



**Minutes of the
Winnebago County Board of Health
Tuesday, May 16, 2023 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Williams, Luci Hoover, Derrick Kunz (arrived 6:48), Patricia Lewis, Robert McCreath, Angie Goral, Dr. Halversen, Dr. David Helland

Absent: James Powers

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

Attorney: SA Charlotte LeClercq

WCHD Support: none

Bob McCreath called the meeting to order at 6:30 p.m.

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

Bob McCreath entertained a motion to approve the Tuesday, May 16, 2023 agenda for the Winnebago County Board of Health meeting. Luci made the first motion; second motion made by Dr. Williams. Unanimously approved, motion carries. Ayes (7), Nays (0), Absent (2).

3. **Approval of BOH Minutes – April 18, 2023**

Bob entertained a motion to approve the April 18, 2023 Board of Health meeting minutes. Patricia gave the motion to approve the minutes, Dr. Helland seconded. The Board unanimously approved the minutes, motion carries. Ayes (7), Nays (0), Absent (2).

4. Administrators Report – included in the BOH packet
5. Presentation

- a. Agency Annual Report 2022 – Katie O’Toole indicated that the last two public health annual reports covered public health emergencies for COVID 19 and the Chemtool fire, which are included in the 2022 Annual report as well. Katie reported in January 2022 COVID cases increased with the more infectious Omicron variant and the transition rate remained high for most of the year. Katie indicated that in the summer of 2022 the Illinois Department of Public Health and the Center for Disease Control conducted the one-year follow-up health impact survey for the Chemtool fire. The survey revealed that residents continued to experience health conditions due to the Chemtool fire. Katie reported that the other health emergency that occurred in 2022 was MPOX in which Winnebago County had five reported cases. Other diseases that WCHD monitored in 2022 include RSV, Ebola, TB and Avian Influenza. WCHD continued to respond to the opioid crisis as well as the maternal infant death rates. In 2022, WCHD included a policy on Standing Order for Administration of Undesignated Glucagon and Albuterol in schools. In 2022, WCHD implemented a smoke free ordinance for outdoor spaces. Katie reported that they updated the website in 2022 and email addresses were changed to reflect WCHD as a government entity. In connecting residents to resources, the WCHD WIC program provided 800 vouchers to WIC clients for purchases at farmers markets. Katie reported that WCHD received two grants to address trauma and its impact on health in the community and implemented trauma 101 training.
- b. Strategic Plan Annual Report 2022 – Cynthia Hall reported that the strategic plan has three goals, which are to focus on public health, Develop and enhance systems to support core public health and advance a culture of quality. Cynthia reported that WCHD received grant funding from NACCHO, which was used to do a capacity building tool for organizations around trauma informed. Cynthia indicated that there are eight workgroups and

every WCHD employee is assigned to a workgroup work to achieve the strategic goals. The work groups are led by WCHD directors. Todd Marshall is over the policy maker workgroup who have worked to incorporate trauma informed care language into policies and job descriptions. Todd Kisner is over the assurance workgroup and they are assigned to the other workgroups to ensure that the workgroups are working toward the goals and objectives of the strategic plan. Patrick Ngum oversees the assessor's workgroup who collect data to prepare a dashboard to share with the community. Jim Keeler oversees the collaborators who have generated a list of community partners that is used to notify them of WCHD events. Cheryl Floyd leads the organizers workgroup who reported on collective impact about people with lived experience. Tiffany Levine oversees the workforce development strategic workgroup who have revamped the new hire orientation. Katie O'Toole oversees the reporters workgroup which works on key messages such as the "hear her" campaign for maternal child and health as well as update the website to include the IPLAN. Reaccreditation is oversight by Rebecca Lyons and Michael Jarvis who are collecting all the data to prove what WCHD has been doing over the past five years.

6. Health Department Highlights

- a. Domain 2: PFAS in Wright Kiles Blackhawk Subdivision Rockford Township – Todd Marshall reported that there is water contaminated wells with PFAS in the Sandy Hollow/11th Street area. He indicated that during the investigation of the superfund site at the Beloit Corporation PFAS was located in wells in the Wright Kiles Blackhawk Subdivision in Rockton Township. WCHD is working with IDPH, IEPA, Village of Rockton and the Rockton Township to address it and notify residents. Todd indicated that they had an open house meeting and the residents were informed that they could put an active carbon filter on their faucet or use a filtering pitcher. Todd indicated that ideally they would connect to a public water source and WCHD continues to work with them. Dr. Martell indicated that WCHD is working with the county and elected officials to apply for funds that are available at the federal level and Rockton has begun the application process for low interest loans/grants.
- b. Domain 4: Maternal, Infant, and Child Health Team – Aftershock: Trauma Informed Training – Dr. Martell indicated that WCHD has an ongoing series addressing black mortality and infant death. The "Aftershock" documentary was viewed on April 23, 2023 at UIC for the health care providers, which included a panel discussion with individuals with lived experience. There will be additional viewing with partners who can then provide additional smaller community viewings. Dr. Martell informed the board that the documentary can be viewed on Hulu and suggested that they view it. She indicated that it is filmed from the perspective of two fathers who lost their partners and are now single parents. Cynthia reported that last month they held a trauma informed care training for supervisors, which had 84 people registered for the training. Cynthia indicated this morning training was conducted at Midway Village on Vicarious Trauma and Cultural trauma. She indicated that another training started at 5:00 for community members on the impact of trauma on youth. Cynthia indicated on June 13th there will be a virtual de-escalation training.

7. Presidents Report:

- a) Presentation to Winnebago County Board regarding Groundwater Protection Ordinance 2018 CO-092: Bob McCreath reminded the board about the request to rescind the 2018 CO-092 landfill ordinance. He indicated that a letter was sent to the County Board and soon after he, Dr. Martell and Todd Marshall were invited to attend a county committee meeting. He explained that Dr. Martell and Todd Marshall explained to the committee the rationale to not rescind the order. Dr. Martell indicated that the letter and the briefing that was prepared for the meeting were included in the packet. She indicated that the county board is going to have the state's attorney's office contact the EPA about the ordinance adding that as a superfund site the authority resides with the EPA.

8. Committee Reports:

- A. Executive Committee – No meeting
- B. Finance Committee
 - 1) Approval of Finance Committee minutes – May 10, 2023
Dr. Williams entertained a motion to approve the May 10, 2023 Finance Committee minutes. Dr. Halversen made the first motion; seconded by Dr. Helland. Minutes were unanimously approved without edits or corrections. Ayes (8), Nays (0), Absent (1).
 - 2) Guidance Regarding WCHD Offices

- a. 555 North Court Bond Repayment – Reconsideration of MOA: Dr. Williams indicated that the committee discussed the repayment of the bond and the MOA between the BOH and the county to pay off the bond and own 555 N. Court Street. Dr. Williams indicated that they would tear down 401 Division Street and build a new facility. WCHD would remain at 555 N. Court Street until the new facility was complete. Once the new facility has been built, WCHD would move to 401 Division street and sell 555 N. Court. Dr. Williams indicated that the Finance committee made a motion to revisit the bond repayment and the memorandum of understanding with the County. Dr. Williams took the vote all were in favor ayes (8), nays (0), absent (1).
- b. Recommission and Development of 401 Division Street: Dr. Williams indicated that the committee discussed building a three-story building which would have the public health department needs located on the first floor which would be easily accessible and ADA compliant. The second floor would include a community resource facility with a kitchen that can be rented out at a reasonable rate to community organizations. The second floor would also include a location for WCHD staff to meet rather than renting out other facilities. The third floor would be for WCHD office space. The building would be eco-friendly including solar panels and charging stations. Dr. Williams indicated that the directive from the Finance committee was to have Dr. Martell to determine the expense to demolish the old building and redevelop 401 Division Street. Dr. Williams indicated that the Finance committee made a motion for Dr. Martell to begin the process of determining the expense associated with demolishing and redeveloping 401 Division Street. Dr. Williams took the vote, all were in favor ayes (8), nays (0), absent (1).

3) Financial Statements

- a. Resolution of Expenditures – April, 2023

Dr. Williams indicated that the health fund expenditure for April, 2023 is \$786,403.97. Dr. Williams asked for a motion to approve, which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (1).

- b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance has a net increase of \$202, 693.75. No irregularities were noted.

- c. Financial Review

Dr. Williams reported on the 7th month of Winnebago County’s Fiscal Year 2023 and the 10th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$6,506,017.00, the actual amount of \$6,189,443.77 for a variance of \$316,573.00. Expenses YTD Budgeted \$6,736,733.50 and the actual amount of \$5,987,710.02 for a variance of \$749,023.00. No irregularities were noted.

- d. Balance Sheet

Dr. Williams inquired if there were any highlights from the balance sheet in which Dr. Martell responded that Jim Keeler indicated that there is a \$200,000.00 surplus verses a budget deficit due to interest rates being up and the equity in pooled cash has earned \$96,000.00 in interest so far this fiscal year. Dr. Martell indicated that food service permits are being collected at this time creating an influx of cash. Dr. Martell reported that three grants are at the end of the fiscal year, “high risk infant follow-up”, “substance use prevention” and “family planning” awards are nearly maxed out until they take effect for July so very limited reimbursements for May and June. Dr. Martell indicated that WCHD received an extension of the Mass Vaccination Grant and the COVID Health Equity Grant. WCHD also received the new CLEAR WIN lead abatement program grant and there may be an increase in the Local Health Protection Grant as well. Dr. Halverson inquired if WCHD received reimbursement from the county for not charging for permits during COVID. Dr. Martell indicated they did not receive reimbursement for waiving the annual permit fees, which was approximately \$600,000.

- e. Bank Reconciliations

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

I. General Account	\$1,173,933.42
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II.	Lead Account	\$77,725.87
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$859,465.26

No irregularities were noted.

f. Revenue and Expenditure Reports

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. Dr. Williams indicated that the 2023 emergency reserve is ahead of 2022.

h. Accounts Receivable

No irregularities were noted.

4) Major Expenditure

Dr. Williams indicated that the Finance Committee approved Major Expenditure items a-d commenting that they do not need a motion or a second just a vote for approval. Unanimously approved items a-d. Ayes (8), Nays (0), Absent (1).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for April 2023	\$ 7,544.00	Dr. Helland / Bob McCreath	All voted in favor, motion carries
b	ISP-Vital Record Security Paper	Birth & Death Cert. paper	\$ 8,738.05	Bob McCreath / Dr. Helland	All voted in favor, motion carries
c	Fisher Scientific	Upgrade -Vaccine Storage Monitoring System	\$ 11,380.38	Angie Goral / Dr. Helland	All voted in favor, motion carries
d	Helmer Scientific	vaccine refrigerator & freezer	\$ 11,545.43	Dr. Helland / Bob McCreath	All voted in favor, motion carries

5) Proposed Contracts and Agreements (items a –g were approved by the Finance Committee)

- a. HP-MOU – Ryan White HOPWA Related Services – Project of the Quad Cities: Dr. Martell indicated that is for housing options for persons with AIDS. The Project of the Quad Cities is the funder for Ryan White in this region to provide funding to support housing for individuals of the Ryan White program.
- b. EH – Grant Agreement WCHD & County of Boone
- c. EH – Grant Agreement WCHD & County of DeKalb
- d. EH – Grant Agreement WCHD & County of Lee
- e. EH – Grant Agreement WCHD & County of Ogle
- f. EH – Grant Agreement WCHD & County of Stephenson
- g. EH – Grant Agreement WCHD & County of Whiteside.

Dr. Martell indicated that WCHD is the lead agent who receives funding from the Illinois State Authority of Education for the inspections of the summer food programs for the school age eating options throughout the summer months. WCHD contracts with the local health departments to do inspections on their entities. Dr. Williams took the vote, all were in favor ayes (8), nays (0), absent (1).

C. Policy Committee – Patricia Lewis informed the board that Luci is going to cover the policy committee report since Luci covered the meeting.

- 1) Approval of minutes: May 10, 2023: Luci entertained a motion to approve the May 10, 2023 Policy Committee Meeting minutes which was provided by Dr. Williams, seconded by Angie Goral. All were in favor, unanimously approved. Ayes (8), Nays (0) Absent (1).
- 2) Policies: Luci indicated that there is one policies that committee is recommending to the board.
 - a. 1104-1130-15 – Use of services Animals: Michael indicated that he policy is being update for PHAB reaccreditation. The policy highlights what is expected of partners & handlers with services animals and staff members who encounter partners with service animals.

Luci indicated that the policy was approved by the committee would just need a vote. All were in favor, unanimously approved both policies. Ayes (8), Nays (0), Absent (1).

3) Variances:

- a. R201-041504- Edwards Apple Orchard West: Todd Marshall indicated that the variance request is for the distance between a new constructed well to the septic system. Todd indicated that Edwards Apple Orchard West applied for a land division to split the property separating the house from the orchard. Todd indicated that a new well would be needed for the house. The variance was denied by WCHD due to only have 95 feet separation from the proposed new well location and the septic system. Todd indicated that the policy committee approved the variance with the following stipulations: The well would have 80 feet of casing, there would not be any deviation from the original plan that was submitted. They would also be required to monitor the well with yearly water sampling. Luci indicated that the variance was recommended by the board to approve and would just need a vote. All were in favor, unanimously approved variance R201-041504. Ayes (8), Nays (0), Absent (1).
- b. R201-041899 – Dog Bar – Fur on the Fly: Todd Marshall indicated that they are in the beginning stages and the variance is in regards to the FDA code, which prohibits dogs to be in an area where they are prepping food & drinks. The variance was discussed at the Policy meeting and suggested inclosing the area where prep would be kept separate from the open bar area. It was determined that a variance was not needed since they are going to comply with the code and no action was taken.

D. Personnel Committee

- 1) Approval of Minutes, May 10, 2023 – Luci indicated that the Personnel committee met on May 10th and entertained a motion to approve the minutes from the meeting which was provided by Dr. Williams, seconded by Dr. Helland, all were in favor and the May 10, 2023 Personnel Committee Meeting Minutes were approved.
- 2) Policies: Luci indicated that there are three policies that were approved by the committee and are being recommended to the board. Michael indicated that all the policies have been updated as part of the PHAB Reaccreditation process.
 - a. 046-0708-22 EAP: The policy has been updated to include who the EAP provider is. It includes information on confidentiality and lists services provided. The policy includes information on professional stress, burnout and vicarious trauma.
 - b. 030-0606-22 Employee Health Screening: Michael indicated that the policy includes the information for the onboarding process including mask fit testing, immunizations and drug screening as part of pre-employment onboarding process. The policy also covers testing for cause and work related injury screenings at the wellness center.
 - c. 028-0526-22 Immediate Family Member Employment: Michael indicated that the policy was revised to avoid the appearance of political influence being considered in employee decisions. The policy prevents hiring family members within the same center to avoid favoritism.

Luci indicated that policies were approved by the committee to recommend to the board and would just need a vote. All were in favor, unanimously approved both policies. Ayes (8), Nays (0), Absent (1).

E. Quality Improvement Committee

- 1) Meeting – May 16, 2023 – Pat indicated that the minutes from the previous meeting were approved at committee.
- 2) Quality Improvement Project Update
 - a. Overview of Status of Projects – PDSA Cycle: Pat indicated that the quality committee met today and reviewed quality improvement projects indicating that the data is in the packet.
 - b. PHS Q/I Charter – Depression Screening in Refugees - Pat reported that there is progress with the depression screenings providing a sense of success for that project.
 - c. HA Q/I Charter – Update on Policies: Pat indicated that Michael has been consistently bringing policies to the committee that have been revised and updated for committee approval.
- 3) PHAB Reaccreditation Review – Pat indicated that Patrick and Rebecca provided an update on the PHAB reaccreditation efforts for domain 5 and what is being documented demonstrating the requirements for that domain. Pat informed the board that the PHAB reaccreditation has to be submitted by November, 2023.

9. NEW BUSINESS/OTHER MATTERS – None

10. CORRESPONDENCE AND INFORMATION:

11. ADDITIONS: None.

12. EXECUTIVE CLOSED SESSION: - None

13. ADJOURNMENT:

With no other business to discuss, Bob entertained a motion to adjourn which was provided by Dr. Helland, seconded by Dr. Williams. All were in favor and the meeting adjourned at 7:36 pm.

Winnebago County Board of Health

Date