



BOARD OF HEALTH

Date of Meeting: September 19, 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 Hoss

Agenda Item	Time	Sponsor/Presenter
1. Introduction of Guests/ Public Participation	5 min	R. McCreath
2. Approval of Agenda: September 19, 2023	1 min	R. McCreath
3. Approval of Minutes: August 15, 2023	5 min	R. McCreath
4. Presentation: Updated COVID-19 Vaccine	5 min	S. Martell
5. Health Department Highlights		
a) Domain 1: Rabies, Septic Systems	5 min	Todd K, Todd M
b) Domain 4: Tire Drop Off, IGrow	5 min	Todd M, Cheryl F
c) Domain 6: Law changes impacting Public Health	5 min	Michael J
d) Domain 7: WCHD’s Community Farmers Market	5 min	Cheryl F
6. President’s Report	5 min	R. McCreath
7. Committee Reports		
a) Executive Committee – <i>No meeting</i>	5 min	R. McCreath
b) Finance Committee	25 min	A. Williams
1) Approval of Minutes: September 6, 2023		
2) Disposition/Planning 401 Division Street Property		
3) FY2024 Budget Amendment – reduction in Levy Fund Allocation		
4) Financial Statements for August 2023		
a. Resolution of Expenditures		
b. Statement of Fund Balance		
c. Financial Review		
d. Balance Sheet		
e. Bank Reconciliations		
i. General Account		
ii. Abandoned Properties		
iii. Lead Account		

- iv. State of Illinois E-Pay
 - f. Revenue and Expenditure Reports
 - g. Public Health Emergency Reserve Minimum Graph
 - h. Accounts Receivable
- 5) Major Expenditure Requests (*Note: Items a – f approved in Committee; item g approved by electronic vote*)
- a. PHS: VR – Electronic Filing Fee for August 2023 Death Certificates
 - b. HA: TIC - Illinois Collaboration on Youth for Trauma Training
 - c. HPW: WIC - Teletask Messenger and Add Media
 - d. HPW: TEP – City of Rockford Police Department – Tobacco Enforcement Checks
 - e. CS: Finance –Time Clock Plus Software Timekeeping system
 - f. HA: Communications – Web3 Meta Growth (formerly Chundersoft) – website support 10/2023-10/2024
 - g. *PHEP: Contract Amendment Fisher Scientific Smart-VUE Monitoring System (Note: Approved by Electronic Vote 8.30.2023)*
 - h. *EHI: Liberty Tire – Tire Drive*
 - i. *HA: Demolition 401 Division Street*
 - j. *HA: Studio GWA Scope of Work Agreement*
 - k. *CS: Mendelssohn Performing Arts Parking Space Rental*
- 6) Proposed Contracts and Agreements (*Note: Items a – e were approved in Committee*).
- a. HPW: Contract – TEP City of Rockford
 - b. HPW: Contract – TEP Loves Park
 - c. HPW: Contract – TEP WCSO - Machesney Park
 - d. HPW: Contract – TEP Roscoe
 - e. HPW: Contract – TEP South Beloit
 - f. *HPW: Contract – DOPP Durand*
 - g. *HPW: MOU Courage to Quit – Remedies Renewing Lives*
 - h. *HPW: Underage Drinking Campaign – Harlem Middle School*
 - i. *HPW: Marijuana Awareness Campaign – Durand Junior High School*
- c) Policy Committee L. Hoover
- 1) Approval of Minutes – September 6, 2023
 - 2) Policy for Consideration (*Note: item a was approved by the Policy Committee*)
 - a. 1102-0528-15 Communication Procedures
 - 3) Variances for Consideration (*Note: item a only was approved by Policy Committee*)
 - a. R201-043621: Pub Unleashed to allow dogs in food establishment
 - b. 22-1364: 10054 N 2nd Street; Roscoe, IL 61703
- d) Personnel Committee – *no meeting*
- 1) Adoption of 2024 Holiday Schedule 5 min L. Hoover
- e) Quality Improvement Committee 10 min P. Lewis
- 1) Meeting – September 19, 2023
 - 2) Quality Improvement Project overview
 - 3) PHAB Reaccreditation Review R. Lyons
 - a. Domain 3: Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it.

b. Domain 8: Build and support a diverse and skilled public health workforce.

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