



**Minutes of the
Winnebago County Board of Health
Tuesday, June 18, 2024 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Bob McCreath, Patricia Lewis, Dr. Williams, Angie Goral, Dr. Helland, Derrick Kunz, Dr. Halversen, Jim Powers

Absent: Luci Hoover, Dr. Minore, Jonathon Logemann, Valerie Pobjecky

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 when a quorum had been established at 6:30 p.m.

1. **Introductions of Guest/Public Participation** - none

2. **Setting the Agenda:**

Bob entertained a motion to approve the Tuesday, June 18, 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 – May 21, 2024**

Bob entertained a motion to approve the May 21, 2024 Board of Health meeting minutes. Angie Goral made the first motion to approve the minutes, Patricia Lewis seconded, all were in favor. The Board approved the May 21, 2024 meeting minutes. Ayes (8), Nays (0), Absent (4).

4. **Health Department Highlights:**

- a. Domain 5: Recovery Response – Luther Center Fire: Dr. Martell reported that there were approximately 200 residents and their pets that were displaced due to an electrical fire at Luther Center. WCHD worked with Luther Center, The Salvation Army and other agencies to ensure residents received food & shelter. Dr. Martell reported that as of that afternoon, nearly all of the residents were able to return home with the exception of approximately 18 residents.
- b. Domain 1: Measles, H5N1, Strep A: Dr. Martell reported that the Chicago Department of Public Health has declared the end of the Measles outbreak in the Chicago area. Dr. Martell indicated that there were no positive cases of Measles reported in Winnebago County. She also reported that there were no cases of H5N1 reported in Winnebago County which has a large concentration of Dairy farms. Dr. Martell reported that there was a Strep A outbreak amongst both staff and residents at River Bluff Nursing home adding that WCHD & the Wellness center have been assisting with testing at River Bluff.
- c. Domain 5: IPLAN update: Patrick reported that they continue to work on IPLAN 2025 with feed back from residents on the three health priorities.
- d. Domain 10: Mental Health Funding Proposal: Dr. Martell informed the board that the Winnebago County Mental Health Board approved funding in support of a consultant to determine best practices for providing mental health services in Winnebago County.

5. **Presidents Report:** none

6. **Committee Reports:**

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

- a. Bank Reconciliations: Dr. Williams reported the following ending balances as of May 31, 2024, no irregularities were noted:
 - i. General Account - \$1,266,585.13
 - ii. Lead Account - \$139,261.13
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$1,635,979.41
- b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for May, 2024 are \$1,101,218.47 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 (8), Nays (0), Absent (4).
- c. Statement of Fund Balance
Dr. Williams reported that the Statement of Fund Balance as May 31, 2024 had a balance of \$9,336,944.45, a decrease of \$143,368.89 from the previous month.
- d. Financial Review
Dr. Williams reported that the Financial Review reflected that it was the 8th month of Winnebago County's Fiscal Year 2024 and the 11th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$7,578,151, with an actual amount of \$7,589,712 for a variance of \$11,561. Dr. Williams reported that YTD expenses were budgeted for \$7,897,773 with an actual amount of \$7,733,081 for a variance of (\$164, 692).
- e. Balance Sheet
Dr. Williams indicated that the balance sheet for May 2024 was included in the meeting packet. No irregularities were noted.
- f. Revenue and Expenditure Reports
Dr. Williams indicated that the revenue and expenditure report were included in the meeting packet. No irregularities were noted.
- g. Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the fund balance is exceeding the minimum reserve amount established by the Board of Health.
- h. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

2. Major Expenditure

Dr. Williams indicated that major expenditures item a – d 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 (8), Nays (0), Absent (4).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for May 2024	\$ 7,868.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
b.	Winnebago County SWCD	Soil boring limitations for septic systems	\$ 3,250.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
c.	Simple Health Kit	Purchase home STI testing Kits	\$ 5,500.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
d.	Winnebago County Treasurer	2023 Real Estate Taxes	\$ 5,409.34	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)

Dr. Williams reported that major expenditures e-f would need a motion and second which were provided as listed below. All were in favor and the major expenditures were unanimously approved.

e	Zully Vock	Infant Mental Health Consultant	\$14,400.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (8), Nays (0), Absent (4)
f	ICOY	Trauma Training & Education	\$ 17,000.00	Jim Powers/ Dr. Halversen	All in favor, motion carries Ayes (8), Nays (0), Absent (4)

3. Proposed Contracts and Agreements:

Dr. Williams indicated that item a-c were approved/advanced from committee and does not need a motion or a second, just a vote, all were in favor, and the agreements were unanimously approved. Ayes (8), Nays (0), Absent (4)

Item	Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
a.i	Agreement WCHD & Boone Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
a.ii	Agreement WCHD & Stephenson Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
a.iii	Agreement WCHD & Whiteside Co.	Summer Foods Program	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
a.iv	Agreement WCHD & Ogle Co.	Summer Foods Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
a.v	Agreement WCHD & Dekalb Co.	Summer Foods Program	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
a.vi	Agreement WCHD & Lee Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
b	MOU - Rosecrance	Catch my Breath Campaign	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
c	MOU - TASC (Treatment Alternatives for Safe Communities)	Harm Reduction Program	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)

4. Development of FY2025 Budget – Finance Committee Meeting Dates: Dr. Martell indicated that the dates & times listed are the dates/times that the Finance committee will be meeting preparing for Fiscal Budget Year 2025.

- a. Tuesday, June 25, 2024; 5:30-6:30 pm
- b. Tuesday, July 2, 2024; 5:30-6:30 pm
- c. Wednesday, July 10, 2024; 5:30-6:30 pm

C. Personnel Committee-*no meeting*

D. Policy Committee

1) Variance R201-046430 – 11818 Wagon Wheel Road, Rockton: Derek reported that a variance request had been submitted by the property owner of 11818 Wagon Wheel Road which was denied due to a public water source being within 200 feet of the property. The property owner then requested a variance due to hardship which was also denied. During the policy meeting the committee decided to lay over the variance request to provide the property owner more time to gather additional information.

E. Quality Improvement Committee

- 1) Meeting – June 18, 2024: Patricia indicated that the quality committee met prior to the Board of Health Meeting.
- 2) Quality Improvement Project Updates: Patricia reported that during the meeting, the quality committee received an overall update on the quality improvement projects as well as the stage (plan, do, study, act) that each project is in. Patricia reported that updates were also provided on items a & b below and referenced the meeting packet for additional information.
 - a. Customer Service Satisfaction Survey:
 - b. Strategic Initiatives, improve collaboration:

7. New Business/Other Matters: None

8. Correspondence and Information – None

9. Additions - none.

10. Executive Closed Session: Convene in closed session: Bob McCreath entertained a motion to go into executive closed session pursuant to the Illinois Open Meetings Act, as permitted by 5 ILCS 120/2(c)(1) to discuss a personnel matter which was provided by Dr. Williams, seconded by Dr. Halversen. A roll call vote was taken: Bob McCreath, Angie Goral, Patricia Lewis, Dr. Helland, Dr. Halversen, Dr. Williams, Derrick Kunz, Jim Powers all voted to approve going into closed session Ayes (8), Nays (0), Absent (4).

Executive Closed Session: Adjourn Executive Closed Session: Bob McCreath entertained a motion to adjourn executive closed session which was provided by Dr. Williams, seconded by Dr. Halversen: A roll call vote was taken,

Bob McCreath, Angie Goral, Patricia Lewis, Dr. Helland, Dr. Williams, Dr. Halversen, Jim powers all voted to adjourn executive closed session Ayes (8), Nays (0), Absent (4). No action was taken.

11. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn the June 18, 2024 Board of Health Meeting which was provided by Derrick Kunz, second by Dr. Helland. All were in favor and the meeting adjourned at 7:15.

Winnebago County Board of Health

Date