



**Minutes of the
Winnebago County Board of Health
Tuesday, August 15, 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, James Powers; Dr. Helland

Absent: Dr. Halversen; Luci Hoover

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 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, August 15, 2023 agenda for the Winnebago County Board of Health meeting. Dr. Helland 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 – July 18, 2023**

Bob entertained a motion to approve the July 18, 2023 Board of Health meeting minutes. Patricia Lewis gave the motion to approve the minutes, Dr. Helland seconded, all were in favor. The Board approved the July 18, 2023 meeting minutes. Ayes (7), Nays (0), Absent (2).

4. **Health Department Highlights:**

- a. **Domain 1: Rabies –** Todd Kisner reported that in July the State of Illinois sent out a press release reporting that there were 27 rabid bats in the state. The press release provided guidance on the rabies protocol if exposed. Todd indicated that WCHD also sent out a health alert to local providers sharing the rabies treatment protocol. Todd reported that a Winnebago County family of five has been exposed to a rabid bat and are undergoing postexposure prophylaxis (PEP). He indicated as part of their QI project they are working to improve communication between the ED, pharmacy and WCHD in regards to rabies exposure. **West Nile Virus:** Todd Marshall reported that there are only four counties in the state what have had positive pools of mosquitos with the West Nile Virus commenting that Winnebago County has not had any positive pools. Todd indicated that they are doing surveillance throughout the county and had a crow that tested positive which was sent down state. Todd indicated that this year they are conducting additional surveillance on ticks commenting that they received approval to conduct tick drags in all the forest preserves. He indicated that the ticks will be sent for testing for Lyme Disease. Dr. Martell indicated that notices have been sent to local providers regarding the changes in Lyme Disease as they want providers to be aware and on alert with an increased level of suspicion.
- b. **Domain 2: Demolitions-** Todd Marshall indicated that the abandoned trailer park off S. Main Street has 25 trailers that have been condemned and will be demolished. He reported that the utilities have been disconnected and they were able to locate 14 septic tanks on the property that they will work to have removed. **Gun Lock Distribution –** Dr. Martell indicated that the Illinois Department of Public Health along with the Veterans Affairs have introduced a gun lock initiative to reduce the rate of suicide and accidental discharges. She reported that community partners who wish to participate in distributing free gun locks will receive training materials and will be required to sign an MOU agreeing to track the number of gun locks distributed to an individual along with their zip code. She indicated that the goal is to target high gun violence areas within the community.

- c. Domain 4: Harm Reduction – Todd Kisner reported that the harm reduction initiative is in response to Opioid Overdoses in the community. Individuals who use Opioids can come to WCHD and “Ask for Winnie” and then meet with the disease intervention specialist to discuss fentanyl and xylazine test strips. They will view a video that shows how to use the test strips. They will discuss the use of Narcan in the event of an overdose. The program provides safer use test kits which includes 5 fentanyl and 5 Xylazine test strips, a tiny spoon, a cup and sterile water to test the substance. Todd indicated that according to Illinois Law they are able to distribute 5 of each test strips per person per day. They have had two individuals take advantage of the program so far. Partnering for Vaccine Equity (PAVE) – Cynthia Hall reported that WCHD applied for and received a grant from NACCHO (National Association of County & City Health Officials) to partner with PAVE (Partnering for Vaccine Equity). She indicated that during COVID the community of concern increased vaccine amongst the minority population. Cynthia reported that the new grant will provide both influenza and COVID-19 vaccinations indicating that it gives the opportunity to partner, determine best practices and provide technical assistance involving community stakeholders. The grant is for \$75,000 and will enable WCHD to plan and implement communication campaigns with NACCHO.
- d. Domain 5: Strategic Initiatives – Cynthia reminded the board that WCHD has been working with ICOY (Illinois Coalition on Youth) who conducted a CBATO (capacity building assessment tool for organizations) which is assisting with improving trauma inform in practices at the health department. Cynthia indicated that WCHD took the information learned from the CBATO and integrated into strategic goals and objectives. She indicated that they are developing an internal dashboard that shows how workgroups interact and collaborate amongst each other. She is also working to have smart goals for each of the workgroups. Cynthia She provided an update on the work groups:
- Workforce development – updated the new employee orientation, developed an employee handbook and implemented a buddy system for new employees.
 - Reporters – working on promoting health priorities as well conducting research to identify people with lived experience.
 - Policy Makers – updated policies and job descriptions to include trauma informed language.
 - Collaborators – sends out the promotional materials to community partners for upcoming trainings
 - Reaccreditation – working with leadership to review documents and narratives for reaccreditation.
 - Organizers – working on internal presentations on collective impact with group participation with the workgroups.
 - Assessors – developed tools and dashboards that will be published on WCHD’s website.
 - Assurance – ensures that all the workgroups are doing what they are supposed be doing and reports back
- e. Domain 10: Mental Health Advisory Committee; Universal Newborn Support Services – Dr. Martell indicated that the Winnebago County Community Mental Health Board now has a mental health advisory committee which Dr. Martell co-chairs. The committee will be reviewing the gaps in service delivery from both the providers perspective and the client’s perspective. She indicated that there is concern over the shortage of providers and the support service clients need is with housing both low income and supported housing such as sober living. Dr. Martell indicated that they are working on universal home visiting which is being led by alignment Rockford and are reviewing a community strategy that offers home visiting earlier for all infants from zero to three years old.

5. Presidents Report

6. Committee Reports:

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

1) Approval of Finance Committee minutes – August 9, 2023

Dr. Williams entertained a motion to approve the August 9, 2023 Finance Committee minutes. Jim Powers made the first motion; seconded by Dr. Helland, all were in favor. Minutes were unanimously approved without edits or corrections. Ayes (7), Nays (0), Absent (2).

2) Disposition/Planning for 401 Division street Property – Dr. Williams reported that a meeting has been scheduled on August 22nd from 2:00-4:00 in conference room 115 to discuss the property at 401 Division Street. Dr. Martell indicated that it will be an open meeting which will be posted and is scheduled to meet with Gary Anderson from Studio GWA. The meeting is intended to share WCHD needs for the new building

and all BOH members are invited to attend. Dr. Williams suggested for BOH members who are not able to attend to send any questions to both him and Dr. Martell.

3) Update on FY2024 Winnebago County Budget Adoption – Jim Keeler reported that after the BOH adopted the FY2024 budget a summary was sent to County Finance along with a revenue and expense schedule. The revenue schedule reflected \$11 million in revenues and the expense schedule reflected \$11.2 million resulting in a \$200K of deficit. In reviewing the Counties calculations for WCHD revenue he noticed that they reflected a surplus of 1 million dollars in error. Jim also learned that the preliminary schedule prepared by former finance director Dave Rickert reflected a reduction in the Levy for WCHD reducing it from \$2.6 million to \$2.4 Million cutting the health departments by \$200K. Jim indicated that the last review of the budget county finance wants to reduce WCHD’s FY2024 budget by \$276K. Jim indicated that he and Dr. Martell met with County Finance Director Steve Shultz and County Administrator Patrick Thompson to review in detail WCHD’s revenue projections for FY2024. Jim indicated that the final outcome is yet to be determined. Dr. Martell informed the board that they will continue budget discussions with the County and may need to involve the BOH in those discussions.

4) Financial Statements

a. Resolution of Expenditures – July, 2023

Dr. Williams indicated that the health fund expenditure for July 2023 is \$822,279.00. Dr. Williams asked for a motion to approve, which was provided by Dr. Helland, seconded by Angie Goral, 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 as of July 31, 2023 of \$212,804.52. No irregularities were noted.

c. Financial Review

Dr. Williams reported on the 10th month of Winnebago County’s Fiscal Year 2023 and the 1st month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$9,294,310.00, the actual amount of \$8,930,099.82 for a variance of \$364,210.00. Expenses YTD Budgeted \$9,623,905.00 and the actual amount of \$8,717,295.30 for a variance of \$906,610.00. No irregularities were noted.

d. Balance Sheet

Jim indicated that receivables are up which is to be expected due to starting a new state fiscal contact year and grant reimbursements had been submitted for reimbursement. No irregularities were noted.

e. Bank Reconciliations

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

I.	General Account	\$1,755,613.88
II.	Lead Account	\$98,261.69
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$969,951.07

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler indicated that July was a break-even month commenting that food service permits had already been collected. 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.

h. Accounts Receivable

Accounts Receivables were reviewed with no irregularities being noted.

5) Major Expenditure

Dr. Williams indicated that major expenditures items a-b were advanced by the Finance Committee and do not need a motion or a second. Major expenditure a-b were unanimously approved 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 July 2023	\$ 5,552.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
b	Zully Vock	Infant Mental Health Consultant providing ongoing support to IGROW staff	\$ 14,400.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
c	Northern Illinois Service Co.	Host Fee demo Gold River Trailer Park/underground tank removal	\$ 5,000.00	Dr. Helland/ Bob McCreath	All voted in favor, motion carries
d	Vendor TBD	Annual Tire Drive	\$ 10,000.00	Dr. Helland/ Patricia Lewis	All voted in favor, motion carries

Item c: Dr. Williams indicated that that item c is the host fee expense to demolish the Gold River Trailer park to remove underground tanks and inquired if the \$5,000 covered all the tanks in which Todd Marshall indicated it would cover all the underground tanks. Dr. Williams entertained a motion to approve item c which was provided by Dr. Helland, seconded by Bob McCreath, all were in favor and item c was approved Ayes (7), Nays (0), Absent (2).

Item d.: Dr. Williams indicated that item d is for the annual tire drive commenting that a vendor has not been selected as of yet. Dr. Williams entertained for a motion to approve item d which was provided by Dr. Helland, seconded by Patricia Lewis, all were in favor and item d was approved Ayes (7), Nays (0), Absent (2)

6) Proposed Contracts and Agreements

- a. MOU-South Beloit High School Health Clinic for remote WIC services – Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Derrick Kunz, all were in favor and the MOU was approved Ayes (7), Nays (0), Absent (2)
- b. Affiliation Agreement – OSF Healthcare d/b/a St. Anthony College of Nursing for practice site – Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Patricia Lewis, all were in favor and the Affiliation Agreement was approved Ayes (7), Nays (0), Absent (2).

C. Policy Committee – No Meeting

D. Personnel Committee

- 1) Approval of June 14, 2023 meeting minutes – Patricia entertained a motion to approve the June 14, 2023 meeting minutes which was provided by Dr. Helland, seconded by Dr. Williams, all were in favor and the June 14, 2023 meeting minutes were approved Ayes (7), Nays (0), Absent (2).
- 2) Approval of August 9, 2023 meeting minutes – Patricia entertained a motion to approve the August 9, 2023 meeting minutes which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the August 9, 2023 meeting minutes were approved Ayes (7), Nays (0), Absent (2)
- 3) Personnel Policies
 - a. 008-0308-23: Performance Appraisal Policy - Michael reported that the policy was being updated to be in line with the PHAB reaccreditation process. The language that previously indicated that the performance evaluation was associated with compensation has been removed. The appraisal form has been standardized and the same form will be used for both introductory and annual evaluations. New employees will have evaluations at 45 and 90 days rather than 30, 60 & 90. Pat indicated that the policy had been recommended by committee and would just need to be voted on, all were in favor and the Performance Appraisal Policy was approved. Ayes (7), Nays (0), Absent (2).
 - b. 049-0223-23: Employee Recognition Policy – Patricia indicated that the employee recognition policy is a new to formalize the recognition process. Michael indicated that this policy is being implemented to be in line with PHAB reaccreditation as well. Michael indicated that the policy formalizes what qualifies as a recognition and the procedures for internal and external recognition and indicates how recognitions can be submitted. Patricia noted that no dollars are associated with recognitions. Pat indicated that the policy had been recommended by committee and would just need to be voted on, all were in favor and the Employee Recognition Policy was approved. Ayes (7), Nays (0), Absent (2).

- E. Quality Improvement Committee
- 1) Meeting – August 15, 2023
 - 2) Audit Reports for Filing
 - a. Better Birth Outcomes FY2023
 - b. HRIF High Risk Infant Follow-up FY2023
Pat indicated that the quality committee met tonight and reviewed and approved filing the audit reports for both the Better Birth Outcome program and the High-Risk Infant Follow-up program. Patricia reported that the results of the audits were positive and there were no recommendations for follow-up with the state.
 - 3) Quality Improvement Project Update – Patricia referenced page 21 of the summary report to provide the board an update on the status of the quality improvement projects.
 - a. Decreased Failed Home visiting – Patricia reported that they received a detailed update on failed home visits for the home visiting programs commenting that they are making progress.
 - 4) PHAB Reaccreditation Review: Pat indicated that Rebecca provided a summary on the status of submission of documents for domain 6 and domain 9.
 - a. Domain 6 was presented providing an update on the utilization and regulatory actions designed to improve and protect the public health.
 - b. Domain 9 was presented providing an update to improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement.
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 7:15 pm.

Winnebago County Board of Health

Date