



**Minutes of the BOH Quality Committee Meeting
Tuesday, April 18, 2023 at 5:30 p.m.
WCHD, Room 115**

Members Present: Dr. Patricia Lewis, Robert McCreath (Ex-Officio), Dr. Williams

Members Absent: James Powers

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator, Patrick Ngum Quality and Data Director; Todd Marshall Director Environmental Health, Todd Kisner Director of Health Promotion, Rebecca Lyons Director of Emergency Preparedness, Stephanie Bahling, Executive Assistant (Recorder).

MEETING NOTES: Patricia Lewis indicated that a quorum has not been established in which Dr. Martell indicated that there is nothing being presented that requires action therefore this can be an information meeting.

Patrick Ngum provided an update on the status of projects indicating that he continued to meet with the leadership team and quality committee. Patrick indicated that there are 14 QI projects in the QI plan in various phases of plan, do, study, act. Patrick indicated that during the last meeting they discussed communication and they are gearing toward a project for strengthening communications for hard to reach populations. He indicated that it involves engaging with organizations such as Rockford Ready and the refugee service director. Patrick indicated that the hard to reach population includes people with disabilities as well as people who cannot read or speak English. Dr. Martell suggested that Patrick include the diagram that indicates the stages that each QI project are in so there is a visual for the meeting.

Todd Marshall provided an update on the digitization of wells/septic records an Environmental Health’s QI project. Todd indicating that they are digitizing all their records commenting that they have over 50 four draw filing cabinets containing the paper records. Todd indicated that they are scanning the files as well as creating a spreadsheet that contains the information from the files including well depths, types of septic, soil types etc. Todd indicated that the aim statement is to have at least 10,000 records digitized by December 31, 2023 out of the 22,000 records. Todd indicated that the Plan stage was July 2022, the Do stage was August 2022. Todd indicated that April 2023 is the study stage and they have been reviewing and studying the spreadsheet. Pat inquired if the spreadsheet contains categories in which Dr. Martell indicated that it is indexing. Todd indicated that they have over 6000 records completed and they are on track to complete the 10,000 by December. Todd read the “if-then” statement “If the files are digitized, then able to use existing data in an accessible way. If able to use existing data, then able to identify trends”. Todd indicated that if they are able to identify the trends they are able to create proactive policies to benefit public health. Todd indicated that they put flow charts together on the process. He indicated that the information will enable him to look up information quickly as well as the FOIA officer. Todd indicated that he can provide the average depth of wells, the percentage of certain types of septic based on the identifiers included in the spreadsheet. Todd indicated that he needs to work with the City of Rockford to access the water samples and share those files. Dr. Martell indicated that this is included as part of the Water Security Plan indicating that the county has a requirement for solid waste management and WCHD encouraged them to have a water security plan as well. She indicated that the challenge was that the public basic data sets do not have these records. Dr. Martell indicated that indexing the records has also been a challenge. Bob inquired as to how far back the records went in which Todd indicated the late 70’s – 1977 commenting that they are historical data files.

Dr. Williams arrived or the meeting establishing a quorum therefore Patricia called the April 18, 2023 Quality Committee meeting to order at 5:42 pm.

**1. Approval of Agenda**

Patricia entertained a motion to approve the April 18, 2023 Quality Meeting agenda which was provided by Dr. Williams, Seconded by Patricia Lewis. All were in favor, motion carries.

2. Approval of Minutes – March 23 2023: Patricia entertained a motion to approve the March 23, 2023 meeting minutes which was provided by Dr. Williams, seconded by Patricia Lewis. All were in favor, motion carries.**3. Quality Improvement Project Update:**

- a. Overview of status of Projects – PDSA Cycle: Refer to notes above
- b. EHI – Digitization of Well/Septic Records: Refer to notes above
- c. HP – Rabies PEP: Todd indicated that Health Protection has been looking at rabies postexposure prophylaxis (PEP). He said they have been working with community partner animal services and the ED department. Todd indicated that they started with Winnebago County Animal Service as they would have the first engagement with the individual who had been exposed. Todd indicated that they did a fishbone diagram to determine concerns and challenges from their angle in regards to informing the individual or family the next steps in regards to if there is an exposure or not. Todd indicated that rabies center around bats adding that the community averages a couple of bats/year test positive for rabies. Todd indicated that other animals that carry rabies such as raccoons, possums and skunks. He reiterated that the primary concern is with bats. Todd informed the committee that they have noticed a lot of dog and cat bites in which animal services has been euthanizing them and testing them for rabies. Todd indicated that they didn't understand why they were doing that to cats and dogs when they have not been the issue. Todd indicated that it was great to work with animal services and do the fishbone and understanding of the public health perspective. Todd reported that WCHD and Animal Services have some same rules. He indicated that they have a set of rules in regards to animal behavior commenting with cats and dogs are aggressive and continue to be aggressive they euthanize them. Todd indicated their explanation helped better understand when the reports indicated that they tested negative for rabies he better understood what was going on with the dogs and cats. He indicated that they discussed the type of exposure whether it was provoked or unprovoked. Todd indicated that Animal Control receives the call that there is a bat in the house. Todd instructed animal service not to let the bat go because they want it to be tested. Todd indicated that working with them they developed a simple easy to read information on rabies. The intent is to provide the information that includes WCHD contact information, questions about rabies as well as questions about exposure reiterating to call WCHD. Todd indicated that the individuals will go to the ED and start treatment which would be unnecessary if the animal tested negative. Todd indicated that in one scenario the individual completed the treatment and received a \$12,000 bill because it was not covered by insurance. Todd indicated that it was a possible exposure to a baby and the mother decided not to wait the 48 hours for the test results and went ahead with the treatment. Dr. Martell indicated that if it was a true exposure it would have been covered by insurance. Bob inquired if there are a series of shots in which Todd indicated that there are four shots. Todd indicated that the draft handout is complete which provides guidance and is currently being reviewed by communications. Todd indicated that they are planning to meet with Swedish American ED which is the only pharmacy that carries the vaccine. Dr. Williams inquired if a squirrel bite does not qualify why would they treat in the ED and asked if there is a website that they can review information. Todd indicated that squirrels are not rabies carriers and the hope is to have the ED contact WCHD the moment they hear the word rabies in the ED. Todd indicated that another benefit with working with Animal Services is they learned that the state lab faxes the results to them. WCHD sponsored them for access to "Red Cap" which is a program where you can check on results on a daily basis. Todd reiterated that the next step is to meet with Swedish American and their pharmacy.

4. PHAB Reaccreditation Review

- a. Domain 1: Rebecca indicated that they decided to use the PHAB 2022 version for reaccreditation rather than the previous model. Domain one determines how WCHD collects and uses data and how they use



quantitative and qualitative data indicating that they used the Chemtool survey. Rebecca indicated that they included examples on how they are using data to take public health action. Rebecca indicated that the team is meeting every two weeks for strategic and meeting weekly with leadership to go over details and to use collective memories considering the information is over the past 5 years. Rebecca indicated that this version allows for more narrative. Rebecca indicated that they are in good shape with Domain 1 adding that they have until November to have everything completed for submission. Rebecca indicated that Domain 5 will be presented at next months meeting.

- i. Standard 1.1 – Participate in or lead a collaborative process resulting in a comprehensive community health assessment.
- ii. Standard 1.2 – Collect and share data that provide information on conditions of public health importance and on the health status of the population.
- iii. Standard 1.3 – Analyze public health data, share findings, and use results to improve population health.

5. Executive Session - None

6. Additions – None

7. Adjournment

There being no additional business, Patricia entertained a motion to adjourn the April 18, 2023 Quality Committee meeting which was provided by Bob McCreath, seconded by Dr. Williams, all were in favor and the meeting adjourned at 6:11 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date