



**Minutes of the  
Winnebago County Board of Health  
Tuesday, September 17, 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, Dr. Minore, Valerie Pobjecky, Jonathon Logemann

**Absent:** Bob McCreath, Luci Hoover, Derrick Kunz, Angie Goral

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 6:32 p.m.

1. **Introductions of Guest/Public Participation** – Brittany Agnew, School Nurse at St. Bridget School was introduced to the board as a guest interested in observing a BOH meeting.
2. **Setting the Agenda:**  
Dr. Williams entertained a motion to approve the Tuesday, September 17, 2024 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Dr. Halversen. Unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).
3. **Approval of BOH Minutes – August 20, 2024**  
Dr. Williams entertained a motion to approve the August 20, 2024 Board of Health meeting minutes. Patricia Lewis made the first motion to approve the minutes, Dr. Helland seconded, all were in favor. The Board approved the August 20, 2024 meeting minutes. Ayes (8), Nays (0), Absent (4).
4. **Health Department Highlights:**
  - a. Domain 1: Emerging Disease – Todd Kisner reported that there has been no H5N1 cases reported in humans or animals in Winnebago County or Northern Illinois and he is working with environmental health and emergency preparedness to continue to monitor. Todd shared with the board that Murine Typhus, a bacteria transmitted by flea bites, was listed as a reportable disease which was new to WCHD.
  - b. Domain 2: Diamond Shruumz – Todd Kisner reported that IDPH contacted WCHD regarding the Illinois Poison Control reporting that a Winnebago County resident had went to a local emergency department with episodes of hallucinations. Through an investigation with Health Protection and Environmental Health, it was determined that the individual had ingested a Diamond Shruumz candy bar that had been recalled by the FDA. The Todd Marshall indicated that the FDA reported that no stores in Winnebago County were selling the product. The Environmental Health team visited 35 vape shops, gas stations and convenience stores in which nine locations were selling the product. The team educated the shop owners that the product had been recalled and they removed it from their shelves.
  - c. Domain 5: IPLAN – Patrick Ngum reported that they are in the third phase of the IPLAN indicating that they have reviewed data from the context assessment survey that was sent out to community residents in which they received approximately 3000 responses. The health priorities in the current IPLAN are Maternal & Child Health, Violence Reduction and Mental & Behavioral Health. Based on the data there are 10 priorities that have been identified from the survey which will be shared with community partners and residents during that IPLAN Prioritization Meeting which will be held at Prairie Street Brewhouse on September 25<sup>th</sup> from 4:00-6:00. In

preparation for that meeting the team will be meeting with the Partner Steering Committee to review the data and prioritization tool.

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 August 31, 2024, no irregularities were noted:
  - i. General Account - \$835,381.75
  - ii. Lead Account - \$69,446.38
  - iii. Abandoned Properties - \$5,000.00
  - iv. State of Illinois E-Pay - \$1,759,854.45
- b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for August 31, 2024 are \$941,593.26 and asked for a motion to approve which was provided by Dr. Halversen, seconded by Jim Powers, 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 of August 31, 2024 had a balance of \$9,280,705.14, a decrease of \$199,608.20 from the previous month.
- d. Financial Review  
Dr. Williams reported that the Financial Review reflected that it was the 11<sup>th</sup> month of Winnebago County’s Fiscal Year 2024 and the 2<sup>nd</sup> month of the State of Illinois Fiscal Year 2024. The report reflected that revenue YTD was budgeted at \$10,603,291, with an actual amount of \$10,403,758 for a variance of \$199,533. The report reflected that YTD expenses were budgeted for \$11,042,771 with an actual amount of \$10,603,366 for a variance of \$439,405.
- e. Balance Sheet  
Dr. Williams indicated that the balance sheet for August, 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 – b was 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	\$ 6,420.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
b.	Archive Social - CIVICPLUS	Social Media Archiving	\$ 7,188.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)

3. Proposed Contracts and Agreements:

Dr. Williams indicated that item a. acknowledges that WCHD was awarded a regional HIV prevention contract in the amount of \$67,994.77. No action needed.

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	Illinois Public Health Association	SYFS25 Regional HIV Prevention Contract	N/A	N/A

- C. Personnel Committee – no meeting
  - 1) Procedures for Field Activities Policy: Dr. Williams indicated that although a personnel committee meeting was not held, the Procedures for Field Activity Policy is on the BOH agenda and asked for a motion to approve which was provided by Patricia Lewis, seconded by Dr. Minore, all were in favor and the Procedures for Field activities was approved (ayes (8), Nays (0), Absent (4)).
- D. Policy Committee
  - 1) R201-046942-Temporary Use of Well #2 at the Winnebago Landfill/Waste Connections: Todd Marshall reported that the only water supply available at the landfill is Well #2 which is a non-potable water source. He indicated that they are in the process of converting Well #2 to a potable water source. In the meantime, the landfill is requesting a variance to temporarily use well#2 as a non-potable water source for plumbing purposes only supplying water to toilets and sinks with proper signage. The variance would then be rescinded upon successful completing of converting the well to a potable water source. Dr. Williams entertained a motion to approve the variance which was provided by Dr. Helland, seconded by Jim Powers. After discussion, Patricia Lewis made a motion to amend the variance to include language that reflects the variance has a 90-day deadline for the well to be converted to a potable water source. Dr. Halversen seconded the amended motion, all were in favor, and the amended motion was approved. Ayes (8), Nays (0), Absent (4). With no further discussion Dr. Williams ask for a vote to approve the motion for the temporary variance with the amended language, all were in favor and the temporary variance was approved. Ayes (8), Nays (0) Absent (4).
- E. Quality Improvement Committee
  - 1) Meeting – September 17, 2024: Patricia reported that the quality committee met prior to the Board of Health Meeting.
  - 2) Quality Improvement Plan Activities: Patricia reported that 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. Finance: Opioid Response Utilization Rate QI project: The project is intended to maximize the utilization rate of funds associated with the Opioid grant by providing a monthly review to directors and program managers.
    - b. HPW: Youth Leadership Council Nomination QI Project: The project is intended to bring awareness to the Mayor and Chairman’s Youth Leadership Council and increase the number of nominations received.
- 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, Dr. Williams entertained a motion to adjourn the September 17, 2024 Board of Health Meeting which was provided by Dr. Helland, second by Patricia Lewis. All were in favor and the meeting adjourned at 7:27.