plan where they identify health priorities and work with

partners to make the community a better place to live. Patrick indicated that the timeline for implementation is September, 2023 through August, 2024.

- d. Domain 7: WISEWOMAN – Tiffany indicated that WISEWOMAN is heart healthy and they reach out to women who qualify for the IBCCP (Illinois Breast and Cervical Cancer program) prevention program. The WISEWOMAN program allows them to receive blood pressure checks adding with February being heart healthy month they were able to raise awareness to the program. She indicated that they provided pins to the staff to use as a talking point when meeting with clients to incorporate their visit with the clinic to have blood work done adding that they did see an increase in applications. Tiffany indicated that next year they will make sure that all IBCCP clients are aware of the WISEWOMAN program commenting that there is an application process and the program requires a monthly check-in. Pat inquired if there are targeted risk factors that they look for in the clients that they talk to about the programs that they are targeting in which Tiffany indicated that there are. She indicated that the program is age based and targets obesity. Tiffany indicated that Nancy who oversees the program meets with the participants and they make goals that are important to them. Goals such as increase exercise, weight loss and eating healthier. Tiffany indicated that they have cookbooks in English and Spanish that they provide the participants as well.
- e. Domain 10: Chemtool Survey One-Year Follow-up – Dr. Martell indicated that the information was included in correspondence so the board has the complete packet. Dr. Martell reiterated that this is the one year follow-up commenting that they did the first health impact study immediately after the fire. Dr. Martell indicated that she had reached out to the ATSDR (Agency for Toxic Substances and Disease Registry) and the CDC for chemical exposure. Dr. Martell indicated that they wanted to do a follow-up survey to determine if the health impacts were persistent. Dr. Martell indicated that there has also been research in regards to mental health concerns. The correspondence included the presentation that was given to the village of Rockton and their first responders.

5. **Presidents Report:** No report

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 4<sup>th</sup> month of Winnebago County's Fiscal Year 2023 and the 7<sup>th</sup> 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 22<sup>nd</sup> 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. Halversen / Jim Powers	All voted in favor, motion carries
4.b	Rockford Regional Health Council	Annual Membership Dues	\$ 7,250.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
4.c	IDPH	Lead Contractor Approved Provider Training	\$ 8,700.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
4.d	Salvation Army	Preparedness Logistics support	\$ 36,000.00	Jim Powers/ Dr. Halversen	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. Halversen	All voted in favor, motion carries
4.g	Salvation Army	Service Fee for Supplies no covered under current contract	\$ 3,000.00	Dr. Halversen / 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. Halversen 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. Halversen 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. Halversen, 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 7:37 pm.

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Winnebago County Board of Health

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Date