



**Minutes of the
BOH Policy Committee Meeting
Wednesday, January 10, 2024 at 4:30 pm
555 North Court Street
Room 221
Rockford, IL 61103**

Members Present: Luci Hoover, Bob McCreath (Ex-Officio), Patricia Lewis (Chair); Derrick Kunz

Members Absent: Angie Goral

WCHD Staff Present: Todd Marshall, Michael Jarvis, Policy Director, Stephanie Bahling (recorder)

Legal Counsel: ASA Charlotte LeClercq

Patricia Lewis established that there is a quorum and called the policy committee meeting to order at 4:44 pm.

1. **Approval of Agenda** – Patricia entertained a motion to approve the January 10, 2024 Policy Committee meeting agenda which Luci provided, Bob seconded, all were in favor, unanimously approved, motion carries. Ayes (4), Nays (0), Absent (1).
2. **Update: Adoption of the 2024 International Property Maintenance Code:** Todd Marshall reported he wanted to provide the board an update on the property maintenance code which is in regards to housing including interior, exterior, sanitation, hoarding and inoperable cars which fall under the property maintenance code commenting that it has not been updated in years. Todd explained that he’s been working with the State’s Attorney’s Office to review the 2024 International Property Maintenance Code which will be presented to the board of health for adoption. Todd reported that the 2024 International Property Maintenance Code will ultimately be presented to the County Board for approval as it will result in an ordinance change.
3. **Policies for consideration:** None
4. **Agreement:**
 - a. **MOU – Harm Reduction Site Agreement template:** Todd Kisner reported that he has been working with the State’s Office on a template for a site agreement that will enable WCHD to distribute opioid test kits/strips in the community as part of the harm reduction initiative. Todd indicated that currently under state law, WCHD is only able to distribute testing supplies within the health department. A site agreement would enable WCHD to distribute testing supplies at other agencies such as Adult Probation, the Winnebago County Court House and community centers within Winnebago County.
 - b. **MOA – WCHD & Providers template:** Tiffany Levine reported that the template included in the meeting packet is for MOA’s between WCHD and community facilities & providers who provide exams for the IBCCP program. She indicated that the template agreement has been reviewed by Dr. Martell and the State’s Attorney’s Office which included terminology and provider updates. Pat entertained a motion to approve the memorandum of understanding, which was provided by Derrick, seconded by Luci, all were in favor and the policy was approved. Ayes (4), Nays (0), Absent (1).
5. **Resolution - none**
6. **Executive Session – None**
7. **Additions – None**
8. **Adjournment** – There being no additional business, Pat entertained a motion to adjourn the January 10, 2024 Policy Committee Meeting which was given by Luci, seconded by Derrick, all were in favor and the meeting adjourned at 5:07 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date