



**Minutes of the
Winnebago County Board of Health
Tuesday, January 16, 2024 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Williams, Patricia Lewis, Dr. Halversen, Luci Hoover; Robert McCreath; Valerie Pobjecky; Stephen Minore

Absent: Dr. Helland, Angie Goral, Jonathon Logemann, Derrick Kunz, Jim Powers

WCHD Staff: Dr. Sandra Martell, Cheryl Floyd, James Keeler, Michael Jarvis, Katie O’Toole, Todd Kisner, Todd Marshall, Patrick Ngum, Cynthia Hall, Rebeca Lyons, Tiffany Levine, Stephanie Bahling (recorder)

Attorney: SA Charlotte Hoss

WCHD Support: none

Bob McCreath called the meeting to order at 6:38 p.m.

1. Introductions of Guest/Public Participation

2. Setting the Agenda:

Bob McCreath entertained a motion to approve the Tuesday, January 16, 2024 agenda for the Winnebago County Board of Health meeting. Luci Hoover made the first motion; second motion made by Dr. Williams. Unanimously approved, motion carries. Ayes (7), Nays (0), Absent (5).

3. Approval of BOH Minutes – November 21, 2023

Bob entertained a motion to approve the November 21, 2023 Board of Health meeting minutes. Dr. Halversen gave the motion to approve the minutes, Patricia Lewis seconded, all were in favor. The Board approved the November 21, 2023 meeting minutes. Ayes (7), Nays (0), Absent (5).

4. Disposition/Planning 401 Division Street – Update – Todd Marshall reported that WCHD is in the process of getting the permits for demolition as well getting a general construction permit from the Illinois EPA. Todd indicated that WCHD received approval from the historical preservation and is also working through issues with the long-eared bat as an endangered species. Todd reported that a meeting (virtual) has been scheduled with Dr. Martell, Studio GWA, leadership and the BOH for January 24th at 1:30 to further discuss future plans for 401 Division Street.

5. Health Department Highlights:

- a. **Domain 1: Respiratory Illness/Product Recalls:** Todd Kisner indicated that the Influenza for week ended January 6, 2024 had 221 cases and there were four cases of influenza cases admitted to the ICU. He also reported that there were two influenza outbreaks in long term care facilities. Todd reported that currently Winnebago County is at medium level for hospital admissions for COVID and long-term care facilities continue to experience outbreaks. Todd Marshall reported that WCHD receives product recall notifications from the FDA. Todd indicated that in November WCHD was notified of applesauce products with high lead content and stores that carry applesauce were notified. Todd reported that in December, WCHD was notified of a local meat vendor that had over 6000 pounds of raw beef that was recalled as well.
- b. **Domain 2: TB/E. Coli/Cottage Foods:** Todd Kisner informed the board that the recent TB investigation at a long-term care facility is in the second round of testing and results should be available next week. Todd also reported that E. Coli was diagnosed in five individuals who were hospitalized from an independent living facility resulting in an investigation to determine a potential source however a source was not identified. Todd Marshall indicated that environmental health continues to review community event calendars to educate the community to get appropriate food permits as well as advise as to what they can and cannot do in regards to serving food.

- c. Domain 5: Reaccreditation/IPLAN Community Partner Workshop: Rebecca reported that all of the reaccreditation documents have been uploaded and are pending review. WCHD has been assigned a reaccreditation specialist to review the documents and WCHD will have 45 days to respond to any inquiries that may be received.
- d. Domain 6: Laws Going into Effect in 2024: Michael reported that WCHD is following several bills through legislation related to public health. These bills include: pharmacists being able to sell fentanyl test strips; schools maintaining a supply of opioid antagonists, health departments being able to request public health data needed for health assessments from IDPH and DCFS; Podiatrists are able to provide vaccinations with proper training and expanding the smoke free act to include e-cigarettes.
- e. Domain 7: WIC Feedback Survey: Cheryl reported that WCHD provided the annual WIC participant survey commenting that each agency is expected to receive a 10% response. In 2023, WCHD received a 97% response with 6,714 surveys completed. Cheryl noted that WIC Nutritionist Donna Homuth who has been with the health department for 33 years was recognized in the survey comments as being extremely helpful.

6. Presidents Report:

- a. Nominating Committee: Dr. Halversen reported that the nominee committee met and recommended that Robert McCreath serve a second term as board president with both Luci Hoover and Patricia Lewis serving as co-vice president with Derrick Kunz serving as board secretary. Dr. Williams provided the first motion to approve the nominations which was seconded by Luci Hoover, all were in favor and slate of officers were approved. Ayes (7), Nays (0), Absent (5).

7. Committee Reports:

- A. Executive Committee – No meeting
- B. Finance Committee

- a. Consideration of Offer for Right of Way and Temporary Easement for 555 N. Court Street: Dr. Williams explained that that the request for a temporary easement to change N. Court street from a one-way to a two-way was approved at committee and would just need a vote, all were in favor and the temporary easement was approved. Ayes (7), Nays (0), Absent (5).

- b. 2024 Minimum Wage Increase: Jim Keeler reported that minimum wage increased to \$14.00 per hour effective January 1st. Jim indicated that the lowest paid employee is currently at \$13.65 which would result in a .35 cent increase per hour for each employee. Dr. Williams reported that a vote was not needed as this was for informational purposes only.

- c. Financial Statements

- a. Resolution of Expenditures – November& December, 2023

Dr. Williams indicated that the health fund expenditures for November, 2023 is \$795,115.80 and asked for a motion to approve which was provided by Dr. Halversen, seconded by Luci Hoover, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (5). Dr. Williams indicated that the health fund expenditures for December, 2023 is \$1,141,037.12 and 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 (5).

- b. Statement of Fund Balance – November & December, 2023

Dr. Williams reported that the Statement of Fund Balance as of November 30, 2023 had a balance of \$9,587, 625.56, an increase of \$67,360.22. Dr. Williams reported that the Statement of Fund balance as of December 31, 2023 was \$9,306,015.57 a decrease of \$166,249.77.

- c. Financial Review – November & December, 2023

Dr. Williams reported that the Financial Review for November 2023 reflected that it was the 2nd month of Winnebago County's Fiscal Year 2024 and the 5th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$1,802,898, with an actual amount of \$1,611,785 for a variance of \$191,113. November 2023 expenses YTD were budgeted for \$1,882,803 with an actual amount of \$1,544,425 for a variance of \$338,378. Dr. Williams reported that the Financial Review for December 2023 reflected that it was the 3rd month of Winnebago County's Fiscal Year 2024 and the 6th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$2,704,347, with an actual amount of \$2,522,454 for

a variance of \$181,893. December 2023 expense YTD were budgeted for \$2,824,205 with an actual amount of \$2,688,704 for a variance of \$135,501.

d. Balance Sheet

Dr. Williams indicated that the balance sheets for November 2023 & December 2023 were included in the meeting packet. No irregularities were noted.

e. Bank Reconciliations

Dr. Williams reported the November and December ending balances reviewed by the Finance Committee for the following:

	<u>November 2023</u>	<u>December 2023</u>
I. General Account	\$1,128,080.03	\$1,288,752.39
II. Lead Account	\$284,405.17	\$5,000.00
III. Abandoned Properties	\$5,000.00	\$5,000.00
IV. E-Pay	\$1,053,854.54	\$1,419,414.68

No irregularities were noted.

f. Revenue and Expenditure Reports November & December 2023

No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph for November & December 2023 were reviewed which reflects that the reserve amount is exceeding the minimum reserve established by the Board of Health.

h. Accounts Receivable: The November & December 2023 Accounts receivable were reviewed, Jim Keeler reported that WCHD received the \$350,000 advance for the SIPA grant which expires 11/2027. He reported that the remaining fund balance available is \$341,400.00. No irregularities were noted.

2) Major Expenditure

Dr. Williams indicated that major expenditures item a – e were advanced from committee and does not need a motion or a second, just a vote, all were in favor, unanimously approved. Ayes (7), Nays (0), Absent (5).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for November 2023	\$ 7,284.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
b	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2023	\$ 6,844.00	Dr. Halversen / Bob McCreath	All voted in favor, motion carries
c	Northern Illinois Public Health Consortium	Membership Dues 2024	\$ 5,000.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
d	Rockford Regional Health Council	Membership Dues 2024	\$ 7,250.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
e	Viken Detection	XRF Analyzer Resource - Viken Detection - resourcing service	\$ 3,950.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries

3) Proposed Contracts and Agreements: Dr. Williams indicated that all contracts and agreements (items a – c.i-c.viii) were voted on in committee would only need a vote, all were in favor and were unanimously approved. Ayes (7), Nays (0), Absent (5)

- a. Harm Reduction Program Site Agreement Template.
- b. DOPP – Stepping Stones Agreement
- c. IBCCP – MOA: WCHD & Providers:
 - i. Aurora Radiology Consultants
 - ii. Crusader Clinic
 - iii. Mercy Health
 - iv. Northwestern Hospital
 - v. Radiology Consultants of Rockford
 - vi. Rockford Anesthesiologist
 - vii. Rockford Association Pathology

viii. UW Swedish American Hospital

Item	Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
a.	Harm Reduction Site Agreement	Site Agreement -distribution of Opioid Testing Kits at other facilities	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (1)
b.	DOPP - Stepping Stones	MOU - Implement Drug Overdose Prevention Program	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (1)
c.i-c.viii	IBCCP MOA WCHD & Providers	Provide Breast & Cervical Cancer Screenings (eight contracts total)	Dr. Helland / Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (1)

d. 065-0419-16: Cell Phone Policy – Dr. Williams reported that the cell phone policy was approved at committee and just needed a vote, all were in favor and the Cell Phone Policy was approved. Ayes (7), Nays (0), Absent (5).

- C. Policy Committee – Patricia Lewis reported that Todd Marshall provided the policy committee with an update on the status of WCHD adopting the 2024 International Property Maintenance Code. No actionable items were presented during the meeting
- D. Personnel Committee: Luci reported that the policies were approved and advanced by committee.
 - a) 024-1127-23 – Secondary Employment Policy – Luci called for the vote to approve the secondary employment policy which was approved. Ayes (7), Nays (0), Absent (5).
 - b) 065-0419-16 – Cell Phone Policy – Luci reported that the cell phone policy was presented and approved during the Finance committee report
 - c) 036-0621-22 – Care, Responsibility, & Usage of WCHD Equipment and Personal Equipment Policy – Luci called for the vote to approve the Care, Responsibility, & Usage of WCHD Equipment and Personal Equipment Policy which was approved. Ayes (7), Nays (0), Absent (5).
- E. Quality Improvement Committee
 - a) Meeting – January 16, 2024: Patricia indicated that the quality committee met tonight and Patrick provided an update.
 - b) Quality Improvement Project Update - Pat reported that the committee reviewed the story boards for each of the QI project activities. Pat indicated that some of the projects have been completed while others are in various stages and referred to the “plan, do, study, act” chart in the packet that lists the status of each project.
 - c) PHAB Reaccreditation Review – Pat reported that the committee received an update on PHAB Reaccreditation commenting that all the documents have been uploaded for review and WCHD is waiting on feedback.
- c. New Business/Other Matters
- d. Correspondence and Information: Todd Marshall reported that WCHD received a letter from the Veteran’s Assistance Commission in recognition of WCHD’s initiative of providing Naloxone to veterans and the community as a whole.
- e. Additions: None.
- f. Executive Closed Session: None
- g. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn which was provided by Luci Hoover, second by Dr. Williams. All were in favor and the meeting adjourned at 7:23.

Winnebago County Board of Health

Date