



**Minutes of the
Winnebago County Board of Health
Tuesday, March 19, 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; Jim Powers, Angie Goral, Dr. Helland, Jonathan Logemann; Derrick Kunz

Absent: Bob McCreath, Valerie Pobjecky, 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 (not in attendance)

WCHD Support: none

Luci Hoover called the meeting to order at 6:33 p.m.

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

Luci entertained a motion to approve the Tuesday, March 19, 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 (8), Nays (0), Absent (4).

3. **Approval of BOH Minutes – February 20, 2024**

Luci entertained a motion to approve the February 20, 2024 Board of Health meeting minutes. Jim Powers made the first motion to approve the minutes, Dr. Williams seconded, all were in favor. The Board approved the February 20, 2024 meeting minutes. Ayes (8), Nays (0), Absent (4).

4. **Health Department Highlights:**

- COVID - Todd Kisner provided an update on updated COVID-19 guidance sent out by the CDC on March 1, 2024 <https://www.cdc.gov/media/releases/2024/p0301-respiratory-virus.html#print>
- Measles – Todd Kisner reported that there is a Measles outbreak in Chicago reflecting that there are currently 12 cases reported in which 10 were identified as new arrivals to the City of Chicago. Todd indicated that WCHD staff traveled to Chicago over the weekend to assist with the measles vaccination process. Todd reported that there are no identified cases in Winnebago County.

5. **Presidents Report:**

- a. Distribution of Roster/Committee Assignments: After discussion it was determined that clarification of committee roles needed to be confirmed.

6. **Committee Reports:**

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

1. 401 Division Street – Development of Plans for Site: Dr. Martell reminded the board that Studio GWA was seeking guidance on whether to move forward with planning development of the WCHD property located at 401 Division Street or if they should pursue other locations for WCHD. Dr. Williams reported that the Finance committee voted to advance the recommendation to the board to continue planning the development of the property owned by WCHD at 401 Division Street. Concern with limited parking and the unknown development of the neighboring property owned by the Rockford Housing Association was discussed. It was determined that voting to approve to continue the plans of developing 401 Division Street would not lock the

board into developing the property. The board voted to recommend that Studio GWA continues the plan to develop 401 Division Street. Ayes (9), Nays (0), Absent (3).

2. Financial Statements

a. Resolution of Expenditures

Dr. Williams indicated that the health fund expenditures for February, 2024 is \$1,094,229.71 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 (9), Nays (0), Absent (3).

b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance as February 29, 2024 had a balance of \$9,026,932.55, a decrease of \$453,380.76.

c. Financial Review

Dr. Williams reported that the Financial Review reflected that it was the 5th month of Winnebago County's Fiscal Year 2024 and the 8th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$4,507,245, with an actual amount of \$4,457,811 for a variance of \$49,434. Dr. Williams reported that YTD expenses were budgeted for \$4,707,008 with an actual amount of \$4,911,192 for a variance of (\$204,184).

d. Balance Sheet

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

e. Bank Reconciliations

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

I.	General Account	\$477,393.92
II.	Lead Account	\$164,642.78 (included HUD deposit)
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$1,465,146.92

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 however is less than 2023.

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

3. Major Expenditure

Dr. Williams indicated that major expenditures item a – c 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 (9), Nays (0), Absent (3).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for February 2024	\$ 7,728.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	Salvation Army	Contract Renewal - Storage facility - emergency preparedness.	\$ 36,000.00	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.	Home Performance Coalition	Grant Mandated Lead Training	\$ 3,780.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

4. Proposed Contracts and Agreements:

Dr. Williams indicated that item a was approved/advanced from committee and does not need a motion or a second, just a vote, all were in favor, and the agreement was unanimously approved. Ayes (9), Nays (0), Absent (3)

Item	Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
a.	Patagonia Health	Electronic Patient Consent Forms - Monthly Subscription \$176/month \$2112.00 Annually	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

- C. Policy Committee – Although the Policy Committee did not meet, there was a policy on the agenda for approval.
 - 1) Policy 1131-0706-23 – Safe Firearm Storage Gun Lock Distribution. Patricia entertained a motion to approve the Safe Firearm Storage Gun Lock policy which was provided by Luci, seconded by Dr. Williams, all were in favor and the policy was approved. Ayes (9), Nays (0), Absent (3).
- D. Personnel Committee: No Meeting
- E. Quality Improvement Committee
 - 1) Meeting – March 19, 2024: Patricia indicated that the quality committee met prior to the Board of Health Meeting and Patrick provided a quality improvement orientation refresher.
 - 2) 2024 Quality Improvement Projects: Patricia reported that Patrick provided an update on many of the 2024 Quality Improvement Projects and that they will continue to review them next month and will follow-up with an update to the board.
- 7. New Business/Other Matters: None
- 8. Correspondence and Information – none.
- 9. Additions - none.
- 10. Executive Closed Session – none.
- 11. Adjournment: With no other business to discuss, Luci entertained a motion to adjourn the March 19, 2024 Board of Health Meeting which was provided by Derrick, second by Patricia Lewis. All were in favor and the meeting adjourned at 7:07.

Winnebago County Board of Health

Date