



**Minutes of the
Winnebago County Board of Health
Tuesday, September 19, 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, Luci Hoover, Dr. Halversen, James Powers; Dr. Helland

Absent: Robert McCreath, Angie Goral

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

Luci Hoover called the meeting to order at 6:30 p.m.

1. **Introductions of Guest/Public Participation-** Todd Marshall introduced the owners of “Fur on the Fly, Dog Bar Unleashed” William Caldwell and Emma Morgan.

2. **Setting the Agenda**

Luci Hoover entertained a motion to approve the Tuesday, September 19, 2023 agenda for the Winnebago County Board of Health meeting. Dr. Halversen 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 – August 15, 2023**

Luci entertained a motion to approve the August 15, 2023 Board of Health meeting minutes. Dr. Helland gave the motion to approve the minutes, Dr. Williams seconded, all were in favor. The Board approved the August 15, 2023 meeting minutes. Ayes (7), Nays (0), Absent (2).

4. **COVID-19 Vaccine:** Dr. Martell provided an update on the COVID-19 vaccine indicating that as of September 15th the FDA and the CDC has adopted the new formulation XBB1.5 vaccine. Dr. Martell indicated that the health department will participate in the “bridge program” which will provide vaccines for uninsured and underinsured individuals adding that WCHD will not offer the vaccine to the general public. Insured individuals will need to seek vaccination through their primary care provider or pharmacy.

5. **Health Department Highlights:**

- a. **Domain 1: Rabies:** Todd Kisner reported that in August two bats tested positive for rabies exposing six individuals. He indicated that rabies PEP was administered consisting of a series of four injections on day zero, day three, day seven and day fourteen. Todd indicated there were 18 other bats with exposure as well. **Septic Systems:** Todd Marshall reported that there is new technology in the septic industry in regards to changing anaerobic bacteria to aerobic bacteria which cleans the sewage. He indicated that Winnebago County has an abundant amount of water that needs to be protected. Todd will be working with staff to implement parameters as he has concerns regarding the ventilation of the septic systems to ensure they work properly going from anaerobic to aerobic bacteria. Todd indicated that the industry is trying to get away from maintenance and he wants a policy in place to ensure that septic systems are maintained.
- b. **Domain 4: Tire Drive:** Todd Marshall indicated that with grant money from vector surveillance will be used for a tire drive on Saturday, September 23rd. Todd reported that tires are a popular breeding ground for mosquitos. He indicated that within a couple days of tire drive registration there were 4000 tires registered. **IGROW:** Cheryl reported that “parental incarceration” was the topic at their quarterly meeting on September 13th with home visitors. Guest speakers were Alexander Davila from Nashville Tennessee and Gregory Cox from Chicago, Illinois commenting that both speakers had been incarcerated, one for 23 years. Cheryl indicated that they indicated

that it is important to be honest, and not keep information away from the child if the child wants to know the whereabouts of the incarcerated parent. Cheryl indicated that the home visitors were very engaged and felt that the information should be shared with the parents.

- c. Domain 6: Law Changes impacting public health: Michael reported that he has been following six legislation bills that have been passed impact public health: 1. The smoke-free Illinois act. 2. The school breakfast lunch and support aid. 3. Consumer-owned containers. 4. Access to public health data. 5. The 988-task force. 6. The overdose prevention programs. Michael indicated that there is a veto session in October and will monitor to see if any legislation changes. Michael is also preparing for the legislation in January on bills that impact public health in regards to changes with cottage foods and raw milk legislation. Dr. Williams inquired if additional responsibility placed on health departments received funding support in which Michael indicated that they were unfunded mandates.
- d. Domain 7: WCHD's Community Farmers Market: Cheryl indicated that on August 8th WCHD held its first farmers market. She reported that it was a great team effort having all the centers involved. Cheryl said they had nine approved farmers who provided locally grown fresh produce, fruits and vegetables. During the farmers market they were able to distribute 262 voucher booklets for a total value of \$7,860.00. Cheryl reported that they received positive feedback from both the farmers and participants. Dr. Martell indicated that they held the farmers market in response to the low redemption rate (less than 30% last year) and to increase access to fresh fruits and vegetables.

6. **Presidents Report** – No report

7. **Committee Reports:**

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

1) Approval of Finance Committee minutes – September 6, 2023

Dr. Williams entertained a motion to approve the September 6, 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. Martell indicated that there are two major expenditures associated with the demolition of 401 Division Street which is the contract with Studio GWA for the scope of work agreement and the other for the demolition. She indicated that it will be covered during the major expenditure portion of the meeting.

3) FY2024 Budget Amendment – reduction in Levy Fund Allocation: Dr. Williams indicated that the reason for the budget amendment is Winnebago County Finance approved a proposal to reallocate Levy Funds based upon an original proposal made by the former County Finance Director which re-allocated funding. The result of this reallocation will increase the FY2024 budget deficit from \$205,552.00 to \$479,432.000. Dr. Williams entertained a motion to approve the FY2024 budget amendment which was provided by Dr. Halversen, seconded by Jim Powers, all were in favor and the FY2024 budget amendment was approved. Ayes (7), Nays (0), Absent (2).

4) Financial Statements

a. Resolution of Expenditures – August, 2023

Dr. Williams indicated that the health fund expenditure for August, 2023 is \$755,317.15. Dr. Williams asked for a motion to approve, which was provided by Derrick Kunz, seconded by Dr. Helland, 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 decrease of August 31, 2023 of \$1,231,349.79. Jim Keeler reported that in July the purchase of 555 N. Court Street County Finance amended WCHD's budget by 1,750,000.00 to pay off the remainder of the bond. Jim indicated that funds remained in the 555 fund and the total payout for the bond payment was 1,528,380.57. Jim indicated that if that figure was backed out the first 11 months of the fiscal year would reflect a surplus of \$297,000.00.

c. Financial Review

Dr. Williams reported on the 11th month of Winnebago County's Fiscal Year 2023 and the 2nd month of the State of Illinois Fiscal Year 2023. Revenue YTD Budgeted \$10,223,741, the actual amount of \$9,778,877.00 for a variance of \$444,864.00. Expenses YTD Budgeted \$12,190,462.00 and the actual amount of \$11,010,227.00 for a variance of \$1,180,235.00. No irregularities were noted.

d. Balance Sheet

No irregularities were noted.

e. Bank Reconciliations

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

I.	General Account	\$1,827,513.71
II.	Lead Account	\$209,148.35
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$993,732.45

No irregularities were noted.

f. Revenue and Expenditure Reports

Jim Keeler noted that the "transfer to other funds" budget was adjusted due to the revised budget. 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 : Jim Keeler indicated that there were a lot of estimates however were within \$400.00 no irregularities being noted.

5) Major Expenditure

Dr. Williams indicated that major expenditures items a-f were advanced by the Finance Committee and do not need a motion or a second. Major expenditure a-f were unanimously approved Ayes (7), Nays (0), Absent (2). Item g was approved via poll vote.

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for August 2023	\$ 7,408.00	Jim Powers / Dr. Halversen	All voted in favor, motion carries
b	Illinois Collaboration on Youth for Trauma	Trauma Informed Care training	\$ 30,000.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
c	Teletask Messenger	Teletask Messenger - text messaging to WIC clients	\$ 5,410.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
d	Rockford Police Department	Tobacco Enforcement Checks	\$ 11,051.60	Dr. Halversen/ Dr. Helland	All voted in favor, motion carries
e	Time Clock Plus	Timekeeping software Annual License	\$ 3,918.60	Dr. Helland / Jim Powers	All voted in favor, motion carries
f	Web3 Meta Growth (formerly Chundersoft)	Website Support and Maintenance	\$ 5,100.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
g	Fisher Scientific	Smart - VUE monitoring system	\$ 3,053.00	Email Poll vote	All voted in favor, motion carries
h	Liberty Tire	Tire drive disposal of tires	\$ 10,000.00	Jim Powers / Patricia Lewis	All voted in favor, motion carries
i	N-Track Group	Demo - 401 Division Street	\$ 389,840.00	Patricia Lewis/ Dr. Helland	Derrick Kunz recused himself from the vote, All others voted in favor, motion carries
j	Studio GWA	Scope of work agreement	\$ 1,006,420.00	Dr. Halversen / Patricia Lewis	All voted in favor, motion carries
k	Mendelssohn Performing Arts	Parking space rentals	\$ 21,600.00	Dr. Helland / Patricia Lewis	All voted in favor, motion carries

Item h: Dr. Williams indicated that item h is for payment for tire recycling vendor and entertained a motion to approve item h which was provided by Jim Powers, seconded by Patricia Lewis, all were in favor and item h was approved Ayes (7), Nays (0), Absent (2).

Item i: Dr. Williams indicated that item i is for the demolition of 401 Division Street. Todd Marshall provided the information on the bids received. Dr. Martell indicated that they went with the lowest bid which was N. Trak Group for the amount \$389,840. Dr. Halversen inquired if anyone has worked with N. Trak in which Dr. Martell indicated that WCHD has extensive experience with both N. Trak and Northern Illinois Service company. Derrick added that both companies are reputable. Derrick informed the board that he had a conflict and recused himself from the vote. Dr. Williams entertained for a motion to approve item i which was provided by Patricia Lewis, seconded by Dr. Helland, all were in favor and item i was approved Ayes (6), Nays (0), Absent (2), Recused (1)

Item j: Dr. Williams indicated that item j is for Studio GWA for the building needs assessment. Dr. Williams inquired as to phase one and phase two. Dr. Martell indicated that the major expenditure is for the need's assessment for 401 Division Street commenting that phase two was included in case it was decided to go beyond the Division Street location. Dr. Williams entertained a motion to approve which was provided by Dr. Halversen, seconded by Patricia Lewis, all were in favor and item j was approved. Ayes (7), Nays (0), Absent (2)

Item k: Dr. Williams indicated that item k is for parking space rental at Mendelssohn Performing Arts Center in the amount of \$21,600.00 due to not having sufficient parking at 555 N. Court Street. He entertained a motion to approve which was provided by Dr. Helland, seconded by Patricia Lewis, all were in favor and item k was approved. Ayes (7), Nays (0), Absent (2).

6) Proposed Contracts and Agreements: Dr. Williams reported that items a – e had been approved at committee and would only need a vote, all were in favor and items a-e were approved. Ayes (6), Nays (0), Absent (2)

a. HPW: Contract TEP City of Rockford

b. HPW: Contract TEP Loves Park

c. HPW: Contract TEP WCSO – Machesney Park

d. HPW: Contract TEP Roscoe

e. HPW: Contract TEP South Beloit

f. HPW: Contract – DOPP Durand: Dr. Williams reported that item f is for a contract between WCHD and the Durand Police Department for the Drug Overdose Prevention Program. Dr. Williams entertained a motion to approve which was provided by Dr. Halversen, seconded by Patricia Lewis, all were in favor and item f was approved. Ayes (6), Nays (0), Absent (2).

g. HPW: MOU Courage to Quit – Remedies Renewing Lives: Dr. Williams reported that item g is a memorandum of understanding between WCHD and Remedies Renewing Lives for the implementation at Remedies facilities of the “Courage to Quit” program funded through the Illinois Department of Public Health Tobacco Prevention and Control Program. Dr. Williams entertained a motion to approve which was provided by Jim Powers, Seconded by Dr. Helland, all were in favor and item g was approved. Ayes (6), Nays (0), Absent (2).

h. HPW: MOU Underage Drinking Campaign – Harlem Middle School: Dr. Williams reported that item h is a memorandum of understanding between WCHD and Harlem Middle School for the underage drinking program. Dr. Williams entertained a motion to approve which was provided by Patricia Lewis, seconded by Dr. Halversen, all were in favor and item h was approved. Ayes (6), Nays (0), Absent (2).

i. HPW: Marijuana Awareness Campaign – Durand Junior High School: Dr. Williams indicated that item i is a memorandum of understanding between WCHD and Durand Junior High School for the implementation of Substance Use Youth Prevention Programming, including, but not limited to, the Illinois Youth Survey, and youth awareness campaign entitled “Marijuana Awareness Communication Campaign”, funded through a grant provided by the Illinois Department of Human services. Dr. Williams entertained a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and item i was approved Ayes (7), Nays (0), Absent (2).

C. Policy Committee

- 1) Approval of Minutes – September 6, 2023: Luci entertained a motion to approve the minutes from the September 6, 2023 meeting which was provided by Patricia Lewis, seconded by Dr. Williams, all were in favor and the September 6, 2023 minutes were approved. Ayes (6), Nays (0), Absent (2).
- 2) Policy for consideration:
 - a. 1102-0528-15 Communication Procedures Policy: Michael indicated that the policy is being updated as part of the PHAB reaccreditation process. The policy outlines the branding information. It includes communication specific for hard to reach audiences and who the contacts are. The policy also outlines the media relations within the community. Luci Hoover indicated that the policy was advanced from committee and just needs a vote. All were in favor and the communication procedures policy was approved. Ayes (7), Nays (0), Absent (2).
- 3) Variances for Consideration
 - a. R201-043621: Pub Unleashed to allow dogs in food establishment – Luci indicated that the Pub Unleashed variance was advanced from committee and just needs a vote. All were in favor and the variance was approved. Ayes (7), Nays (0), Absent (2)
 - b. 22-1364: 10054 N. 2nd Street, Roscoe, IL 61073 – Todd Marshall indicated that the variance request was to install a new septic system on the property. According to county ordinance if a public system is available within 300 feet of the property connection would need to be made to the public system. Todd indicated that a public sewer system is available within 70 feet. The property is within the village of Roscoe and the owner has two properties that could benefit from the hookup. Todd reported that the homeowner also requested financial hardship consideration however the documentation that was provided didn't support financial hardship. The variance request was denied and not advanced from committee.
- D. Personnel Committee: Luci reported that although the personnel committee did not meet the adoption of the 2024 holiday schedule is on the agenda to approve.
 - 1) Approval of 2024 Holiday Schedules: Luci reported that although the personnel committee did not meet, the adoption of the 2024 holiday schedule is on the agenda to approve. Luci entertained a motion to approve the 2024 holiday schedule which was provided by Dr. Helland, seconded by Dr. Williams, all were in favor and the 2024 holiday scheduled was approved. Ayes (7), Nays (0), Absent (2)
- E. Quality Improvement Committee
 - 1) Meeting – September 19, 2023
 - 2) Quality Improvement Project Update – Patricia indicated that the quality committee met tonight and reviewed the quality improvement projects and referenced the packet for review.
 - 3) PHAB Reaccreditation Review: Pat indicated that the committee continues to review the PHAB reaccreditation process reviewing domain 3 and domain 8 commenting that he goal is to have reaccreditation completed by end of October early November.
 - a. Domain 3 was presented and focused on communication and the communication procedures policy that was approved.
 - b. Domain 8 was presented and focused on a skilled and diverse workforce. Pat reflected back on policies that focused on workforce such as the recognition policy and policies that support the workforce such as the jury duty policy.
8. NEW BUSINESS/OTHER MATTERS – None
9. CORRESPONDENCE AND INFORMATION:
10. ADDITIONS: None.
11. EXECUTIVE CLOSED SESSION: - None
12. ADJOURNMENT: With no other business to discuss, Luci entertained a motion to adjourn which was provided by Dr. Helland, seconded by Dr. Williams. All were in favor and the meeting adjourned at 7:12 pm.

Winnebago County Board of Health

Date