



**Minutes of the  
Winnebago County Board of Health  
Tuesday, November 21, 2023 at 6:30 p.m.  
Winnebago County Health Department  
555 North Court Street, Room 115; Rockford, IL 61103**

**Present:** Dr. Williams, Patricia Lewis, Angie Goral, Dr. Halversen, James Powers; Robert McCreath; Valerie Pobjecky; Stephen Minore

**Absent:** Dr. Helland, Luci Hoover, Jonathon Logemann, Derrick Kunz

**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. Bob welcomed new Board of Health Member Stephen Minore: Dr. Minore introduced himself indicating that he is an anesthesiologist focused on interventional pain management. He indicated that he runs Rockford Anesthesiologists and is the current president of the Winnebago County Medical Society. Both the BOH members and WCHD leadership team introduced themselves to Dr. Minore.

**2. Setting the Agenda:**

Bob McCreath entertained a motion to approve the Tuesday, November 21, 2023 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Dr. Williams. Unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).

**3. Approval of BOH Minutes – October 17, 2023**

Bob entertained a motion to approve the October 17, 2023 Board of Health meeting minutes. Patricia Lewis gave the motion to approve the minutes, Dr. Williams seconded, all were in favor. The Board approved the October 17, 2023 meeting minutes. Ayes (8), Nays (0), Absent (4).

**4. Health Department Highlights:**

- a. Domain 1: Respiratory Illness, TB: Todd Kisner indicated that the Influenza report for week 45 which ended November 11, 2023 has been sent out. Todd indicated that they reviewed the ED visits for complaints with influenza like illness which represented 1.6% of all ED visits which was down from the previous week and below the baseline of 2.3%. Todd reported that the number of flu cases went up from the previous week indicating that there were 49 cases of influenza reported in week 45 and there were two cases of influenza related ICU admissions totaling six cases for the season. Todd indicated that there were not any influenza outbreaks in long-term care facilities and there has been 199 cases of influenza reported in Winnebago County since they started tracking it on October 1<sup>st</sup>. Todd reported that currently Winnebago County is at medium level for hospital admissions for COVID with 43 hospital admissions for the week which is up 72% from the previous week. Todd indicated that there are 4-5 congregate care facilities that have COVID outbreaks. Todd also reported that there was been a tuberculosis exposure in a long-term care facility in which they worked with Tiffany’s team for testing both residents and staff resulting in approximately 200 tests being conducted throughout the facility. Todd indicated that there will be follow-up testing conducted in eight weeks.
- b. Domain 4: IGrow: Cheryl indicated that she attended a “prevent child abuse” conference called the “power of choice, changing the future of children”. She indicated that there were 20 workshops and topics included trauma & grief in early childhood; leveraging parent and provider voice in advocacy and partnering with parents in home

visiting. Cheryl indicated that there were over 500 participants which included home visiting staff and early childhood professionals.

- c. Domain 5: Public Health Preparedness: EOP, CPR, Bridge Program: Rebecca reported that they have been working for the “all-hazards” emergency operations plan on how to respond with other agencies regarding public health emergencies. Rebecca reported that they are completing CPR training and working to complete for all new staff and will be expanding the training to offer to the community at large. Rebecca reported that WCHD released a first responder demographic survey to better understand and plan for medical countermeasures distribution. She reported that 150 first responders have participated in the survey which will better assist & assess to quickly distribute medications. Rebecca indicated that the bridge program is primarily providing COVID-19 vaccines to under & uninsured individuals and vaccines for children which are children on Medicaid and vaccinations are not covered.
- d. Domain 7: Strides Against Breast Cancer: Tiffany indicated that the IBCCP wise woman program grant assists woman with screenings for breast cancer adding that the team participated in the “strides against breast cancer” walk on October 7<sup>th</sup> which was attended by several staff members.

**5. Presidents Report:**

- a. Nominating Committee: Dr. Halversen indicated that a nominating committee had been established and that he and Luci spoke with Bob who agreed to serve as president for another year with both Patricia and Luci serving in the vice-president role. It was decided to table the nominations of the slate of officers for further discussion and voting during the January meeting.

**6. Committee Reports:**

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

1) Approval of Finance Committee minutes – November 8, 2023

Dr. Williams entertained a motion to approve the November 8, 2023 Finance Committee minutes. Dr. Halversen provided the first motion; seconded by Jim Powers, all were in favor and the November 8, 2023 minutes were unanimously approved without edits or corrections. Ayes (8), Nays (0), Absent (4).

2) Financial Statements

- a. Resolution of Expenditures – October, 2023

Dr. Williams indicated that the health fund expenditure for October, 2023 is \$736,069.621. Dr. Williams asked for a motion to approve, which was provided by Jim Powers, seconded by Angie Goral, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).

- b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance as of September 30, 2023 has a balance of \$9,475,062.87, an increase of \$708.98.

- c. Financial Review

Dr. Williams reported on the 1st month of Winnebago County’s Fiscal Year 2024 and the 4<sup>th</sup> month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted \$901,449, with an actual amount of \$736,779 for a variance of \$164,670. Expenses YTD Budgeted were \$941,402 with an actual amount of \$736,070.00 for a variance of \$205,332. Dr. Minore inquired as to the reason for the variances in which Jim Keeler explained that approximately 60% of WCHD revenue comes from performance-based grants adding that the report reflects one month or 1/12<sup>th</sup> of the performance period in which revenue is only included once it is incurred. Dr. Williams offered to have Dr. Minore attend the Finance committee meeting to further discuss financial reports.

- d. Balance Sheet

Dr. Williams indicated that the balance sheet lists the assets, liabilities and fund balance, encumbrances, budgetary fund balance, reserve, revenue and expenditures as listed on the report.

- e. Bank Reconciliations

Dr. Williams reported the October 2023 ending balances reviewed by the Finance Committee for the following:

I. General Account	\$904,223.80
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II.	Lead Account	\$196,305.06
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$1,035,719.40

No irregularities were noted.

f. Revenue and Expenditure Reports

No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph – Dr. Martell explained that the reserve is based on a \$25/capita in which the funds are held separately to be used for public health emergencies only. 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: Jim Keeler reported that accounts receivable is trending upwards as the public health protection grant funds which were previously received in advance has not been received. Dr. Martell explained that WCHD did not receive an executed contract from the state until recently. Jim explained that now that they have the contract, Finance is in the process of completing the reimbursement reports. No irregularities were noted.

3) Major Expenditure

Dr. Williams indicated that major expenditures item a – f 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 (4).

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for August 2023	\$ 6,952.00	Dr. Helland / Angie Goral	All voted in favor, motion carries
b	Qualtrics	Software Renewal	\$ 256,690.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
c	Zoom	Subscription Renewal 30 licenses	\$ 5,999.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
d	University of Illinois College of Medicine	Professional Healthcare Services	\$ 8,000.04	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
e	National Cinemedia	Digital media advertising campaign - Health Equity	\$ 3,000.00	Dr. Helland / Angie Goral	All voted in favor, motion carries
f	N Trak Group	401 Division Demolition Additional Expenses	\$ 8,520.00	Dr. Helland / Angie Goral	All voted in favor, motion carries

4) Proposed Contracts and Agreements: Dr. Williams indicated that all contracts and agreements (items a & b.i – b.v) were voted on in committee would only need a vote, all were in favor and were unanimously approved. Ayes (8), Nays (0), Absent (4)

a. Agreement: Illinois Public Health Association & WCHD subaward agreement for HIV Regional Intervention grant (RIG).

b. Contract Extensions for Lead Mitigation Work – Dr. Martell indicated that the contract extensions are to extend the current contract for 90 days.

- i. Stene’s Contractors
- ii. CMM Environmental
- iii. Gerke Enterprises
- iv. ARC Environmental
- v. Taylor Made Carpentry

C. Policy Committee – No Meeting

D. Personnel Committee: Patricia indicated that although there was not a Personnel committee meeting WCHD’s workforce development plan needed to be presented for vote. Pat indicated that typically the Personnel Committee would have reviewed and make a recommendation to the board adding that the Quality Committee would do the same as developing the workforce development plan is part of the reaccreditation process.

1) Workforce Development Plan – Patricia indicated that the plan has been revised to meet the PHAB reaccreditation process and entertained a motion to approve the Workforce Development Plan which was

provided by Dr. Halversen, seconded by Angie Goral, all were in favor and the Workforce Development Plan was approved. Ayes (8), Nays, (0), Absent (4).

E. Quality Improvement Committee

- 1) Meeting – November 21, 2023: Patricia indicated that the committee met tonight.
- 2) Quality Improvement Project Overview – Pat indicated that they received QI project updates during the meeting commenting that some QI projects are coming to completion and others will continue to be worked on and a new overview plan will be presented in January.
- 3) PHAB Reaccreditation Review
  - a. Domain 2: Emergency Operations Plan – Pat indicated that WCHD had an emergency operation plan which has been reviewed & revamped to clearly reflect public health. Patricia indicated that the committee is recommending approval of the policy and would not need a motion or second, just a vote in which all were in favor and the emergency operations plan was approved. Ayes (8), Nays (0), Absent (4).
  - b. Domain 8: Workforce Development Plan (previously discussed and approved during the Personnel Committee report).
7. NEW BUSINESS/OTHER MATTERS – Bob inquired if any information had been received from Gary Anderson Studio GWA in which Dr. Martell indicated that WCHD had not received a plan as of yet.
8. CORRESPONDENCE AND INFORMATION: None
9. ADDITIONS: None.
10. EXECUTIVE CLOSED SESSION: - Bob entertained a motion to go into executive closed session pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), to discuss personnel issues. Bob then took a roll call vote which was approved Ayes (8), Nays (0), Absent (4) and the meeting went into closed session. Bob then took a roll call vote to come out of executive session which was approved Ayes (8), Nays (0), Absent (4).
11. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn which was provided by Dr. Williams, second by Patricia Lewis. All were in favor and the meeting adjourned at 7:24.

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Winnebago County Board of Health

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Date