



**Minutes of the
Winnebago County Board of Health
Tuesday, July 18, 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; Luci Hoover, Dr. Helland

Absent:

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 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, July 18, 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 (8), Nays (0), Absent (1).

3. **Approval of BOH Minutes – June 20, 2023**

Bob entertained a motion to approve the June 20, 2023 Board of Health meeting minutes. Jim Powers gave the motion to approve the minutes, Dr. Williams seconded, all were in favor. The Board approved the June 20, 2023 meeting minutes. Ayes (8), Nays (0), Absent (1).

4. **Health Department Highlights**

- a. **FY2024 Budget Presentation:** Dr. Martell indicated that the BOH will be voting to adopt the annual budget which has been advanced by the Finance Committee. She reminded the board that WCHD’s budget rolls into the county budget. Dr. Martell indicated that the budget narrative provides the definition of “public health” and reviews the 10 essentials to public health services along with the three core functions of assessment, assurance and policy development.

The 10 essentials to public health services are:

- Assess and monitor public health;
- Diagnose and investigate;
- Communicate to inform and educate;
- Mobilize community partnerships;
- Create, champion, and implement policies, plans, and laws;
- Utilize legal and regulatory actions,
- Enable equitable access;
- Build a diverse and skilled workforce;
- Improve and innovate through evaluation and quality improvement;
- Build and maintain strong public health organizational structure.

WCHD is a unit of Winnebago County Government, governed by a 12-member board appointed by the County Chairman with full consent of the County Board. WCHD is the Illinois state certified local health department covering 14 townships, nine cities/villages representing urban, suburban and rural populations in 715 square miles including the City of Rockford.

WCHD is responsible for surveillance, investigation, and containment of communicable/infectious diseases; enforcement of rules, regulations, and ordinances established to protect the health of the public including environmental health concerns ; assessment of the health of the population including establishment and implementation of plans to address health priorities; emergency preparedness and response activities to public health events.

Dr. Martell indicated that the strategic plan has not changed and the three health priorities remain:

Examples of Community Level Strategies to address health priorities.

- **Maternal and child health** – Reduce the rate of African American/Black infant deaths by 20%; reduce the rate of maternal mortality among African American/Black women; reduce the percentage of LBW (Low Birth Weight) infants born to mothers less than 20 years of age by 10%; reduce the percentage of LBW African American/Black infants by 10%.
- **Mental/Behavioral health** - Support the development and growth of the Winnebago County Mental Health Board to address issues relating to access, provider resources, and culturally competent care to address mental health conditions and maximize the functioning, adaptability, and potential of the individual, the family, and the community. Increase access to services that support positive social, emotional development of the pediatric population; decrease the rate of suicide in Winnebago County by 10%; decrease the rate of deaths from opioids by 10%.
- **Violence** - Decrease the incidence of personal, family, and community violence especially in areas suffering from unequal rates of violent acts. Reduce the homicide rate by 5%; reduce the incidence of firearm related deaths by 5%.

Examples of Community Level Strategies to address health priorities: Trauma Informed Community; Opioid Response Team; Maternal, Infant, and Child Health Workgroup and Maternal, Infant, and Early Childhood Home Visiting (MIECHV) – IGROW.

Mental Health Initiatives:

- Winnebago County Community Mental Health Board
 - Funding Strategies
 - Development of Coordinating Group
 - Public Health Representative - Dick Kunnert
- NICNE - Northern Illinois Center for Not-for-Profit Excellence
 - Developing System of Care to Address Children’s Mental Health System of Care
 - IRIS Community Referral Pilot Agency
- Winnebago County Opioid Response Team
 - Education and Stigma Reduction
 - Treatment
 - Rescue
- Trauma Informed Community
 - Handle With Care Initiatives
 - Workplace training
 - Healthcare Provider training

Opioid Response Team: Prevention, Treatment & Recovery and expanding access to MAT (medication assisted treatment), MAR (medication assisted recovery) and MOUD (medication for opioid use disorder).

Maternal Health Workgroup: Keeping moms and babies alive monthly podcasts topics: Calling all dads, childcare, safe sleep, healthy relationships, car seat safety, healthy homes, it takes a village, birth equity and baby blues – postpartum depression. The “Aftershock” documentary viewing for community partners and members drawing

attention to mothers dying during childbirth or within the first year of childbirth leaving the partner to raise the baby.

MIECHV – IGROW – coordinated home visiting working with alignment Rockford for universal newborn support services. MIECHV is a pilot program with IRIS to make community based home visiting referrals to WCHD.

FY2024 funding sources: 64.6% grants, 23.3% levy, 10.9% fees/permits, .7% interest, .5% Medicare/Medicaid/3rd party. Dr. Martell indicated that the current levy funding for Winnebago County is \$9.10/resident. A measles outbreak public health response would cost \$2.3 million dollars. The cost for a single dose of flu vaccine ranges between \$22.19-54.33/resident based on government pricing. Dr. Martell shared revenue concerns over level levy funding despite increases in the PTELL over the past 2 years at 5%, continued reliance on grant revenue, no direct funding resource to address WCHD health priorities such as violence reduction or maternal child and infant health initiatives. Dr. Martell shared expense concerns such as increasing contractual costs for services and supplies, implementation of plans to address health priorities as well as potential public health incidents/emergencies. Dr. Martell indicated that there is an increased reliance on information technology support such as the time keeping system for grant tracking and payroll, monitoring freezers and refrigerators for vaccine storage, providing in-kind support for the demolition of properties along with additional fees for asbestos inspections, legal notices and utility disconnections. There are concerns with expenses associated with securing vacant/abandoned properties that have been condemned as well as maintaining a capital improvement plan for aging mechanics, structures, windows at 555 N. Court Street.

WCHD strategies to address concerns include the continued review of current work conditions for efficiency and staff engagement such as remote work options and work hours. Continued purchasing alignment with Winnebago County, review fee structures for programs to recoup costs as well as identifying new and sustainable funding sources. Continued implementation of control on grants to minimize levy support; participate in partnerships to support community health priorities; application for AmeriCorps for additional staffing support; explore and capture additional revenue sources from video gaming tax, casino tax, cannabis tax and real estate levy from Winnebago County to support public health; maintain public health emergency reserve to address public health emergencies.

Organizational changes for FY2024 include four FTE additional positions:

- Clerical support for Environmental Health funded by fees and the levy
- Clerical support for Finance 10% grant funded
- Clerical support for Personal Health Services contract funded
- Digital Media Specialist for Communication grant funded.

The six grant funded contract tracer positions were recently eliminated which resulting in a net impact of -2 FTE positions.

Jim Keeler reported that fiscal year 2022 resulted in revenues totaling \$11,014,645 and expenses totaling \$10,433,657, which resulted in a surplus of \$580,989. The 2023 budget reflected in revenue totaling \$11,153,172, expenses totaling \$11,548, 686 with a deficit of \$395,514. The projected 2023 revenue is \$10,435,187 and projected expenses of \$10,293,684 resulting in a surplus of \$141,493. For FY2024 Jim is projecting a budget of \$11,091,267 revenue, \$11,296,819 expenses with a deficit of \$205,552. Jim indicated that the revenue sources include the levy, grants, contracts and fees. Jim reported that the 2024 regular salaries are budgeted at full staff totaling \$6,747,634.00 (includes a 5% COLA increase 7/1/2024) plus benefits (IMRF, FICA & life insurance) of \$493,679. Supplies & services are budgeted \$2,913,568, which includes the expense for Qualtrics, Time Clock Plus and other system supports as well as expenses associated with maintaining 555 N. Church Street. Other professional services includes the HUD contractors, family planning consultants as well as Dr. Schiller.

5. **Presidents Report** – Bob indicated that he and Jim Keeler attended the County Board Meeting regarding the payoff of the bond for 555 N. Court Street. Bob said the meeting went well and the board approved paying off the bond

with three “no” votes. Dr. Martell reported that WCHD received the paperwork to complete the close out of the bond.

6. Committee Reports:

A. Executive Committee – No meeting

B. Finance Committee

1) Approval of Finance Committee minutes – July 12, 2023

Dr. Halversen entertained a motion to approve the July 12, 2023 Finance Committee minutes. Jim Powers made the first motion; seconded by Dr. Williams, all were in favor. Minutes were unanimously approved without edits or corrections. Ayes (9), Nays (0), Absent (0).

2) Bond Repayment for 555 N. Court street: Dr. Martell indicated that the BOH previously voted for the bond repayment and no additional action was needed.

3) Adoption of FY2024 Health Department Budget: Dr. Halversen reported that the Finance committee approved advancing the FY2024 Health Department Budget to the BOH for approval. Dr. Halversen called the vote, all were in favor and the FY2024 Health Department Budget was approved. Ayes (9), Nays (0), Absent (0).

4) Financial Statements

a. Resolution of Expenditures – June, 2023

Dr. Halversen indicated that the health fund expenditure for June 2023 is \$1,085,864.14. Dr. Halversen asked for a motion to approve, which was provided by Luci Hoover, seconded by Pat Lewis, all were in favor, unanimously approved, motion carries. Ayes (9), Nays (0), Absent (0).

b. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance is \$10,879,032.94 with a net increase of \$204,890.66. No irregularities were noted.

c. Financial Review

Dr. Halversen reported on the 9th month of Winnebago County’s Fiscal Year 2023 and the 12th month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$8,364,879.00, the actual amount of \$8,089,439.01 for a variance of \$275,440.00. Expenses YTD Budgeted \$8,661,514.50 and the actual amount of \$7,884,548.35 for a variance of \$776,966.00. No irregularities were noted.

d. Balance Sheet

Jim indicated that there was a total deficit of \$219,029.51 for the month of June. He also indicated that there was an increase in food service permit. There were no grant revenue received for family planning and high risk infant follow-up. There were three payrolls during the month of June. No irregularities were noted.

e. Bank Reconciliations

Dr. Halversen reported the June 2023 ending balances reviewed by the Finance Committee for the following:

I.	General Account	\$1,665,010.35
II.	Lead Account	\$98,261.69
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$937,207.06

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler indicated that WCHD collected the quarterly levy fees. There was also an increase on food service permits. Payroll expenses for the month totaled \$689,823.82 due to three payrolls expensed during the month. 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. Halversen reflected that the 2023 emergency reserve is just over \$11,000,000.00.

h. Accounts Receivable

Jim Keeler indicated that the items in red are estimated figures. WCHD received payment for the liens on demolition properties, which will offset next month's demolition expenses. No irregularities were noted.

5) Major Expenditure

Dr. Halversen 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 (9), Nays (0), Absent (0).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for June 2023	\$ 6,884.00	Jim Powers / Angie Goral	All voted in favor, motion carries
b	Adobe	Adobe products licensing including Pro; Photoshop, InDesign, and Stock Images	\$ 11,875.44	Bob McCreath / Angie Goral	All voted in favor, motion carries
c	Northern Illinois Service Co.	Demolition of 7xx Gold River (Timberlane Trailer Park)	\$ 162,000.00	Jim Powers / Angie Goral	All voted in favor, motion carries
d	Winnebago County SWCD	Soil Boring Invoice	\$ 5,525.00	Bob McCreath / Angie Goral	All voted in favor, motion carries
e	To be bid out	Demolitions	\$ 17,810.06	Bob McCreath / Angie Goral	All voted in favor, motion carries

6) Proposed Contracts and Agreements - None

C. Policy Committee – No Meeting

D. Personnel Committee – No Meeting: Luci indicated that although there was not a personnel meeting there is a policy on the agenda to be considered for approval

1) Policy 023-0524-22 – Jury & Witness Duty Leave Policy: Michael indicated that the language in the policy was updated to indicate that employees who serve for more than four weeks of jury duty will continue to be paid their regular salary for the duration of the jury duty service. Previous policy indicated that employee pay would cease after four weeks of jury duty service. Luci entertained a motion to approve which was provided by Pat Lewis, seconded by Dr. Williams, all were in favor and the Jury & Witness Duty Leave Policy was approved. Ayes (9), Nays (0), Absent (0).

E. Quality Improvement Committee

1) Meeting – July 18, 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 directed BOH members to page 21 of the meeting packet, which provides a summary update on the QI projects and where they are in the cycle.
- b. PHEP – N95 Respirator Fit Testing – Pat reported that Rebecca provided an update on the QI N95 FIT testing project
- c. Strategic Initiatives – Increasing Community Partners – Pat reported that Cynthia provided an update on the strategic initiative to increase participation with community partners.

3) PHAB Reaccreditation Review: Pat indicated that the committee received an update on the status of PHAB reaccreditation. Pat indicated that the goal is to have the reaccreditation process completed and ready to submit by November and the BOH will be provided access to the documents when completed

- a. Domain 4 was presented providing an update on the progress for community and partnerships to improve health.
- b. Domain 7 was presented providing an update on equity and the effectiveness of public health systems to provide equitable access to services.

7. NEW BUSINESS/OTHER MATTERS – None

8. CORRESPONDENCE AND INFORMATION:

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. Helland, seconded by Dr. Williams. All were in favor and the meeting adjourned at 7:31 pm.

Winnebago County Board of Health

Date