



BOARD OF HEALTH

Date of Meeting: October 15, 2024
Time of Meeting: 6:30 p.m.
Location of Meeting: 555 North Court Street; Room 115; Rockford, IL 61103
BOH Members: Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Derrick Kunz, Patricia Lewis, Alderman Jonathon Logemann, Dr. Stephen Minore, Robert McCreath, Valerie Pobjecky, James Powers, Dr. Allen Williams

WCHD Leadership: Dr. Sandra Martell, Cynthia Hall, Cheryl Floyd, Michael Jarvis, James Keeler, Todd Kisner, Patrick Ngum, Todd Marshall, Katherine O’Toole, Rebecca Lyons, Tiffany Levine

WCHD Support: Stephanie Bahling, Executive Assistant (recorder)
Attorney: Lafakeria Vaughn

Agenda Item	Time	Sponsor/Presenter
1. Introduction of Guests/Public Participation	5 min	A. Williams
2. Approval of Agenda: October 15, 2024	1 min	A. Williams
3. Approval of Minutes: September 17, 2024	5 min	A. Williams
4. Health Department Highlights:	5 min	S. Martell
a. Domain 1: EPA Demolition Process Illinois Cabinet Factory		T. Marshall
b. Domain 5: IPLAN Priorities		P. Ngum
c. Domain 5: Disability Survey		R. Lyons
5. President’s Report – <i>no report</i>		
6. Committee Reports		
a. Executive Committee – <i>No meeting</i>	5 min	A. Williams
b. Finance Committee - <i>No meeting</i>	25 min	A. Williams
1) Financial Statements		
a) Bank Reconciliations		
i. General Account		
ii. Lead Account		
iii. Abandoned Properties		
iv. State of Illinois E-Pay		
b) Resolution of Expenditure – <i>needs motion, second & vote</i>		
c) Statement of Fund Balance		
d) Financial Review		
e) Balance Sheet		
f) Revenue and Expenditure Report		
g) Public Health Emergency Reserve Minimum Graph		
h) Accounts Receivable		

2) Major Expenditure Requests – *no meeting, all items need motion, second & vote.*

- a) PHS: VR – Electronic Filing Fee for September 2024 Death Certificates
- b) HPW: WIC – Teletask Messenger System
- c) EH: CDP – Environmental Health Software System
- d) HA: Qualtrics LLC – Software System Subscription Renewal
- e) HA: Zoom - License Renewal & Consulting Services
- f) HA: Web3Meta – WCHD website hosting, maintenance & support
- g) HA: PHAB Annual Accreditation Service Fee

3) Proposed Contracts, Agreements & Policies – *no meeting, all items need motion, second & vote*

- a) PHS: WCHD & UIC Professional Healthcare Services Agreement – Amendment 1
- b) HPW: Contract WCHD & Roscoe Police Department – Tobacco Enforcement Program
- c) HPW: Contract WCHD & City of Loves Park – Tobacco Enforcement Program
- d) HPW: Contract WCHD & City of South Beloit – Tobacco Enforcement Program
- e) HPW: Contract WCHD & Winnebago County Sheriff’s Office – Tobacco Enforcement Program
- f) HPW: Contract WCHD & City of Rockford – Tobacco Enforcement Program
- g) HA: Contract WCHD & Everbridge – Service Agreement

c. Personnel Committee – *no meeting, policy needs motion, second & vote*

L. Hoover

- 1) Travel Expense Reimbursement Policy 5 min

M. Jarvis

d. Policy Committee – no meeting

D. Kunz

- e. Quality Improvement Committee 5 min

P. Lewis

- 1) Meeting –October 15, 2024
- 2) Quality Improvement Plan Activities
- 3) Quality Improvement Project updates

- a) Communications QI project – Hard to Reach Population
- b) Communications QI project – Website User Feedback Survey

- 7. New Business/Other Matters 2 min

A. Williams

- 8. Correspondence and Information – Cleanup at Illinois Cabinet Company

- 9. Additions

- 10. Executive Closed Session 5 min

S. Martell

- 11. Adjournment 2 min

A. Williams