



**Minutes of the
Winnebago County Board of Health
Tuesday, July 16, 2024 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Bob McCreath, Patricia Lewis, Dr. Williams, Angie Goral (via phone), Dr. Helland, Jim Powers; Luci Hoover, Dr. Minore, Jonathon Logemann; Valerie Pobjecky

Absent: Dr. Halversen, Derrick Kunz

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 with a quorum being established at 6:30 p.m.

Bob indicated that Angie Goral requested to participate in the meeting via phone. He entertained a motion to approve which was provided Dr. Williams, seconded by Luci Hoover, all were in favor. The Board approved Angie Goral participating via telephone. Ayes (9), Nays (0), Absent (2)

1. Introductions of Guest/Public Participation - none

2. Setting the Agenda:

Bob entertained a motion to approve the Tuesday, July 16, 2024 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Dr. Helland. Unanimously approved, motion carries. Ayes (10), Nays (0), Absent (2).

3. Approval of BOH Minutes – June 18, 2024

Bob entertained a motion to approve the June 18, 2024 Board of Health meeting minutes. Dr. Helland made the first motion to approve the minutes, Luci Hoover seconded, all were in favor. The Board approved the June 18, 2024 meeting minutes. Ayes (10), Nays (0), Absent (2).

4. Health Department Highlights:

- a. Domain 1: H5N1, Lead Surveillance – Todd Kisner reported that there were 8 human cases of H5N1 (four exposed from dairy cows and four exposed from chickens) however no H5N1 cases in Winnebago county. Todd indicated that testing has been implemented to minimize exposure during the upcoming county fairs. Todd Marshall reported that the state of Illinois is lowering the lead levels permitted in children and WCHD is preparing for the increased caseload. Todd noted that with the new levels in place that all zip codes in Winnebago County are considered high risk zip codes.
- b. Domain 3: PrEP Campaign, Annual Report – Katie O’Toole reported that WCHD has revamped their PrEP, Pre-Exposure Prophylaxes for HIV campaign, advertising on billboards and social media to encourage individuals to “get PrEP’D, stay PrEP’D” to protect from HIV. Katie also reported that the Annual Report will be presented to the BOH in August.
- c. Domain 5: Luther Center Recovery, IPLAN Update – Dr. Martell reported that there were approximately 200 residents displaced due to the fire at Luther Center. WCHD activated 14 volunteers from the medical reserve corps (MRC). She indicated that some residents stayed with family members while others were placed in local hotels. Dr. Martell indicated that WCHD regularly communicated with residence and was involved with the recovery phase assisting residents transitioning back into their homes. WCHD also assisted residence with re-establishing SNAP benefits as well. An after-action meeting was held with county & city officials to determine

best practices moving forward for any potential future incidents. Patrick Ngum reported that WCHD continues to work with UIC’s research team reviewing and analyzing data that was obtained during the ten focus groups as well as the 2900 survey responses received through Qualtrics. Currently, they are in the process of writing the narrative to tell the community’s story and then will transition to the prioritization phase.

- d. Domain 7: PAVE Update – Cheryl Floyd indicated that PAVE is a “partnering for vaccine equity” grant which was utilized to conduct a rapid community assessment survey to determine the best way to communicate public health information to residents living in the health initiative area. The health initiative area was determined based on data that identified areas with the lowest vaccination rate. The outreach surveys were completed at Save-A-Lot Foods, the Rock River Valley Food Pantry, Washington Park Community Center, NAACP banquet as well as prior to Beyonce’s Renaissance film viewing at AMC Showplace 16. Based on the assessment it was determined that email was the preferred communication source. WCHD/PAVE then conducted a strong neighborhoods communication campaign as an attempt to gather email addresses. Through this initiative they have gathered approximately 260 email addresses from the target population which will be used to send welcome emails along with quarterly messaging.

5. **Presidents Report:** none

6. **Committee Reports:**

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

- 1. Approval WCHD FY2025 Budget – Dr. Williams reported that the WCHD FY2025 budget had been reviewed and advanced from the Finance Committee. In the interest of time, Dr. Minore suggested moving forward with the board vote to approve WCHD FY2025 budget, there being no questions the board voted to approve WCHD FY2025 budget. Ayes (10), Nays (0), Absent (2).
- 2. Implementation of FY2024 COLA effective July 1, 2024. Dr. Martell indicated that the item was on the agenda to advise the board that WCHD was implementing the cost-of-living expense that had previously been approved by the board.
- 3. Financial Statements
 - a. Bank Reconciliations: Dr. Williams reported the following ending balances as of June 30, 2024, no irregularities were noted:
 - i. General Account - \$1,455,011.60
 - ii. Lead Account - \$54,831.80
 - iii. Abandoned Properties - \$22,915.22
 - iv. State of Illinois E-Pay - \$1,686,050.52
 - b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for June, 2024 are \$1,001,133.92 and asked for a motion to approve which was provided by Jim Powers, seconded by Patricia Lewis, all were in favor, unanimously approved, motion carries. Ayes (10), Nays (0), Absent (2).
 - c. Statement of Fund Balance
Dr. Williams reported that the Statement of Fund Balance as June 30, 2024 had a balance of \$9,357,917.23, a decrease of \$122,396.11 from the previous month.
 - d. Financial Review
Dr. Williams reported that the Financial Review reflected that it was the 9th month of Winnebago County’s Fiscal Year 2024 and the 12th month of the State of Illinois Fiscal Year 2024. The report reflected that revenue YTD was budgeted at \$8,525,420, with an actual amount of \$8,626,630 for a variance of \$101,209. The report reflected that YTD expenses were budgeted for \$8,884,994 with an actual amount of \$8,749,026 for a variance of \$135,968.
 - e. Balance Sheet
Dr. Williams indicated that the balance sheet for June 2024 was included in the meeting packet. No irregularities were noted.
 - f. Revenue and Expenditure Reports
Dr. Williams indicated that the revenue and expenditure report were included in the meeting packet. No irregularities were noted.

- g. Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the fund balance is exceeding the minimum reserve amount established by the Board of Health.
- h. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

4. Major Expenditure

Dr. Williams indicated that major expenditures item a – c were approved/advanced from committee and do not need a motion or a second, just a vote, all were in favor, and the major expenditures were unanimously approved. Ayes (9), Nays (0), Absent (3).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for June 2024	\$ 6,552.00	Dr. Helland/ J. Logemann	All in favor, motion carries Ayes (7), Nays (0), Absent (1)
b.	University of Illinois College of Medicine	Medical Consultation Services	\$ 21,420.00	Dr. Helland/ J. Logemann	All in favor, motion carries Ayes (7), Nays (0), Absent (1)
c.	Adobe	Software licenses	\$ 12,547.08	Dr. Helland/ J. Logemann	All in favor, motion carries Ayes (7), Nays (0), Absent (1)

Dr. Williams reported that major expenditure item d would need a motion and second which were provided as listed below. All were in favor and the major expenditures were unanimously approved.

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
d.	Soil Boring - Winnebago County SWCD	To perform soil analysis for septic systems to ensure groundwater protection	\$ 3,900.00	Dr. Helland/ Patricia Lewis	All in favor, motion carries Ayes (9), Nays (0), Absent (3)

5. Proposed Contracts and Agreements: none

6. Policies for Consideration: none

C. Personnel Committee: The Personnel committee was scheduled to meet on July 10, 2024 however did not have a quorum.

- 1) Approval of May 8, 2024 Minutes – Luci entertained a motion to approve the minutes from the May 8, 2024 meeting which was provided by Patricia Lewis, seconded by Dr. Williams, all were in favor and the May 8, 2024 Personnel Committee Meeting Minutes were approved. Ayes (9), Nays (0), Absent (3).
- 2) 050-0605-24: Orientation Program Policy – Pat indicated that although a quorum had not been established at the Personnel Committee meeting the policy was discussed. She entertained a motion to approve the policy which was provided by Luci, seconded by Dr. Helland, all were in favor and the policy was approved. Ayes (9), Nays (0), Absent (3).

D. Policy Committee

- 1) Policies for Consideration - Items a-c were advanced by the policy committee and do not need a motion or a second, just a vote, all were in favor, and the policies were approved. Ayes (9), Nays (0) Absent (3).
 - a. 1100-0407-15: Communication Services for Non-English-Speaking Clients
 - b. 1101-0421-15: Communication Services for Hearing/Vision Impaired Clients
 - c. 1133-0510-24: Information Security Policy

E. Quality Improvement Committee

- 1) Meeting – July 16, 2024: Patricia reported that the quality committee met prior to the Board of Health Meeting.
- 2) Quality Improvement Project Updates: Patricia reported that during the meeting, the quality committee received an overall update on the quality improvement projects which was included in the meeting packet. Patricia reported that updates were also provided on items a & b below and referenced the meeting packet for additional information.
 - a. Emergency Preparedness – Access & Functional Needs (AFN)
 - b. HWP: WIC – Increase breastfeeding participation

7. New Business/Other Matters: None

8. Correspondence and Information – None
9. Additions - none.
10. Executive Closed Session: None
11. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn the July 16, 2024 Board of Health Meeting which was provided by Patricia Lewis, second by Dr. Williams. All were in favor and the meeting adjourned at 7:12.