



**Minutes of the  
Winnebago County Board of Health  
Tuesday, June 20, 2023 at 6:30 p.m.  
Winnebago County Health Department  
555 North Court Street, Room 115; Rockford, IL 61103**

**Present:** Dr. Williams, Derrick Kunz, Patricia Lewis, Robert McCreath, Angie Goral, Dr. Halversen, James Powers

**Absent:** David Helland, Luci Hoover

**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 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, June 20, 2023 agenda for the Winnebago County Board of Health meeting. Jim 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 – May 16, 2023**

Bob entertained a motion to approve the May 16, 2023 Board of Health meeting minutes. Derrick gave the motion to approve the minutes, Dr. Williams seconded. Patricia indicated that there needed to be a couple of corrections. In the policy section of the minutes there was only one policy being recommended to the board however the minutes listed two. In the Variance the minutes did not reflect that the dog bar no longer needed a variance. In the personnel committee the minutes reflected that there were two policies however three were listed. Dr. Martell indicated that there were three policies presented however only two were advanced adding that the employment of immediate family needed revisions. Stephanie indicated that she would review the minutes and make the corrections. Pat made a motion to approve the minutes as amended which was seconded by Angie Goral, all were in favor. The Board approved the minutes as amended, motion carries. Ayes (7), Nays (0), Absent (2).

4. **Health Department Highlights**

- a. **Domain 1: Influenza and Other Communicable Disease Update:** Todd Kisner reported that the annual influenza surveillance ended on May 20, 2023. He indicated that they reported just over 3500 cases for the season with a majority of them in weeks 46, 47 and 48 of 2022. In regards to COVID-19, May 11, 2023 ended the public health emergency declaration however, COVID19 is still reportable in Illinois and all confirmed cases are reported to the state and to WCHD. Todd indicated that WCHD responsibility for COVID-19 is monitoring for outbreaks in long-term care and congregate care facilities. Todd indicated that they have been monitoring for Salmonella due to the recall of Gold Medal flour. He indicated that as part of Salmonella investigations they are inquiring if they have Gold Medal flour or have eaten raw cookie dough using the Gold Medal flour. Todd reported that to date they have not identified any cases associated with the flour. Todd indicated that the Gold Medal Flour would have a best through 2023 and the directive is to discard it if the original packaging is not available.
- b. **Domain 2: Mpox Resurgence (not discussed) Demolition:** Todd Marshall indicated that there is a trailer park on S. Main and Illinois Route 2 that will be scheduled to be demolished. He indicated that WCHD worked to get residents relocated and some residents abandoned their trailers. Todd indicated that the trailer park has become a dumping ground and an eye sore. He indicated that EH needed to determine how many trailers were in the

park, remove asbestos and work with Com Ed and Nicor Gas for disconnections. The demolition was sent for bid which has been accepted

- c. Domain 4: Youth Leadership Council, IGROW: Cheryl indicated that the Youth Leadership Council are making plans for the 2023-2024 School year. They will be working closely with the YMCA Achiever's program to create the opportunity for more diversity within the council. They will also use social media (ie: Instagram, tiktok) as recruitment tool. The new nomination forms are on the website and they will be accepting nominations through September 18th. Cheryl indicated that IGROW continues to increase visibility in the community by participating in community fairs. She said that the Harlem School District Early Childhood Centered offered a Resource Fun Fair for families attending the program. A number of early childhood agencies were on hand and WCHD was represented by IGROW, WIC, BBO and the High-Risk Infant Follow-up Program. She indicated that there was also a job resource and vendor fair was hosted by Rockford Housing Authority (RHA) which was attended by over 150 residents in which they received 12 referrals.
- d. Domain 5: Community Preparedness Presentation: Dr. Martell reported that community preparedness was a weakness that had been identified regarding individual preparedness. WCHD started conducting community outreach presentations at the Rockford Housing Authority and NIREACH (formerly Winnebago County Housing Authority). She indicated that Rebecca and the MRC coordinator have been meeting to provide information to residents on being prepared for situations such as power outages and relocation due to flooding.
- e. Domain 7: Mexican Consulate Event; Anti-Marijuana Campaign/Durand: Dr. Martell indicated that WCHD attended the Mexican Consulate which was sponsored by the Mexican Consulate and the Department of Human Services. She indicated that WCHD had a table handing out information and provided 74 vaccination dosages during the event commenting that they are considered to be a "hard to reach" population. Cheryl indicated that Anti-Marijuana Communication Campaign was recently completed at the Durand Jr. High School for the 2022-23 school year. She indicated they had posters, and distributed digitally created newsletters at the Durand Jr. High School by the Substance Use Prevention Specialists. Cheryl indicated that Durand's principal found the visual posters to be effective commenting that the students noticed when new posters replaced the previous posters. She indicated that they plan to continue the program for the upcoming school years with both Durand as well as adding RESA.

5. **Presidents Report - none**

6. **Committee Reports:**

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

1) Approval of Finance Committee minutes – June 14, 2023

Dr. Williams entertained a motion to approve the June 14, 2023 Finance Committee minutes. Dr. Halversen made the first motion; seconded by Jim Powers. Minutes were unanimously approved without edits or corrections. Ayes (7), Nays (0), Absent (2).

2) Update on WCHD Office Buildings: Dr. Williams indicated that a meeting is scheduled on Thursday at 10:00 with members of the Winnebago County Board to discuss 555 N. Court Street. Dr. Martell added that they will be discussing the repayment of the bond. She indicated that they had rejected the original MOU and they want to meet to discuss what they would want changed in the MOU.

3) Financial Statements

a. Resolution of Expenditures – May, 2023

Dr. Williams indicated that the health fund expenditure for May, 2023 is \$765,866.02. Dr. Williams asked for a motion to approve, which was provided by Dr. Halversen, seconded by Pat Lewis, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (2).

b. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance has a net increase of \$416,159.27. Dr. Martell noted that WCHD had received reimbursements for Levy expenses that had previously been denied by the mass vaccination grant. She also indicated that it is the time of year for the increased food permits and WCHD received payments for the refugee program. No irregularities were noted.

c. Financial Review

Dr. Williams reported on the 8<sup>th</sup> month of Winnebago County’s Fiscal Year 2023 and the 11th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$7,435,448.00, the actual amount of \$7,208,034.14 for a variance of \$227,414.00. Expenses YTD Budgeted \$7,699,124.00 and the actual amount of \$6,791,874.87 for a variance of \$907,249.00. No irregularities were noted.

d. Balance Sheet

Dr. Williams indicated that total revenues were \$3,945,137.86 and expenses were \$4,756,811.49. No irregularities were noted.

e. Bank Reconciliations

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

I.	General Account	\$1,335,561.22
II.	Lead Account	\$67,524.77
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$900,896.19

No irregularities were noted.

f. Revenue and Expenditure Reports

Dr. Williams indicated that the revenues were negative \$42,081.00. Dr. Martell indicated that Jim Keeler believes that the end the fiscal year approximately \$400,000 ahead. 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 exceeding 2022.

h. Accounts Receivable

No irregularities were noted.

4) Implementation of Cost of living adjustment per budget in July 2023: Dr. Martell indicated that the BOH approved the COLA increase in the budget and it is included on the agenda to advise the board that the COLA will be implemented in July.

5) Budget Amendment

a. FY2023 – Amendment #1

i. Transfer of funds between line items: expense/revenue – neutral: Dr. Williams indicated that the budget amendment was voted on and passed in the Finance Committee meeting. He indicated that it is to transfer funds between line items and there is no increase or decrease to the budget. Dr. Williams indicated that since it was approved in Finance it would not need a motion or a second, just a vote. All were in favor and the budget amendment was approved Ayes (7), Nays (0), Absent (2).

6) Major Expenditure

Dr. Williams indicated that the Finance Committee approved Major Expenditure items a-e commenting that they do not need a motion or a second just a vote for approval. Unanimously approved items a-e. Ayes (7), Nays (0), Absent (2).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for May 2023	\$ 7,148.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
b	U of I College of Medicine	Medical Consultation	\$ 21,420.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
c	Colorwave Graphics	Maternal Child & Health Bus Wrap	\$ 11,325.00	Dr. Halversen / Angie Goral	All voted in favor, motion carries
d	Winnebago County SWCD	Soil Boring Invoice	\$ 3,575.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
e	Sheila Elliott, RN	Tuition Reimbursement	\$ 3,965.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries

- 7) Proposed Contracts and Agreements (items a was approved by the Finance Committee)
  - a. HPW-MOU – Tobacco Free Community, Catch my Breath: Dr. Martell indicated that the MOU is the template WCHD uses of youth serving organizations to implement “catch my breath” education series. Dr. Williams indicated that it was approved in the Finance Committee Meeting and just needs a vote to approve. 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: June 14, 2023: Pat entertained a motion to approve the June 14, 2023 Policy Committee Meeting minutes which was provided by Dr. Williams, seconded by Angie Goral. All were in favor, unanimously approved. Ayes (7), Nays (0) Absent (2).
  - 2) Policies: Dr. Martell indicated that item b-c were approved by the committee item a was not. Pat indicated that the Expenditure and Contract Approval Procedures and the HIPAA policy was approved at committee.
    - a. 023-0524-22 – Jury & Witness Duty Leave: Pat indicated that there were concerns with the policy that the committee didn’t feel was fair to employees. Specifically if an employee who serves on a jury for a lengthy period of time would stop being paid. The policy will be revised and presented to the BOH at a future date.
    - b. 1108-0607-16 – Expenditure and Contract Approval Procedures: Michael indicated that the policy was updated to reflect the procedure for expedited approval. Pat reported that this would occur when there is not a board meeting that the vote to approve would be taken in an email pole.
    - c. 1127-0426-22 HIPAA Policy: Pat indicated that the HIPAA policy is more detailed than in the past. Michael indicated that policy the was updated to combine smaller policies into one policy that can be referenced.

Pat took the vote to approve the Expenditure & Contractor Approval policy and the HIPAA policy. All were in favor, unanimously approved both policies. Ayes (7), Nays (0), Absent (2).
- D. Personnel Committee
  - 1) Approval of Minutes, June 14, 2023 – Pat indicated that the Personnel committee met on June 14<sup>th</sup> and entertained a motion to approve the minutes from the meeting which was provided by Jim Powers, seconded by Dr. Williams, all were in favor and the June 14, 2023 Personnel Committee Meeting Minutes were approved. Ayes (7), Nays (0), Absent (2).
  - 2) Policies: Pat indicated that there are three policies that were approved by the committee and are being recommended to the board.
    - a. 074-0602-21 – COVID-19 Mitigation: Derrick inquired as to unvaccinated employees being required to wear a mask. Dr. Martell indicated that the requirement is the same with the influenza policy due to higher transmittal rates adding that WCHD continues to treat COVID patients and needs to protect that staff and public. Pat took the vote on the COVID-19 Mitigation Policy Ayes (6), Nays (1), Absent (2), motion carries.
    - b. 075-0815-21 – Vaccination Policy: Pat took the vote on the Vaccination Policy Ayes (6), Nays (1), Absent (2), Motion carries.
    - c. 076-0103-22 – Classification and Compensation Policy: r. Martell indicated that the policy was changed to add definitions of the various types of employees. Pat took the vote Ayes (7), Nays (0), Absent (1).
- E. Quality Improvement Committee
  - 1) Meeting – June 20, 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 received an update on quality improvement projects. She indicated that the committee received updates on ongoing quality improvement projects.
    - b. Q/I Clerical Procedures update: Pat indicated that Todd Marshall is working on a clerical project

- c. QI Communications Project Update: Pat indicated that the communication project is focused on getting messages out to difficult to reach population.
  - d. QI IGROW Project Update: Pat indicated that Cheryl is working on getting referrals for the IGROW program.
- 3) PHAB Reaccreditation Review: Pat indicated that the committee received an update on the progress of pulling the documentation together for PHAB Reaccreditation. She indicated that she reviewed the documentation for Domain 10 which focuses on the administration and structure of the health department in terms of being able to support the goals. The process pulls the pieces together to demonstrate that the standard has been met. Pat indicated that the committee reviews one domain at each meeting.
7. NEW BUSINESS/OTHER MATTERS – Dr. Martell indicated that the Finance Committee will be working on 2024 Budget and will be meeting on Wednesdays to start the process. She indicated that the budget will be presented to the BOH at the July meeting.
8. CORRESPONDENCE AND INFORMATION:
- a. Increase to Local Health Protection Grant
  - b. Get the Facts about Public Health 2023
  - c. Letter to Governor Pritzker regarding HB2039 dated 5/25/2023
9. ADDITIONS: None.
10. EXECUTIVE CLOSED SESSION: - None
11. ADJOURNMENT:

With no other business to discuss, Bob entertained a motion to adjourn which was provided by Dr. Williams, seconded by Pat. All were in favor and the meeting adjourned at 7:11 pm.

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Winnebago County Board of Health

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Date