



**Minutes of the  
BOH Policy Committee Meeting  
Wednesday, September 6, 2023 at 4:30 pm  
555 North Court Street  
Room 221  
Rockford, IL 61103**

**Members Physically Present:** Luci Hoover, Angie Goral, Bob McCreath (Ex-Officio)

**Members Absent:** Derrick Kunz, Patricia Lewis (Chair)

**WCHD Staff Present:** Dr. Sandra Martell – Public Health Administrator, Michael Jarvis, Policy Director, Stephanie Bahling (recorder); Todd Marshall, Director of Environmental Health

**Legal Counsel:** ASA Charlotte LeClercq

Luci Hoover called the policy committee meeting to order at 4:32 pm.

1. **Approval of Agenda** – Luci entertained a motion to approve the September 6, 2023 Policy Committee meeting agenda which Angie provided, Bob seconded, all were in favor, unanimously approved, motion carries.
2. **Approval of June 14, 2023 meeting minutes**
3. **Policies:**
  - a. 1102-0528-15 – Communication Procedures Policy – Michael indicated that the communication procedures are being updated to align with the PHAB reaccreditation standards. The policy has been updated to ensure that the information is accurate and timely. The policy outlines the approach to tailor information to different audiences, how WCHD coordinates communication with community partners and how WCHD maintains a contact list of stakeholders for communications. Additional guidance has been added for digital and social media communications as well as recognizing population-based audiences for health equity and trauma informed care. Luci entertained a motion to advance the communications procedures policy to the Board of Health which was provided by Angie, seconded by Bob, all were in favor and the policy will be advanced to the Board of Health. Ayes (3), Nays (0), Absent (2).
4. **Variance for Consideration**
  - a. R201-043621: Dog bar “Pub Unleashed” – Todd Marshall indicated that the intent for the dog bar is to serve food and beverages while interacting with dogs. The facility will include a dog park, a dog daycare, dog boarding and dog grooming. Todd reported that the 2017 code that WCHD has adopted does not address the issue and prohibits animals interacting in a dining area. Todd indicated that the 2022 code which both the State of Illinois and the Winnebago County Health Department will be adopting allows for interaction. Todd indicated that there needs to be a barrier in place when mixing drinks and prepping food and needs to be in an enclosed area. Todd reported that the owner William Caldwell submitted their plans which reflect that the kitchen bar area is enclosed with two service windows one going to the outside and one to the inside and they will only be providing pre-packaged food. The plans were reviewed and approved by the Environmental Health Food coordinator with stipulations: Vaccination status of the dogs; ensuring consumers properly restrain or contain their dog; signage alerting patrons of increased risk in designated areas for dogs; preventing cross contamination when preparing food and water for dogs; maintain the outdoor dining area; provide a covered container for dog waste; develop a protocol for requesting that a dog be removed from the premises if becomes a menace, threatens or bites a person or other dog. Dr. Martell indicated that the conditions have been met that protects public health to approve the variance. Todd indicated that there will be a final walk-through to ensure that the stipulations have been addressed.



Luci entertained a motion to approve the variance which was provided by Bob, seconded by Angie, all were in favor and the variance was approved. Ayes (3), Nays (0), Absent (2).

- b. 22-1364: 10054 N. 2<sup>nd</sup> Street; Roscoe, IL 61073 – Todd indicated that Ginger Niemeyer is the owner of the property at 10054 N. 2<sup>nd</sup> Street who filed a petition for a variance due to a failing septic system. The property is within the Village limits of Roscoe and she is requesting a variance to install a replacement of the sewage disposal system. Winnebago County Health Department and State Code indicate to deny replacement of a septic system if a sewer connection is within 300 feet. Todd indicated that the connection is within 70 feet across the road. Todd indicated that Ginger Niemeyer is requesting financial hardship as the plumbing quotes to connect to the sewer ranged between \$56,755 and \$145,000. The quote to replace the septic system was \$10,880.00. Todd indicated that Ginger Niemeyer also owns the property at 10050 and both properties would benefit by connecting to the sewer and the recommendation is to connect to the sewer. Todd indicated that the documentation that was provided requesting the hardship was not signed or validated. The Winnebago County Health Department is recommending that the variance be denied due to public sewer being 70 feet away; the property is within the village; both properties could be connected and the information provided for and financial documents did not support financial hardship. Bob indicated that the information available was not enough information to act on the petition for the variance. Todd indicated that according to the code, the board of health has the ability to secure their own bid. Luci entertained a motion to deny the petition for a variance which was provided by Angie, seconded by Bob and all were in favor and the petition for a variance was denied. Ayes (0), Nays, (3), absent (0). Luci entertained a motion to approve having Todd Marshall and the Winnebago County Health Department move forward with requesting a bid to hook up to the sewer system from Four Rivers Sanitation which was provided by Angie, seconded by Bob and all were in favor and the motion was approved. Ayes (3), Nays (0), Absent (2).

5. **Resolution - none**

6. **Executive Session** – None

7. **Additions** – None

8. **Adjournment** – There being no additional business, Luci entertained a motion to adjourn the September 6, 2023 Policy Committee Meeting which was given by Angie, seconded by Bob, all were in favor and the meeting adjourned at 5:17 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date