



**Minutes of the
Winnebago County Board of Health
Tuesday, April 18, 2023 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Williams, Luci Hoover, Derrick Kunz, Patricia Lewis, Robert McCreath, Angie Goral, Dr. Halversen

Absent: Dr. David Helland, James Powers,

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

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

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

Bob McCreath entertained a motion to approve the Tuesday, April 18, 2023 agenda for the Winnebago County Board of Health meeting. Patricia made the first motion; second motion made by Luci. Unanimously approved, motion carries. Ayes (7), Nays (0), Absent (2).

3. **Approval of BOH Minutes – March 23, 2023**

Bob entertained a motion to approve the March 23, 2023 Board of Health meeting minutes. Patricia requested a revision to the minutes indicated that she had called the March 23, 2023 meeting to order however, the minutes reflected that Luci called the meeting to order. Dr. Halversen indicated that the heading indicated the meeting was on Tuesday however, it was on Thursday. With the noted corrections, Dr. Halversen gave the motion to approve the minutes, Luci seconded. The Board unanimously approved the minutes, motion carries. Ayes (7), Nays (0), Absent (2).

4. Administrators Report – included in the BOH packet
5. Presentation

- a. National Public Health Week Recognition – Katie O’Toole indicated that National Public Health Week was April 3-9 and the theme is “centering and celebrating public health”. Katie indicated that WCHD used the sub-theme “healthier, safer, stronger communities”. Katie indicated that they focused on public health partners with a social media focus working with them on the daily themes and providing a short video clip. Katie indicated that Neva learned the technical programs to create the videos and include sub-titles. Katie indicated that they worked with different partners to develop a script that explains the public health theme of the day and how the partner works with WCHD on public health in general.

- Monday – Community
- Tuesday – Violence Prevention
- Wednesday – Reproductive and Sexual Health
- Thursday – Mental Health
- Friday – Rural Health
- Saturday – Accessibility
- Sunday – Food and Nutrition

Katie indicated that the videos were made using Canva which is free for public health departments.

6. Health Department Highlights
 - a. Domain 2: PFAS/Rockton Township – Todd indicated that PFAS exists within the community and WCHD does its due diligence to get the notifications out. Todd indicated WCHD met with community members from the Sandy

Hollow area regarding PFAS in wells. Included in the meeting were representatives from the Illinois Department of Public Health from their toxicology department, an EPA representative who provided the background information along with a representative from the City of Rockford. Todd indicated that there were between 30-40 people in attendance at the meeting. Todd indicated that while concentrating on the Sandy Hollow area they received information that PFAS had also found in the Blackhawk subdivision in Rockton, which is located adjacent to Chemtool. Dr. Martell indicated that it is in unincorporated Rockton Township which is adjacent to what was the Beloit Corporation now Chemtool. Dr. Martell indicated that the site is routinely tested as part of the Superfund follow-up related to that location commenting that there are private wells in the neighborhood. Dr. Martell indicated that due to PFAS firefighting foam were used in that region that they agreed to test those individual wells. Dr. Martell wanted it to be clear that according to the documentation received the contamination is not related to the Chemtool former Beloit Corporation site adding that there is no single point detection. Dr. Martell indicated that the individual wells tested positive and they received individual notices from the Illinois Department of Public Health department of toxicology based on the result of their wells. Dr. Martell indicated that the wells containing high levels of PFAS require mitigation. Dr. Martell indicated that the EPA will be coming out with a recommendation for drinking water standards. Dr. Martell indicated that the goal should be to get these areas connected to municipal water sources, in the meantime they can use carbonated filtration systems that minimize exposure. Dr. Martell indicated that Rockton has 10 wells that they treat and monitor. Dr. Martell indicated that an open house has been scheduled for next week at the Rockton Township Office to meet with residents to meet with the EPA and go over the maps. Dr. Williams inquired PFAS needs to be reported for property values in which Dr. Martell indicated that it is not required however, it is suggested to have the well tested. Dr. Martell indicated that once the ground water standard has an enforceable limit reporting requirements may go into effect. Angie recalled the superfund in SE part of Rockford in the 1990's the information on the wells were placed on the property titles making it difficult to get loans. Once they updated the water service in that area they were able to get them removed from the titles. Dereck indicated that once the EPA sets the legal limit the information will need to be disclosed. Dr. Williams inquired as to how many homes are effected in which Todd Marshall indicated that there are 63 addresses. Dr. Martell indicated that they have been working with the addresses that had the highest concentration to put in carbon filters on their faucets. Pat inquired if the carbon filters are effective in which Dr. Martell indicated they are if they are maintained properly. Dr. Martell indicated that IDPH is able to estimate based on the level of PFAS in water what the level would in an individual's blood and what additional screening should be done. Dr. Martell indicated that the focus is to ensure that pregnant women and children under the age of six should not be drinking untreated water. Pat inquired if the municipal wells in Rockton are tested in which Dr. Martell responded that all municipal wells are required to be tested for PFAS. Dr. Martell indicated that wells can be treated as well as blended which brings the level of PFAS down. Dr. Martell reiterated that they will be meeting with the Rockton residents next week

- b. Domain 3: Digital Media Campaigns – Katie reported that they recognized National Poison Prevention Week in March indicating that they tied it into Maternal Infant health podcast “keeping moms and babies alive” with Todd Marshall discussing healthy homes. In recognition of National Poison Prevention Week, they promoted keeping medicine locked up and out of reach of children. Katie indicated that WCHD recognized World TB Day on March 24th reminding the community that TB is impacting the community and reminding them to wash their hands and cover their cough.
- c. Domain 4: Youth Leadership Council – Cheryl indicated that they YLC hosted a town hall meeting on March 7th at Veterans Memorial Hall regarding transportation concerns. The panelist consisted of Winnebago County Chairman Chiarelli, City of Rockford Mayor Tom McNamara, Rockford Public Works Director Kyle Saunders, Rockford Mass Transit Executive Director Mike Stubbe and Director Region 1 Counsel Mike Dunn. Cheryl indicated that approximately 70 people attended the meeting. Cheryl indicated that they had a follow-up meeting on March 28th and suggested that if teachers give extra credit for students volunteering it would encourage participation. Cheryl indicated that the panelist reminded the students of the free bus passes. Cheryl indicated that the students suggested a future safety consideration would be to create a walkway from the bust stop to the places of business.

Maternal, Infant and Child Health – Cheryl indicated that they continue to do the monthly podcasts and last month’s podcast was on car seat safety. They had three presenters Melanie Wingo the traffic safety liaison for the Illinois Chief of Police, Jeffrey Hoster Winnebago County Coalition Coordinator from Safe Kids and Skip Mosny from the Rockford Fire Department. The presentation covered Illinois laws regarding child passenger safety, when to transition a child from rear seating, forward seating and then into booster seating. The podcast included an online demonstration of properly installing a car seat. Cheryl also informed the board that they would be conducting a second community viewing of the documentary “Aftershock” which is a documentary about two young African American Women who died due childbearing complications. The viewing is scheduled for April 20, 2023 and the target audience is health care providers, medical students, residents and health care practitioners. Cheryl indicated that there would be a third viewing engaging with the community.

Opioid Response – Cheryl indicated that the opioid response team continues to meet monthly. They are focusing on the zip codes with the highest rate of opioid overdoses. Cheryl indicated that the goal has always been to make Naloxone accessible to everyone. Cheryl indicated that they are now focusing on reaching out to businesses in those high rate zip codes. Cheryl displayed a red box that will hold four Naloxone kits that they want businesses to display. Cheryl indicated that they have 10 businesses in zip code 61101 naming The Old Still, 320 Grocery Store, Carpenters Place, National Youth Advocate Program as well as some Rosecrance community intervention living apartments. Cheryl reiterated that the goal is to get the red boxes into as many businesses as possible. Dr. Williams inquired if there has been a decrease in the opioid overdose in which Dr. Martell indicated that there has not been a decrease. Dr. Williams inquired if there is still an increase in Fentanyl rather than other opioids in which Dr. Martell indicated that Fentanyl has been found in over 50% of the deaths. Dr. Martell indicated that the bigger concern is the cases that contain Fentanyl along with Xylazine, which is an animal tranquilizer. Dr. Williams indicated that the Fentanyl has a stronger binder to receptors than heroin and other opioids, which requires more than one dose of Narcan. Dr. Martell agreed and Cheryl indicated that each kit has two doses. Dr. Williams indicated that he has noticed in the ER that there has been an increase of accidental overdoses. He indicated that the patients thought they were buying a particular drug but many of the drugs are laced with Fentanyl. Dr. Martell indicated that WCHD has been identified as a county that will receive the higher doses of Naloxone adding that the challenge is getting the kits out in the community where people can access them. Dr. Martell indicated that WCHD is working to get the “harm reduction” initiative going which includes providing Fentanyl test strips out in the community as well. Dr. Martell indicated that Charlotte is reviewing ages and restrictions on providing the test strips. Dr. Martell indicated that the City of Rockford Fire Department does a “leave behind program”, they transport an overdose patient, and they train the family on how to administer Naloxone adding that other rural fire departments are wanting to begin a similar process. Dr. Martell indicated that if anyone on the board has a business or knows a business that wants a red box WCHD will provide them. Derrick inquired as to the liability and if manpower is being used to go around and monitor the red boxes for replacements. Dr. Martell indicated that WCHD has partnered with the businesses so they will let WCHD know when the kits have been used so they can be replenished. Derrick shared that he felt that the red boxes create a liability for business owners but understood the initiative of wanting to save every life. Charlotte indicated that she had not looked into it however believed that having the red box does not create a duty to use it.

d. Domain 7: Health Education – Cheryl indicated the WIC program emergency waivers expire July 10th however they have started to bring the clients back into WCHD. She indicated that they see approximately 40 clients in the morning and 40 in the afternoon commenting that things have gone very well. Cheryl indicated that many of the staff hired on during the pandemic and Cheryl has been working to get them trained for in-person appointments. Cheryl indicated that they have increased from 80% to 83% and she anticipates it continuing to increase. Cheryl indicated that they are exploring other ways to be more accessible to the hard to reach populations.

7. **Presidents Report:** No report

8. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee

1) Approval of Finance Committee minutes – April 12, 2023

Dr. Williams entertained a motion to approve the April 12, 2023 Finance Committee minutes. Dr. Halversen made the first motion; seconded by Angie Goral. Minutes were unanimously approved without edits or corrections. Ayes (7), Nays (0), Absent (2).

- 2) 555 North Court Bond Repayment – Dr. Williams indicated that it was discussed in the Finance Committee meeting that if the county does not want to repay the bond that WCHD should perhaps look at the property that they own at 401 Division Street. He suggested tearing it down and building a new WCHD at that site. Dr. Williams indicated that there are expenses associated with the current location such as paying for parking and rent and the committee is interested in looking into the cost of tearing it down and building a new WCHD. Dr. Williams indicate that the location had limited access due to bridges being closed however it's been publicly announced that they will be open adding that there is a nearby public transportation bus stop as well. Dr. Williams suggested looking into the feasibility of what it would cost. He indicated that it was suggested the first floor would be the location of the clinic, the lab, WIC and the 2nd floor would be a space for meetings and gatherings commenting that currently WCHD has to rent space off site to have a WCHD meeting. Dr. Williams indicated that the meeting space could be rented out and used as a community resource and would include a community kitchen. Dr. Williams indicated that the third floor would be used as WCHD office space. Dr. Williams indicated that the building would have solar panels which would provide electrical needs for the building adding that the current building cannot support solar panels. Dr. Williams indicated when you walk into the building you either go upstairs, downstairs or wait on the elevator and accessibility for individuals who are handicapped, women who are pregnant or have small children going to the 4th floor is inconvenient. He indicated that it would be more convenient if everything were located on the first floor. Derrick agreed that it would be feasible to get information on costs as well as suggested looking at other buildings that are for sale such as the Swedish American building for sale on North Main for \$1.2 million dollars \$200/square foot. Luci reminded the board that there would still have the building at 401 Division Street. Dr. Martell agreed adding that it is an ideal location in which Luci added that the area would service a lot of people. Todd Marshall indicated that it is Census track 1000 and includes hard to reach clients. Bob inquired as to how to proceed in which Dr. Martell indicated that if the board provides the directive to do the feasibility study she would begin the process to inquire as to the cost to demo the building as well determine what grant funding may be available. Dr Williams added that a multipurpose room on the 2nd floor designated as a community resource should be eligible for grant funding. Luci inquired if a motion was needed in which Charlotte did not recommend voting on moving forward with a feasibility study, as it is not clear on the agenda that action would be taken. It was determined that it would be placed on next month's agenda.
- 3) Development of Financial Dashboard – Jim Keeler indicated that the financial dashboard is a quality initiative to produce better quality numbers – Presentation attached.
- 4) Financial Statements
 - a. Resolution of Expenditures – March, 2023
Dr. Williams indicated that the health fund expenditure for March, 2023 is \$804,541.50. Dr. Williams asked for a motion to approve, which was provided by Dr. Halversen, seconded by Patricia Lewis, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (2).
 - b. Statement of Fund Balance
Dr. Williams reported that from September 30, 2022 to present the Statement of Fund Balance has a net increase of \$15,196.86. No irregularities were noted.
 - c. Financial Review
Dr. Williams reported on the 6th month of Winnebago County's Fiscal Year 2023 and the 9th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$5,576,586.00, the actual amount of \$5,196,645.86 for a variance of \$379,940.00. Expenses YTD Budgeted \$5,774,343.00 and the actual amount of \$5,181,449.00 for a variance of \$592,849.00. No irregularities were noted.
 - d. Balance Sheet
Dr. Williams inquired if there were any highlights from the balance sheet in which Jim Keeler responded no commenting that they brought down the receivables. No irregularities were noted.
 - e. Bank Reconciliations

Dr. Williams reported the March, 2023 ending balances reviewed by the Finance Committee for the following:

I.	General Account	\$898,752.95
II.	Lead Account	\$201,259.81
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$825,702.49

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler reported that WCHD is starting to issue high and medium risk food service permits. 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. Dr. Williams indicated that the emergency reserve is doing better than 2022 however, the cash on hand is slightly less.

h. Accounts Receivable

Dr. Williams inquired if there was anything to report in which Jim Keeler indicated that they have resumed the collections on the COVID response grant that are starting to come in adding that it is an ongoing process.

5) Major Expenditure

Dr. Williams indicated the Finance Committee approved Major Expenditure items a-f commenting that they do not need a motion or second just a vote for approval. Unanimously approved items a-f. Ayes (7), Nays (0), Absent (2).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for March 2023	\$ 8,208.00	Jim Powers / Angie Goral	All voted in favor, motion carries
b	Winnebago County SWCD	Soil Analysis	\$ 4,225.00	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
c	Viken Detection	XRF Analyzer Repair Maint.	\$ 4,990.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
d	FFF Enterprises	Annual Influenza Vaccines	\$ 19,981.70	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
e	UIC College of Medicine	Professional Contractual Svs.	\$ 72,879.00	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
f	Sorenson Comm (SCIS)	Interpreting Services	\$ 4,200.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries

C. Policy Committee

1) Approval of minutes: April 12, 2023: Pat entertained a motion to approve the April 12, 2023 Policy Committee Meeting minutes which was provided by Luci Hoover, seconded by Dr. Williams. All were in favor, unanimously approved. Ayes (7), Nays (0) Absent (2).

2) Policies: Patricia indicated that there are two policies that committee is recommending to the board.

a. 009-0602-22 Job Posting, Recruiting and Hiring Policy

b. 1123-0905-19 – Identification Badge and Security Access Card Policy.

Patricia indicated that both the above listed policies were approved by the committee to recommend to the board adding that a motion and second are not required there would just need a vote. All were in favor, unanimously approved both policies. Ayes (7), Nays (0), Absent (2).

3) Consideration for Ordinance to Rescind 2018 CO 092 to permit the Use of groundwater as a potable water supply by the installation or use of potable water wells or by any other method: Pat indicated that this is a complex issue regarding the superfund site down near the landfill. Pat indicated that there was an issue several years ago with a proposal to drill more wells at the superfund site. At that time, it was determined

that the county passed an ordinance the forbid drilling wells in that area. Pat indicated that there is one residence, a gun club and the landfill that need water adding that they are currently being served by one well. Pat indicated that it appears that there is a conflict with the well servicing all three properties however is unsure what the conflict is. Pat indicated that there has been current discussion in regards to drilling separate wells for the residence the gun club and the landfill offices commenting that they all currently have potable water. Pat indicated that the county has been discussing rescinding the ordinance that forbids drilling wells on the site. Pat indicated that the committee discussed how to respond to the counties consideration of rescinding the ordinance. Pat indicated that the policy committee is recommending that the BOH send a letter to the county expressing BOH support for the existing ordinance and encouraging that it remain in place. Pat indicated that Dr. Martell provided the draft letter at the start of the meeting. Pat inquired if the ordinance remains in place they could still follow up and request a variance in which Todd Marshall indicated that they could. Dr. Martell indicated that the board recommended the ordinance in 2018 and has USEPA governance on the site. In 2022 they requested to do additional drilling on the property. Dr. Martell indicated that part of the agreement of the superfund the record of decision that ACME Solvent would be the party responsible to provide the drinking water which was done through an agreement with the landfill. Dr. Martell indicated that they provided detailed plans to the US EPA requesting to drill into a different aquifer, which would require special containment. Dr. Martell indicated that if the ordinance was rescinded they would not provide the containment and WCHD would be the party to approve the new well adding that WCHD would not likely approve the well without the US EPA containment precautions. Dr. Martell indicated that if they contaminate the deeper aquifers they jeopardize water sources for more than these three parties. Dr. Martell reminded the board that it is a contaminated site and the policy committee drafted the indicating that the BOH would prefer that the ordinance remain intact to protect the water supply. Dr. Martell indicated that in 2018 when they were asked to consider approving drilling new wells that WCHD did not have the skills or qualifications and required the US EPA to review the plans and have it recorded on the decision for that site that it would be allowed. Dr. Martell indicated that they have since abandoned that plan and are requesting that the ordinance be rescinded. Dr. Martell indicated that the engineering firm that prepared the plans for the US EPA contacted WCHD with concerns about this as well. Dr. Martell indicated that ACME Solvent is responsible to ensure they have safe drinking water for those properties, which was included in the decision that was made at the time that it was designated as a superfund site. Pat indicated that they just wanted to state the principles and that the BOH supports the ordinance remaining in place. Pat indicated that they would need to vote to approve sending the letter that Bob would sign. Dr. Williams inquired that if the ordinance were rescinded they would need WCHD and the US EPA approval to move forward in which Dr. Martell indicated that they would. Dr. Williams motioned to approve. Dr. Halversen inquired if one person is requesting to have it rescinded in which Angie indicated that it was her understanding that the landfill is requesting it. Charlotte added that the Gun Club is involved as well. Bob indicated that there is a motion on the floor, Dr. Halversen seconded the motion all were in favor the motion carries Ayes (7), Nays (0), Absent (2).

D. Personnel Committee

- 1) Approval of Minutes, April 12, 2023 – Luci indicated that the Personnel committee met on April 12th and entertained a motion to approve the minutes from the meeting which was provided by Dr. Williams, seconded by Pat, all were in favor and the April 12, 2023 Personnel Committee Meeting Minutes were approved.
- 2) Policies (item a-b were approved through the Personnel Committee): Luci indicated that there are two policies that the committee is recommending to the board. Luci indicated that they are not new policies they are revised policies.
 - a. 067-1205-22 Vacation Policy – Luci indicated that the policy includes clarification on how vacation accrues, when it can be used and when it can be requested.
 - b. 068-1109-16 Pay Practices Policy – Luci indicated that the policy includes clarification and updated language regarding work schedules, breaks and pay periods.

Luci indicated that both the above listed policies were approved by the committee to recommend to the board and would just need a vote. All were in favor, unanimously approved both policies. Ayes (7), Nays (0), Absent (2).

E. Quality Improvement Committee

1) Meeting – April 18, 2023

2) Quality Improvement Project Update

- a. Overview of Status of Projects – PDSA Cycle: Pat indicated that the quality committee met and reviewed quality improvement projects
- b. EHI – Digitization of Well/Septic Records – Pat reported that Todd Marshall’s project is to digitize older records, which includes organizing them as well as indexing them so they can be retrieved. Pat indicated that they would have a large portion of the project done this year but the project will continue into next year.
- c. HP – Rabies PEP – Pat reported that Todd Kisner’s quality improvement project is improving on the treatment for rabies. Pat indicated that the goal is for individuals who need treatment to be treated and those who do not need treatment to not be treated.

3) PHAB Reaccreditation Review – Pat indicated that the last topic they discussed in the meeting was regarding PHAB reaccreditation and reported that they are working on pulling together the documents and paperwork.

a. Domain 1

- i. Standard 1.1
- ii. Standard 1.2
- iii. Standard 1.3

9. NEW BUSINESS/OTHER MATTERS – None

10. CORRESPONDENCE AND INFORMATION: Memo from Plato Leeson

11. ADDITIONS: None.

12. EXECUTIVE CLOSED SESSION: - Bob McCreath entertained a motion to go into executive session to discuss pending litigation, which was provided by Dr. Williams, seconded by Dr. Halversen – Roll Call was then taken with the following members present: Patricia Lewis, Dr. Halversen, Dr. Williams, Angie Goral, Luci Hoover, Derrick Kunz and Bob McCreath.

a. Pending Litigation

Bob McCreath entertained a motion to come out of closed session which was provided by Dr. Williams, seconded by Angie Goral, all were in favor and closed session was adjourned.

13. ADJOURNMENT:

With no other business to discuss, Bob entertained a motion to adjourn which was provided by Dr. Williams, seconded by Luci. All were in favor and the meeting adjourned at 8:10 pm.

Winnebago County Board of Health

Date