



**Minutes of the
Winnebago County Board of Health
Tuesday, February 20, 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; Valerie Pobjecky; Jim Powers, Jonathan Logemann; Derrick Kunz

Absent: Bob McCreath, Dr. Helland, Angie Goral, Jonathon Logemann, Dr. Minore

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

Luci Hoover called the meeting to order at 6:32 p.m.

- 1. **Introductions of Guest/Public Participation** - none
- 2. **Setting the Agenda:**

Luci entertained a motion to approve the Tuesday, February 20, 2024 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 (7), Nays (0), Absent (5).

- 3. **Approval of BOH Minutes – January 16, 2024**

Luci entertained a motion to approve the January 16, 2024 Board of Health meeting minutes. Dr. Halversen made the first motion to approve the minutes, Dr. Williams seconded, all were in favor. The Board approved the January 16, 2024 meeting minutes. Ayes (7), Nays (0), Absent (5).

- 4. **Health Department Highlights:**

- a. **IPLAN Community Health Assessment Launch:** Cynthia Hall reported that WCHD has been working on the IPLAN which is being led by Patrick Ngum. Cynthia indicated between November and January, the team has been working on the community partner assessment and has received 93 responses from 69 organizations. Cynthia indicated that the team has transitioned to focusing on the health assessment phase which kicked off early February. Cynthia indicated that as of this morning there were 1207 responses however after reminders were sent an additional 150 responses were received. Cynthia reported that community partners, the internal steering committees along with the organizers and collaborators strategic workgroups have assisted with promoting participation in the community health assessment. Cynthia encouraged the BOH to share the link to promote participation with their colleagues and organizations that they are associated with as well. Cynthia indicated that responses are due March 8th and in April the team will begin working with focus groups.

- 5. **Presidents Report:** No report

- 6. **Committee Reports:**

- A. Executive Committee – No meeting
- B. Finance Committee
 - a. Financial Statements

- a. Resolution of Expenditures

Dr. Williams indicated that the health fund expenditures for January, 2024 is \$1,092,765.12 and asked for a motion to approve which was provided by Dr. Halversen, seconded by Jim Powers, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (5).

- b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance as January 31, 2024 had a balance of \$9,186,482.83, a decrease of \$293,830.51.

c. Financial Review

Dr. Williams reported that the Financial Review reflected that it was the 4th month of Winnebago County’s Fiscal Year 2024 and the 7th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$3,605,796, with an actual amount of \$3,511,445 for a variance of \$94,350. Dr. Williams reported that YTD expenses were budgeted for \$3,765,606 with an actual amount of \$3,805,276 for a variance of (\$39,669).

d. Balance Sheet

Dr. Williams indicated that the balance sheet for January 2024 was included in the meeting packet. No irregularities were noted.

e. Bank Reconciliations

Dr. Williams reported the January 2024 ending balances reviewed by the Finance Committee for the following:

| | | |
|------|----------------------|----------------|
| I. | General Account | \$1,386,813.09 |
| II. | Lead Account | \$5,000.00 |
| III. | Abandoned Properties | \$5,000.00 |
| IV. | E-Pay | \$1,443,192.63 |

No irregularities were noted.

f. Revenue and Expenditure Reports

No irregularities were noted.

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

h. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

b. Major Expenditure

Dr. Williams indicated that major expenditures item a – e were approved/advanced from committee and do not need a motion or a second, just a vote, all were in favor, and the major expenditures were 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 January 2024 | \$ 8,964.00 | Dr. Halversen/ Dr. Helland | All voted in favor, motion carries |
| b | Forest City Diagnostic Imaging | Chest - X-Rays for TB screening | \$ 9,625.00 | Dr. Halversen/ Dr. Helland | All voted in favor, motion carries |
| c | U of I College of Medicine | Annual Agreement | \$ 8,000.04 | Dr. Halversen/ Dr. Helland | All voted in favor, motion carries |
| d | Target | IPLAN gift card stipend | \$ 5,000.00 | Dr. Halversen/ Dr. Helland | All voted in favor, motion carries |
| e | IDPH | Lead Risk Assessor Training | \$ 5,000.00 | Dr. Halversen/ Dr. Helland | All voted in favor, motion carries |

c. Proposed Contracts and Agreements: None

C. Policy Committee – No Meeting

D. Personnel Committee: No Meeting

E. Quality Improvement Committee

a) Meeting – February 20, 2024: Patricia indicated that the quality committee did not meet tonight however she encouraged the board to review the QI plan that was included in the BOH packet as she will be reporting on it at next month’s BOH meeting.

7. New Business/Other Matters: None

8. Correspondence and Information:

- a. Studio GWA Building Needs Assessment: Luci reported that the board had a good meeting with Studio GWA. Todd Marshall reported that the building at 401 Division Street has been torn down and he will be working with the City of Rockford for a final inspection on the property.
 - b. Quality Improvement Plan: Patricia indicated that next month's quality committee meeting will include an overview of the quality improvement plan in which all BOH members are invited to attend.
 - c. Correspondence from Plato Leeson: The board acknowledged receipt of Plato Leeson's correspondence.
9. Additions: None.
10. Executive Closed Session: None
11. Adjournment: With no other business to discuss, Luci entertained a motion to adjourn the February 20, 2024 Board of Health Meeting which was provided by Dr. Williams, second by Patricia Lewis. All were in favor and the meeting adjourned at 6:44.

Winnebago County Board of Health

Date