



**Minutes of the
Winnebago County Board of Health
Tuesday, October 17, 2023 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Williams, Derrick Kunz, Patricia Lewis, Luci Hoover, Dr. Halversen, James Powers; Robert McCreath; Valerie Pobjecky

Absent: Angie Goral, Dr. Helland

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 6:30 p.m.

1. Introductions of Guest/Public Participation

- a. Welcome Board of Health Member Valerie Pobjecky: Valerie introduced herself indicating that she was born in raised in Puerto Rico commenting that English is her second language. She is the mother of three, owns two businesses and is a truancy officer for Belvidere middle school and high school. She indicated that health, mental health and education is important to her and she is looking forward to the opportunity to be involved with the board and give back to the community.

2. Setting the Agenda

Bob McCreath entertained a motion to approve the Tuesday, October 17, 2023 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Luci Hoover. Unanimously approved, motion carries. Ayes (7), Nays (0), Absent (3).

3. Approval of BOH Minutes – September 19, 2023

Bob indicated that there is a correction to the September 19, 2023 indicating that the GWA major expenditure should have been \$29,380 however was incorrectly listed as \$1,006,420. Bob entertained a motion to approve the September 19, 2023 Board of Health meeting minutes with corrections. Patricia Lewis gave the motion to approve the minutes with corrections, Dr. Williams seconded, all were in favor. The Board approved the September 19, 2023 corrected meeting minutes. Ayes (8), Nays (0), Absent (2).

4. Health Department Highlights:

- a. Domain 2: Harm Reduction Update: Todd indicated that the initiative is to promote safer substance use. In September they met with nine individuals and provided either Naloxone or test kits which includes test strips for both Xylazine and Fentanyl test strips. Todd indicated that he is working with the State’s Attorney’s Office for a site agreement that will allow offering the test kits at community locations rather than just at WCHD.
- b. Domain 3: Digital Media Initiatives – Encourage Vaccinations: Katie reported that the updated COVID Vaccine and flu vaccine are available for six-months and older and can be received in the same visit. She indicated in September WCHD launched a digital media campaign to encourage vaccination that focused on the “why” protect yourself, protect your family, protect you time. Katie indicated that the messaging is flexible and can be easily changed and directed to a specific population.
- c. Domain 4: Tire Drive: Todd reminded the board that tires are a breeding spot for mosquitos which is why they try to get abandoned tires out of Winnebago County. This year will be the 6th or 7th annual tire drive and Todd indicated that WCHD was recognized for the tire drive in the state’s annual report. Todd reported that there were 4000 tires that had been registered for the event. The tire drive was held at the Highway Department on

September 23, 2023 and was well organized and included traffic control for safety. Todd reported that unfortunately, only half the registered individuals actually participated in the event and approximately 2000 tires were collected. Todd indicated that the Highway Department is willing to do it again.

Domain 4: Maternal, Infant, and Child Health Team RMTD Bus Wrap: Cheryl indicated that the Maternal, Infant, and Child Health team has been working with healthcare partners in Winnebago County to come together and partnering with moms to improve birth outcome and birth experiences. Cheryl indicated that with moms and her support network they work to provide the best care before, during, and after giving birth. There is a Rockford Mass Transit bus wrap which was launched in September and runs through November that helps promote this messaging which includes a link to the WCHD website. Dr. Martell indicated that all the healthcare partners logos are all included on the bus wrap.

Domain 4: Opioid Response: Cheryl reported that September was recovery month and in recognition the Opioid Response Team promoted stigma reduction messages and the theme of the message was building pathways to recover and raise awareness that substance use disorder is a treatable, chronic disease. Cheryl indicated that the messaging is sent out on social media as well as two billboards located at Alpine & Broadway and 11th Street & Harrison which are the main arteries leading into zip code 61104 which currently is the highest overdose zone.

Domain 4: Trauma Informed Community: Cynthia reported that WCHD received a grant from the Winnebago County Community Mental Health Board which allows WCHD to do community training on trauma. Cynthia indicated that there are 14 trainings scheduled during the grant year and a calendar will be available for the entire year. Cynthia indicated that there have already been training conducted on vicarious trauma and the impact on trauma. There will be a training on trauma informed supervision in November as well as disenfranchised and complexed grief in December. Cynthia indicated ICOY will be presenting de-escalation training during the November All-Staff meeting. WCHD will also participate in a “train the trainer” through ICOY so in the event that WCHD loses grant funding they will be able to continue to conduct training internally. Cynthia indicated that the Trauma Informed Proclamation is in the process of being updated and will be resent to the 54 community organizations to re-sign and recommit. The proclamation will also be sent to other agencies identified by the collaborators.

- d. Domain 7: WIC – South Beloit: Cheryl reported that WCHD began providing WIC Services at the South Beloit Clinic on Wednesday, September 13th and will provide services every Wednesday. They staff have distributed flyers to local stores as well as the school to get the word out. Each week the staff will review the schedule to identify clients that live in the South Beloit area and they will call to inquire if they would want to meet at the South Beloit location instead.

5. Presidents Report:

- a. Nominating Committee: Bob McCreath informed the board that he has asked Dr. Halversen to chair the nominating for elections of officers in November for 2024. Dr. Halversen agreed indicating that that the nominating committee is a three-person committee, they review board members who would be ready to serve in the capacity of the executive board. Dr. Halversen asked for two other volunteers to serve on the nominating committee in which Luci Hoover and Dr. Williams volunteered.

6. Committee Reports:

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

1) Approval of Finance Committee minutes – October 11, 2023

Dr. Halversen entertained a motion to approve the October 11, 2023 Finance Committee minutes. Jim Powers made the first motion; seconded by Dr. Williams, all were in favor. The October 11, 2023 minutes were unanimously approved without edits or corrections. Ayes (8), Nays (0), Absent (2).

2) Financial Statements

a. Resolution of Expenditures – September, 2023

Dr. Halversen indicated that the health fund expenditure for September, 2023 is \$729,593.21. Dr. Halversen asked for a motion to approve, which was provided by Jim Powers, seconded by Dr. Williams, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (2).

b. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance has a balance of \$9,474,353.89. Jim Keeler reported that the ending balance changed \$1,199,000.00 WCHD invested 1,528,000 to pay off the bond in July commenting that the results of operations resulted in positive \$328,000.00. Jim indicated that the numbers are preliminary however he does not anticipate them changing.

c. Financial Review

Dr. Halversen reported on the 12th month of Winnebago County’s Fiscal Year 2023 and the 3rd month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$11,153,172.00, the actual amount of \$10,555,358.00 for a variance of \$597,814.00. Expenses YTD Budgeted \$13,298,686.00 and the actual amount of \$11,755,146.00 for a variance of \$1,543,540.00. No irregularities were noted.

d. Balance Sheet

Jim Keeler indicated that the numbers are preliminary however he doesn’t expect any significant changes and no irregularities were noted.

e. Bank Reconciliations

Dr. Halversen reported the September 2023 ending balances reviewed by the Finance Committee for the following:

I.	General Account	\$1,942,666.97
II.	Lead Account	\$209,148.35
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$1,016,869.99

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler noted that most of the numbers are in for the year. He referenced the “transfer to other funds” line item which originally was zero then revised to \$1,750,000.00 for the building bond fund. The bond payout was reduced to \$1,528,380.37 because the county had money in their bond repayment fund for this bond. No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph

The Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the reserve amount is exceeding the minimum reserve established by the Board of Health.

h. Accounts Receivable: No irregularities were noted.

3) Major Expenditure

Dr. Halversen indicated that major expenditures item a was advanced from committee and does not need a motion or a second, just a vote, all were in favor, unanimously approved. Ayes (8), Nays (0), Absent (2).

Dr. Halversen indicated that item b was approved via poll vote and no action was needed.

Dr. Halversen indicated that item c was advanced from committee and just needed a vote, all were in favor, unanimously approved. Ayes (8), Nays (0), Absent (2).

Dr. Halversen indicated that item d was one new major expenditure which is the CDP environmental health permitting software’s annual contract in the amount of \$33,491.00. Dr. Halversen asked for a motion to approve which was provided by Patricia Lewis, seconded by Luci Hoover, all were in favor, unanimously approved. Ayes (8), Nays (0), Absent (2).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for September 2023	\$ 7,232.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
b	EH - Winnebago County SWCD	Soil Analysis - July Bill	\$ 4,075.00	Poll Vote: Ayes (7), Nays (0), Absent (2)	Motion carries
c	EH - Winnebago County SWCD	Soil Analysis - September Bill	\$ 4,075.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
d	EH-CDP	Software Annual Contract	\$ 33,491.00	Patricia Lewis/ Luci Hoover	All voted in favor, motion carries

- 4) Proposed Contracts and Agreements: Dr. Halversen t items a – e had been approved at committee and would only need a vote, all were in favor and items a-e were approved. Ayes (6), Nays (0), Absent (2)
 - a. Agreement with Ogle County Health Department for Tuberculosis/care. Dr. Halversen asked for a motion to approve the agreement with the Ogle County Health Department for Tuberculosis which was provided by Dr. Williams, seconded by Patricia Lewis, all were in favor, unanimously approved. Ayes (8), Nays (0), Absent (2).
 - b. Resolution – Strong Communities Grant and Certificate of Incumbency: Dr. Martell indicated that this resolution was approved by poll vote and is just for record.

C. Policy Committee

- 1) Approval of Minutes – October 11, 2023 Policy Committee Minutes: Patricia entertained a motion to approve the minutes from the October 11, 2023 meeting which was provided by Luci, seconded by Dr. Williams, all were in favor and the October 11, 2023 Policy meeting minutes were approved. Ayes (8), Nays (0), Absent (2).
- 2) Policy for consideration:
 - a. 1130-0208-23 Communication Procedures Policy – Emergency Operations: Michael reported that the communications procedure policy that had previously been presented outlined the standard operating procedures for the day to day operations. Michael indicated for PHAB reaccreditation they require a policy that outlines communications procedures during a declared emergency and dictates how WCHD would work with other entities, an incident command system, joint information systems and continuity of operations. Patricia indicated that the policy was advanced from committee and just needs a vote. All were in favor and the Communication Procedures Policy – Emergency Procedures was approved. Ayes (8), Nays (0), Absent (2).

D. Personnel Committee: No Meeting

E. Quality Improvement Committee

- 1) Meeting – October 17, 2023: Patricia indicated that the committee met tonight.
- 2) Family Planning Audit
 - a. Approved Quality Review Corrective Action Plan: Pat reported that the there were a couple of issues noted in the family planning audit which required a quality review corrective action plan.
- 3) Quality Improvement Project Update – Patricia indicated that the quality committee reviewed the quality improvement projects and she referenced the packet for the committee to review the status of the projects.
- 4) PHAB Reaccreditation Review: Pat indicated that the committee continues to review the PHAB reaccreditation process and reviewed domain 2ommenting that he goal is to have reaccreditation completed by end of October early November.
 - a. Domain 2 – Investigate, Diagnose, and address health problems and hazards affecting the population: Pat indicated that the committee reviewed domain 2 of the reaccreditation report and the evidence that is being submitted supporting compliance with domain 2. Pat indicated that although the report is long she recommended reading the summary at the beginning for of the report for domain 2.

7. NEW BUSINESS/OTHER MATTERS – None

8. CORRESPONDENCE AND INFORMATION:

9. ADDITIONS: None.

10. EXECUTIVE CLOSED SESSION: - None

11. ADJOURNMENT: With no other business to discuss, Bob entertained a motion to adjourn which was provided by Luci Hoover, seconded by Dr. Williams. All were in favor and the meeting adjourned at 7:05 pm.

Winnebago County Board of Health

Date