



**Minutes of the
Winnebago County Board of Health
Tuesday, August 20, 2024 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, Patricia Lewis, Dr. Williams, Angie Goral, Dr. Helland, Dr. Minore, Valerie Pobjecky, Derrick Kunz

Absent: Bob McCreath, Luci Hoover, Jim Powers, Johnathan Logemann

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

Dr. Williams called the meeting to order with a quorum being established at 6:31 p.m.

1. **Introductions of Guest/Public Participation** - none
2. **Setting the Agenda:**

Dr. Williams entertained a motion to approve the Tuesday, August 20, 2024 agenda for the Winnebago County Board of Health meeting. Dr. Helland made the first motion; second motion made by Patricia Lewis. Unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).

3. **Approval of BOH Minutes – July 16, 2024**

Dr. Williams entertained a motion to approve the July 16, 2024 Board of Health meeting minutes. Dr. Helland made the first motion to approve the minutes, Angie Goral seconded, all were in favor. The Board approved the July 16, 2024 meeting minutes. Ayes (8), Nays (0), Absent (4).

4. **Presentation**

- a. Annual Report 2023 – The 2023 Annual Report was included in the meeting packet and Katie O’Toole provided a brief summary to the board.
- b. Annual Strategic Plan report 2023 – The 2023 Annual Strategic Plan Report was included in the meeting packet and Cynthia Hall provided a brief summary to the board.

5. **Health Department Highlights:**

- a. Domain 1: E-coli/Bathing Beaches – Todd Marshall reported for public health protection, bathing beaches are to be tested for E-Coli every two weeks. Two samples are taken from the shallow and deeper area of the water. Beaches that test with E-Coli levels above 235 milligrams per liter are closed. Todd indicated that the bathing beaches have had challenges this year due to heavy rains causing run-off resulting elevated E-Coli levels.
- b. Domain 5: Reaccreditation Update – Rebecca Lyons reported that the reaccreditation application had been submitted in December, 2023. She indicated that WCHD received feedback on some of the measures that were submitted and WCHD was provided time to review the measures which have been updated and resubmitted. Rebecca indicated that the next step would be a site visit.
- c. Domain 7: Farmers Market – Cheryl Floyd reported that the WIC Farmers Market Voucher program began on July 10th. WCHD was provided 900 booklets valued at \$30 each for a total of \$27,000 in vouchers. On July 23rd WCHD hosted a Community Farmers Market providing WIC clients access to fresh fruits & vegetables. During the event WIC staff distributed 248 booklets totaling \$7,440. Cheryl indicated that all the booklets have been distributed and WIC staff will continue encourage clients to redeem the coupons throughout the season which ends mid-October. Last year WCHD’s WIC office had a 51% redemption rate, one of the leading health departments in the state for redemption.

6. Presidents Report:

- a. Save-the-Date for Health Priority Review for IPLAN 2025: Dr. Martell informed the Board of Health that WCHD will be hosting an IPLAN prioritization meeting on Wednesday, September 25, 2024 from 4:00-6:00 pm at Prairie Street Brewhouse. She indicated that they are all invited to attend and suggested that they save the date in their calendar.

7. Committee Reports:

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

1. Financial Statements

- a. Bank Reconciliations: Dr. Williams reported the following ending balances as of July 31, 2024, no irregularities were noted:
 - i. General Account - \$627,227.71
 - ii. Lead Account - \$111,372.78
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$1,729,343.46
- b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for July, 2024 are \$883,418.99 which was advanced from committee and only needs a vote, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).
- c. Statement of Fund Balance
Dr. Williams reported that the Statement of Fund Balance as July 31, 2024 had a balance of \$9,283,730.26, a decrease of \$196,583.08 from the previous month.
- d. Financial Review
Dr. Williams reported that the Financial Review reflected that it was the 10th month of Winnebago County’s Fiscal Year 2024 and the 1st month of the State of Illinois Fiscal Year 2024. The report reflected that revenue YTD was budgeted at \$9,472,689, with an actual amount of \$9,453,854 for a variance of \$18,835. The report reflected that YTD expenses were budgeted for \$9,872,216 with an actual amount of \$9,650,437 for a variance of \$221,779.
- e. Balance Sheet
Dr. Williams indicated that the balance sheet for July 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 was 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.

2. Major Expenditure

Dr. Williams indicated that major expenditures item a – e 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 (8), Nays (0), Absent (4).

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for July 2024	\$ 7,640.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
b.	Web3 Meta Growth	Igrow Website Redesign	\$ 5,532.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
c.	Winnebago County SWCD	Invoice for performing soil analysis for septic systems to ensure groundwater protection & increased fee schedule	\$ 4,400.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
d.	Time Clock Plus	Annual Agreement	\$ 4,338.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
e.	IDPH	Refund SIPA Grant Interest	\$ 8,612.68	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)

3. Proposed Contracts and Agreements:

Dr. Williams indicated that agreements a-c were advanced from committee and do not need a motion or a second, just a vote, all were in favor and the agreements were unanimously approved. Ayes (8), Nays (0), Absent (4).

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a.	Northern Illinois University	Internship Agreement	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
b.	Dept. of Public Health	Medical Cannabis Patient Registry	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
c.	HUD	Lead Contractor Bids - Lead Mitigation Program	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)

Dr. Williams advised that agreements d-i needed to be motioned and seconded which were as indicated below, all were in favor and the agreements were approved.

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
d.	Northwest Community Center	Catch my Breath	Dr. Helland/ Patricia Lewis	All in favor, motion carries Ayes (8), Nays (0), Absent (4)
e.	Flinn Middle School	CC2 - Substance Use Prevention Programming	Patricia Lewis/ Dr. Helland	All in favor, motion carries Ayes (7), Nays (0), Absent (5)
f.	Harlem Middle School	Substance Use Prevention Programming	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (7), Nays (0), Absent (5)
g.	Johnson Elementary School	Substance Use Prevention Programming	Patricia Lewis/ Dr. Helland	All in favor, motion carries Ayes (7), Nays (0), Absent (5)
h.	RESA Middle School	CC2 - Substance Use Prevention Programming	Patricia Lewis/ Dr. Helland	All in favor, motion carries Ayes (7), Nays (0), Absent (5)
i.	RESA Middle School	Substance Use Prevention Programming	Patricia Lewis/ Dr. Helland	All in favor, motion carries Ayes (7), Nays (0), Absent (5)

4. Policies for Consideration: none

C. Personnel Committee – no meeting

D. Policy Committee – no meeting

1) Approval of the July 10, 2024 Meeting Minutes: Although there was not a policy meeting the minutes for the July 10th Policy Meeting were presented for approval. Derrick Kunz entertained a motion to approve which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor, and the July 10, 2024 Policy committee meeting minutes were approved. Ayes (8), Nays (0) Absent (4).

E. Quality Improvement Committee

1) Meeting – August 20, 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. HA: Data Requests – Reduce turnaround time

b. HP: Rabies Post Exposure Prophylaxis.

8. New Business/Other Matters: None

9. Correspondence and Information – None

10. Additions - None

11. Executive Closed Session: None

12. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the August 20, 2024 Board of Health Meeting which was provided by Dr. Helland, second by Patricia Lewis. All were in favor and the meeting adjourned at 7:20.