



**Minutes of the
Winnebago County Board of Health
Tuesday, October 15, 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, Dr. Helland, James Powers, Valerie Pobjecky, Luci Hoover, Derrick Kunz, Angie Goral

Absent: Bob McCreath, Dr. Minore, Jonathon 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 Lafakeria Vaughn

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:33 p.m.

1. **Introductions of Guest/Public Participation** – Brittany Agnew, School Nurse at St. Bridget School was introduced to the board as a guest with a continued interested in observing BOH meetings.

2. **Setting the Agenda:**

Dr. Williams entertained a motion to approve the Tuesday, October 15, 2024 agenda for the Winnebago County Board of Health meeting. Dr. Halversen made the first motion; second motion made by Dr. Helland. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (3).

3. **Approval of BOH Minutes – September 17, 2024**

Dr. Williams entertained a motion to approve the September 17, 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 September 17, 2024 meeting minutes. Ayes (9), Nays (0), Absent (3).

4. **Health Department Highlights:**

- a. Domain 1: EPA Demolition Process Illinois Cabinet Factory – Todd Marshall reported that WCHD received notification from the US EPA regarding the partially collapsed building at 2525 11th Street where a fire occurred in 2018 or 2019. Todd indicated that the building has asbestos and the US EPA is providing funds to remove the material from the property. During the process WCHD will work with US EPA to provide messaging including public health information to community residents. Todd indicated that they will be monitoring the air quality and security will be monitoring the site 24/7. Dr. Martell indicated that the demolition could take up to five months.
- b. Domain 5: IPLAN Priorities – Patrick Ngum reported that they reviewed the power analysis with the community partners to determine if additional partners should be included. They have reviewed the goals and objectives as well as reviewed strategies to improve health in the community. Patrick reported that there were 75 participants that attended the IPLAN Prioritization Meeting at Prairie Street Brewery on September 25th which included members from the community as well as members from the BOH. During the meeting, they reviewed the data and identified 10 health priorities and through a prioritization exercise it was determined that mental health, violence reduction and maternal & child health remain the top three priorities that WCHD will focus on.
- c. Domain 5: Disability Survey – Rebecca indicated that the disability survey is to register individuals that have special needs (in a wheel chair, on oxygen, refrigerated medication) so WCHD has the information in the event of an emergency. Rebecca is working with R.A.M.P and Winnebago County ESDA and they have 18 individuals registered so far. Dr. Martell clarified they are registering individuals who live in Winnebago County however not residents who reside in long term care or assisted living facilities.

5. **Presidents Report:** No report

6. 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 September 30, 2024, no irregularities were noted:
 - i. General Account - \$1,002,557.76
 - ii. Lead Account - \$22,477.06
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$1,791,644.38
- b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for September 30, 2024 are \$820,469.86 and asked for a motion to approve which was provided by Dr. Halversen, seconded by Patricia Lewis, all were in favor, unanimously approved, motion carries. Ayes (9), Nays (0), Absent (3).
- c. Statement of Fund Balance
Dr. Williams reported that the Statement of Fund Balance as of September 30, 2024 had a balance of \$9,257,179.15, a decrease of \$223,133.80 from the previous month.
- d. Financial Review
Dr. Williams reported that the Financial Review reflected that it was the 12th month of Winnebago County’s Fiscal Year 2024 and the 3rd month of the State of Illinois Fiscal Year 2024. The report reflected that revenue YTD was budgeted at \$11,567,227, with an actual amount of \$11,305,313 for a deficit of \$261,914. The report reflected that YTD expenses were budgeted for \$12,046,659 with an actual amount of \$11,528,447 for a variance of \$518,212.
- e. Balance Sheet
Dr. Williams indicated that the balance sheet for September 30, 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. Jim Keeler reported that the items listed in red were estimates as they are waiting on final numbers. No irregularities were noted.


2. Major Expenditure

Dr. Williams indicated that since there was not a finance committee meeting all expenditures listed as items a – g would require a motion, second and a vote.

 Winnebago County Health Department Board of Health Meeting Proposed Major Expenditures in excess of \$3,000 Month of: October 2024					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	PHS - Vital Records	IDPH fee for Electronic Filing of Death Certificates for September 2024	\$ 5,780.00	Luci Hoover/ Jim Powers	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
b.	HPW - WIC	Messenger service - text messages to WIC Clients	\$ 13,260.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
c.	EH: CDP	Environmental Health Software System	\$ 35,890.00	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
d.	HA - Administration	Software Subscription Systems Renewal	\$ 285,000.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
e.	HA - Admin-Communications	License renewal & Consulting Services	\$ 7,096.00	Dr. Helland/ Patricia Lewis	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
f.	HA - Admin-Communications	WCHD website hosting, maintenance & support	\$ 5,100.00	Patricia Lewis/ Derrick Kunz	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
g.	HA - Administration	Annual Accreditation Service Fee	\$ 5,600.00	Luci Hoover/ Jim Powers	All in favor, motion carries Ayes (9), Nays (0), Absent (3)

3. Proposed Contracts and Agreements:

Dr. Williams indicated that since there was not a finance committee meeting all items a-g would need a motion, second and vote.

 Winnebago County Health Department				
Board of Health Meeting				
Proposed Contracts and Agreements				
Month of: October, 2024				
Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a.	UIC	Professional Health Care Services Agreement - Amendment 1	Dr. Halversen/ Angie Goral	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
b.	Roscoe Police Department	Contract - Tobacco Enforcement Program	Dr. Helland/ Patricia Lewis	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
c.	City of Loves Park	Contract - Tobacco Enforcement Program	Patricia Lewis/ Jim Powers	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
d.	City of South Beloit	Contract - Tobacco Enforcement Program	Luci Hoover/ Dr. Halversen	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
e.	Winnebago County Sheriff's Office	Contract - Tobacco Enforcement Program	Patricia Lewis/ Jim Powers	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
f.	City of Rockford	Contract - Tobacco Enforcement Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (9), Nays (0), Absent (3)
g.	Everbridge	Service Agreement	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (9), Nays (0), Absent (3)

C. Personnel Committee – no meeting: Luci Hoover indicated that although they did not have a personnel committee meeting the Travel Expense Reimbursement Policy was on the agenda for the board to consider.

1) Travel Expense Reimbursement Policy: Michael Jarvis reported that the travel expense reimbursement policy was being updated to align with current practices & procedures. He indicated that the definitions have been updated to include overnight travel, per diem reimbursement as well as when to submit a travel claim. Michael indicated that both the County Auditor's Office and Human Resources have reviewed the policy. Luci entertained a motion to approve which was provided by Patricia Lewis, seconded by Dr. Helland, all were in favor and the Travel Expense Reimbursement Policy was approved (ayes (9), Nays (0), Absent (3)).

D. Policy Committee – no meeting

E. Quality Improvement Committee

1) Meeting – October 15, 2024: Patricia reported that the quality committee met prior to the Board of Health Meeting.

2) Quality Improvement Plan Activities: Patricia reported that there are 14 QI projects in place and during the meeting, the quality committee received an overall update on the quality improvement plan activities and reviewed the overall goals and objectives of the plan.

3) Quality Improvement project updates: Patricia reported that the team received updates on the projects listed below and referred to the meeting packet for additional information.

a. Communications - Hard to Reach Population QI Project: The project is intended to determine communications pathways to send public health messaging to hard-to-reach populations to mitigate health disparities and improve access to services.

b. Communications – Website User Feedback Survey QI Project: The project is intended to seek website user feedback which will be used to improve the functionality of the website.

7. New Business/Other Matters: None

8. Correspondence and Information – Dr. Martell referenced the notification in the meeting packet regarding the cleanup at Illinois Cabinet company.

9. Additions - None

10. Executive Closed Session: None

11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the October 15, 2024 Board of Health Meeting which was provided by Luci Hoover, second by Patricia Lewis. All were in favor and the meeting adjourned at 7:26.