



## BOARD OF HEALTH

**Date of Meeting:** June 20, 2023  
**Time of Meeting:** 6:30 p.m.  
**Location of Meeting:** 555 North Court Street; Room 115; Rockford, IL 61103  
**BOH Members:** Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Derrick Kunz, Dr. Patricia Lewis, Robert McCreath, James Powers, Dr. Allen Williams

**WCHD Leadership:** Dr. Sandra Martell, Cynthia Hall, Cheryl Floyd, Michael Jarvis, James Keeler, Todd Kisner, Patrick Ngum, Todd Marshall, Katherine O’Toole, Rebecca Lyons, Tiffany Levine

**WCHD Support:** Stephanie Bahling, Executive Assistant (recorder)  
**Attorney:** Charlotte LeClercq

Agenda Item	Time	Sponsor/Presenter
1. Introduction of Guests/ Public Participation	5 min	R. McCreath
2. Approval of Agenda: June 20, 2023	5 min	R. McCreath
3. Approval of Minutes: Approval of May 16, 2023 minutes	5 min	R. McCreath
4. Health Department Highlights	10 min	
a) Domain 1: Influenza and Other Communicable Disease Update		T. Kisner
b) Domain 2: Mpox Resurgence; Demolition		T. Kisner/T. Marshall
c) Domain 4: Youth Leadership Council; IGrow		C. Floyd
d) Domain 5: Community Preparedness Presentations		R. Lyons
e) Domain 7: Mexican Consulate Event; Anti-Marijuana Campaign/Durand		R. Lyons/C. Floyd
5. President’s Report	5 min	R. McCreath
6. Committee Reports		
a) Executive Committee – <i>No meeting</i>	5 min	R. McCreath
b) Finance Committee		
1) Approval of minutes: June 14, 2023	15 min	A. Williams
2) Update on WCHD Office Buildings		
3) Financial Statements for May, 2023		
a. Resolution of Expenditures		
b. Statement of Fund Balance		
c. Financial Review		
d. Balance Sheet		
e. Bank Reconciliations		
i. General Account		
ii. Lead Account		
iii. Abandoned Properties		

- iv. State of Illinois E-Pay
  - f. Revenue and Expenditure Reports
  - g. Public Health Emergency Reserve Minimum Graph
  - h. Accounts Receivable
- 4) Implementation of cost of living adjustment per budget in July 2023
- 5) Budget Amendments
  - a. FY2023 – Amendment #1
    - i. Transfer of funds between line items; Expense/revenue - neutral
- 6) Major Expenditure Requests (*Items a - e were approved by Finance Committee*)
  - a. PHS: VR – Electronic Filing Fee for May Death Certificates
  - b. HA: University of Illinois Medical Consultation Agreement
  - c. HA: Colorwave Graphics – Maternal Child & Health Bus Wrap
  - d. EH: Winnebago County SWCD – Soil Boring invoice
  - e. HA: Sheila Elliott, RN – Tuition Reimbursement for MPH
- 7) Proposed Contracts and Agreements (*item a approved by Finance Committee*)
  - a. HPW – MOU – Tobacco Free Community, *Catch my Breath*
- c) Policy Committee 5 min P. Lewis
  - 1) Approval of Minutes, June 14, 2023
  - 2) Policies (*item b – c were approved by Policy Committee*)
    - a. 023-0524-22 – Jury & Witness Duty Leave
    - b. 1108-0607-16 – Expenditure and Contract Approval Procedures
    - c. 1127-0426-22 – HIPAA Policy
- d) Personnel Committee 5 min L. Hoover
  - 1) Approval of Minutes, June 14, 2023
  - 2) Policies (*items a – c were approved by the Personnel Committee*)
    - a. 074-0602-21 – COVID-19 Mitigation
    - b. 075-0815-21 – Vaccination Policy
    - c. 076-0103-22 – Classification and Compensation
- e) Quality Improvement Committee
  - 1) Meeting – June 20, 2023
  - 2) Quality Improvement Project Update 5 min P. Lewis
    - a. Overview of Status of Projects - PDSA Cycle
    - b. QI Clerical Procedures Update
    - c. QI Communications Project Update
    - d. QI IGROW Project Update
  - 3) PHAB Reaccreditation Review 5 Min P. Ngum/R. Lyons
    - a. Domain 10 – Build and maintain a strong organizational infrastructure for public health.
      - i. Standard 10.1 – Employ strategic planning skills
      - ii. Standard 10.2 – Manage financial, information management and human resources effectively
      - iii. Standard 10.3 – Foster accountability and transparency within the organizational infrastructure to support ethical practices, decision-making and governance.
    - b. Foundational Capability Measures
      - i. 10.1.1 A– Adopt a department-wide strategic plan.
      - ii. 10.2.2 A– Maintain a secure information management infrastructure to support strategic goals.

- iii. 10.2.4 A– Oversee financial management system.
  - iv. 10.3.2 A– Communicate with governance routinely and on an as-needed basis.
  - v. 10.3.3 A – Access and use legal services in planning, implementing and enforcing public health initiatives
- c. Equity
- i. 10.2.1 A – Manage operational policies including those related to equity.

7. New Business/Other Matters	2 min	R. McCreath
8. Correspondence and Information	2 min	S. Martell
9. Additions		R. McCreath
10. Executive Closed Session	5 min	S. Martell
11. Adjournment		