



**Minutes of the
Winnebago County Board of Health
Tuesday, November 19, 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, Bob McCreath, Dr. Minore

Absent: Jonathon Logemann, Angie Goral, Jim Powers

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; SA Kimberly Kovanda

WCHD Support: none

Bob McCreath called the meeting to order with a quorum being established at 6:30 p.m.

1. **Introductions of Guest/Public Participation** – Dr. Martell introduced ASA Kimberly Kovanda who is being assigned to serve as WCHD resource representative. BOH members present at the meeting introduced themselves; Derrick Kunz, chair of the policy committee, having served on the board for two years; Dr. Minore an anesthesiologist providing pain management care, having served on the board for 1 year; Dr. Helland, retired veterinarian, having served on the board for 18 years; Patricia Lewis, serving as the nurse representative on the board for the past 26 years with this meeting being her last; Luci Hoover, chair of the personnel committee and BOH vice president having served on the board for 26 years this being her last meeting; Bob McCreath BOH president; Dr. Allen Williams doctor working at UW Northern Illinois, having served on the board for 10 years; Dr. Halversen, dental rep having served on the board for nearly 26 years; Valerie Pobjecky, teacher, having served on the board for six months; Stephanie Bahling, executive assistant to Dr. Martell.
2. **Approval of the Agenda: November 19, 2024**
Bob McCreath entertained a motion to approve the Tuesday, November 19, 2024 agenda for the Winnebago County Board of Health meeting. Dr. Helland made the first motion; second motion made by Dr. Williams, all were in favor, unanimously approved, motion carries. Ayes (9), Nays (0), Absent (3).
3. **Approval of BOH Minutes – October 15, 2024**
Bob McCreath entertained a motion to approve the October 15, 2024 Board of Health meeting minutes. Luci Hoover made the first motion to approve the minutes, Dr. Helland, all were in favor. The Board approved the October 15, 2024 meeting minutes. Ayes (9), Nays (0), Absent (3).
4. **Health Department Highlights:**
 - a. Domain 2: Viral Hemorrhagic Fevers: Dr. Martell reported that there were two cases reported. There was a Lassa fever case was reported in Iowa which was a healthcare worker that cared for individuals having traveled to an area where Lassa fever was present. Dr. Martell compared the Lassa fever to Eboli. She also indicated that WCHD has been instructed to have an incident action plan for Marburg another viral hemorrhagic fever. Marburg requires 21 days isolation/quarantine for individuals who have been exposed. WCHD would have to quarantine and monitor the individuals during the 21 days. In the event that the individual becomes ill, WCHD also has to have a plan for transitioning them into the healthcare system without contaminating others. Dr. Martell indicated that the hospital in freeport is the screening hospital so WCHD would also have to plan for jurisdictional transport. WCHD continues to monitor for Viral Hemorrhagic fever as there are healthcare works who travel internationally as well as international travelers. Dr. Martell also reported that there is an active TB case that’s being monitored adding that if it is a non-city resident county TB funds are used, if it is a city resident city TB

funds are used to cover the expenses associated with quarantining. Expenses may include housing, medications & food. In the interest of time, Blighted properties demolitions/Tick drag topics were not discussed at the meeting

- b. Domain 4: In the interest of time, Community Health Improvement Workgroup Updates were not provided at the meeting
 - c. Domain 5: In the interest of time, IPLAN Update was not provided at the meeting
 - d. Domain 10: Collaboration with US EPA – Asbestos Removal – Dr. Martell indicated that the asbestos removal is still in process. WCHD received a report from the US EPA and there has not been any exceedances nor has there been any increase in the emergency department visits with respiratory issues.
5. **Presidents Report:** Bob provided the board information regarding his recent absence.
- a. Welcoming New Board of Health Members to start in January, 2025: Dr. Martell reported that the two new members of the BOH will start in January as there is no BOH meeting in December. She indicated that their resumes and cover letters were included in the meeting packet.
 1. Penelope Lichtenberg, JD
 2. Lori L. Thompson, RN, APN
 - b. Recognizing Outgoing Board of Health Members: Dr. Martell wanted to acknowledge both Luci & Patricia for their service on the BOH. Bob also acknowledged them as well adding that they will both be missed and congratulated them for their 26 years of service on the BOH.
 1. Luci Hoover – Luci appreciated the recognition as well as serving on the board.
 2. Dr. Patricia Lewis RN, PhD – Pat thanked everyone and indicated that she has been honored to serve on the BOH and working with the other board members as well as WCHD staff.
 - c. Committee Chairs: Dr. Martell reminded the board that if they were a second chair on a committee (personnel & quality), they are now the chair on the committee. Dr. Martell also informed the board that she believes there will be a policy and quality meeting in January.
 - d. PHAB Reaccreditation Virtual Site Visit: January 30-31, 2025 Board of Health Participation: Dr. Martell indicated that the Reaccreditation site visit will be virtual and is scheduled in January adding that they will be asking the BOH for additional details and input.
 - e. Annual All Staff – Friday, December 13, 2024, 1:00-5:00 Midway Village: Dr. Martell reminded the board that they are all invited to attend the annual All-Staff meeting on Friday, December 13th with lunch being served at 1:00. The board is also welcome to stay for the program. During the meeting the QI projects and storyboards will be reported on, there will be reaccreditation trivia and an emergency preparedness exercise as well. The outgoing board members will be recognized as well.
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 October 31, 2024, no irregularities were noted:
 - i. General Account - \$1,140,002.54
 - ii. Lead Account - \$232,120.26
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$1,824,902.83
 - b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for October 31, 2024 are \$874,190.28 and asked for a motion to approve which was provided by Derrick Kunz, seconded by Dr. Helland, 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 October 31, 2024 had a balance of \$9,312,123.35.
 - d. Financial Review

Dr. Williams reported that the Financial Review reflected that it was the 1st month of Winnebago County's Fiscal Year 2025 and the 4th month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$952,977, with an actual amount of \$911,646 for a deficit of \$41,331. The report reflected that YTD expenses were budgeted for \$1,010,854 with an actual amount of \$874,190 for a variance of \$136,663.

e. Balance Sheet

Dr. Williams indicated that the balance sheet for October 31, 2024 was included in the meeting packet. Jim Keeler reported that there will be additional yearend adjustments. 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-j 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) m Nays (0), Absent (3).

 Winnebago County Health Department Board of Health Meeting Proposed Major Expenditures in excess of \$3,000 Month of: November 2024					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for October 2024	\$ 8,252.00	Jim Powers/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
b.	Mendelssohn	Parking space rental agreement	\$ 21,600.00	Dr. Halversen/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
c.	CivicPlus Archive Social	digital media archiving	\$ 7,547.00	Jim Powers/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
d.	Winnebago County Soil & Water Conservation District	Soil Boring	\$ 3,100.00	Dr. Halversen/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
e.	Sheila Elliott	Tuition Reimbursement	\$ 3,618.00	Jim Powers/ Dr. Halversen	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
f.	Taylor Made Carpentry	Lead Mitigation-HUD&Clear Win grant	\$ 400,000.00	Angie Goral/ Jim Powers	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
g.	Stene's Contractors	Lead Mitigation-HUD&Clear Win grant	\$ 400,000.00	Dr. Halversen/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
h.	Gerke Enterprises	Lead Mitigation-HUD&Clear Win grant	\$ 400,000.00	Jim Powers/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
i.	ARC Environmental	Lead Mitigation-HUD&Clear Win grant	\$ 400,000.00	Jim Powers/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
j.	CMM Environmental	Lead Mitigation-HUD&Clear Win grant	\$ 400,000.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (4), Nays (0), Absent (3)

3. Proposed Contracts and Agreements: None

C. Personnel Committee – no meeting:

D. Policy Committee – no meeting

E. Quality Improvement Committee

1) Meeting – November 19, 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 a summary is included in the meeting packet along with the phase each of the projects are in (Plan, Do, Study, Act). 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. The staff is working on their QI project storyboards which will be presented during the December All-Staff meeting.

3) Quality Improvement project updates:

- a. Finance – Grant Management Efficiency: Patricia indicated that the quality committee received an update from Jim Keeler on his grant management efficiency QI project and referred the board to the meeting packet for additional information.
7. New Business/Other Matters: None
8. Correspondence and Information – Dr. Martell acknowledged Patricia Lewis for her dedication to improving health and thanked her for 50+ years providing nursing services as well as 25+ years serving on the board of health. WCHD designed a recognition advertisement poster which was included in the event program for UIC’s Power of Nursing Leadership Conference.
9. Additions - None
10. Executive Closed Session: None
11. Adjournment: With no other business to discuss, Bob McCreath entertained a motion to adjourn the November 19, 2024 Board of Health Meeting which was provided by Dr. Helland, second by Dr. Williams. All were in favor and the meeting adjourned at 6:57.