Minutes of the
Winnebago County Board of Health
Tuesday, January 17, 2017 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

Present: Angie Goral, Ronald Gottschalk, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, Robert McCreath, Jaymie Nelson, and Dr. Allen Williams

Absent: Dr. Steven Lidvall, James Powers

Staff Present: Theresa James, Todd Kisner, Patrick Madigan, Todd Marshall, Dr. Sandra Martell, Charlotte LeClercq, and John Barlow (recorder)

President Ronald Gottschalk called the meeting to order at 6:31 p.m.

Introduction of Guests / Public Participation: No guests present.

Setting the Agenda: Ronald Gottschalk asked for a motion to set the agenda or amend. Dr. David Helland moved and Dr. Patricia Lewis seconded to set the agenda, all members voted aye in favor, motion carried.

Approval of Minutes: Ronald Gottschalk asked for a motion to approve the minutes. Dr. Patricia Lewis moved and Angie Goral seconded to approve the November 15, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: Todd Marshall presented information on the changes to the Winnebago County Food Code. The purpose of the changes where to adopt the Food and Drug Administration (FDA) Food Code including the definitions; to create an equitable fee structure and inspection schedule for temporary and special events; and to achieve better customer service, consistency, and clarity for internal and external customers. Discussion was held on various aspects of the Food Code changes and clarification provided.

President’s Report: Ronald Gottschalk informed the Board members of how impressed he was with the retirees’ attitudes of their job and the department at the December 16, 2016 All Staff.

Dr. Sandra Martell provided a brief on a non-competitive grant opportunity for the Drug Overdose Prevention Program (DOPP). Winnebago County has been identified by the IL Alcohol and Substance Abuse and Department of Human Services to receive approx. $250,000.00 to implement. The program is established to expand the Naloxone rescue treatment to address the heroin epidemic. WCHD would be required to establish a distribution program, partnering for education on administering Naloxone, and conduct surveillance and assessment of the program impact.

Winnebago County Health Department Highlights: Reports were included in the Board packet for the member’s information. No specific discussion was held due to time allotment for the presentation.

EXECUTIVE COMMITTEE: Nothing to report.

FINANCE COMMITTEE ..........Meetings December 14, 2016 and January 11, 2017
Dr. John Halversen is chairing this part of the meeting.
1. Approval of Minutes: Jaymie Nelson motioned and Dr. Allen Williams seconded to approve the December 14, 2016 Finance Committee minutes. With that, all members voted aye in favor, motion carried.

Luci Hoover motioned and Dr. Allen Williams seconded to approve the January 11, 2017 Finance Committee minutes. With that, all members voted aye in favor, motion carried.

2. Financial Reports: The financial reports for the month of December 2016 were not available due to month end financial close out. The financial reports for the month of November 2016 were presented, reviewed and referred for audit. The October 2016 financial reports were reviewed by the BOH Finance Committee at the December 14, 2016 meeting.

Dr. Patricia Lewis moved and Angie Goral seconded for approval of the total health fund expenditures for the month of October 2016 as follows:

   **Health Fund Expenditures** ........................................... $ 603,579.97

All members voted aye in favor, motion carried.

Dr. David Helland moved and Dr. Patricia Lewis seconded for approval of the total health fund expenditures for the month of November 2016 as follows:

   **Health Fund Expenditures** ........................................... $ 632,015.09

All members voted aye in favor, motion carried.

Dr. Martell informed the Board members that issues will be still be experienced in 2017, similar to 2016, in providing the previous months Financial report at the Board of Health meetings. The issue is due to the date of the Board of Health meetings and the Winnebago County monthly fiscal closure dates.

3. Major Expenditures: The following major expenditures were presented for approval and discussion was held:

   a. **Procom Emergency Operations Room Equipment Update** – Dr. David Helland moved and Dr. Patricia Lewis seconded to approve the Public Health Emergency Preparedness equipment update in the amount of $32,710.00 with all members voting aye, motion carried.

   b. **Creating Lead Safe Homes Training Contract** - Dr. David Helland moved and Dr. Allen Williams seconded to approve the training contract with Think People in the amount of $10,000.00 with all members voting aye, motion carried.

   c. **Creating Lead Safe Homes Mitigation Contract** – Dr. Allen Williams moved and Luci Hoover seconded to approve the mitigation work contract with Gerke Enterprises in the amount of $200,000.00 with all members voting aye, motion carried.

   d. **Creating Lead Safe Homes Mitigation Contract** – Dr. Patricia Lewis moved and Dr. David Helland seconded to approve the mitigation work contract with Stene’s Contractors in the amount of $200,000.00 with all members voting aye, motion carried.

   e. **Creating Lead Safe Homes Mitigation Contract** – Dr. David Helland moved and Luci Hoover seconded to approve the mitigation work contract with Taylor Made Carpentry in the amount of $200,000.00 with all members voting aye, motion carried.

4. FY2017 Grants: The following FY2017 Grants were presented for approval and discussion was held:

   a. **Dental Sealant** – Luci Hoover moved and Dr. Patricia Lewis seconded to approve the Dental Sealant Grant in the amount of $38,000.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.
b. **Addiction Prevention Comprehensive** – Jaymie Nelson moved and Dr. David Helland seconded to approve the Addiction Prevention Comprehensive Grant amendment in the amount of $71,390.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

c. **Local Health Protection** – Angie Goral moved and Dr. David Helland seconded to approve the Local Health Protection Grant in the amount of $425,334.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

d. **Family Case Management** – Luci Hoover moved and Angie Goral seconded to approve the Family Case Management Grant amendment in the amount of $225,000.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

e. **WIC Breast Feeding** – Dr. David Helland moved and Angie Goral seconded to approve the WIC Breast Feeding Grant in the amount of $22,000.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

f. **Better Birth Outcomes** – Angie Goral moved and Dr. David Helland seconded to approve the Better Birth Outcomes Grant in the amount of $180,000.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

g. **Maternal, Infant, and Early Childhood Home Visiting (MIECHV)** – Dr. Patricia Lewis moved and Dr. David Helland seconded to approve the MIECHV Grant in the amount of $102,467.00 (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

h. **Vital Records** – Luci Hoover moved and Dr. David Helland seconded to approve the Vital Records Grant with variable amounts (July 1, 2016 – June 30, 2017), with all members voting aye, motion carried.

**POLICY COMMITTEE.................Meetings November 23, 2016 and January 4, 2017**

Dr. Patricia Lewis is chairing this part of the meeting.

1. **Approval of Minutes:** Luci Hoover motioned and Angie Goral seconded to approve the November 23, 2016 Policy Committee minutes. With that, all members voted aye in favor, motion carried.

   Angie Goral motioned and Dr. John Halversen seconded to approve the January 4, 2017 Policy Committee minutes. With that, all members voted aye in favor, motion carried.

2. **Adoption of Policy 107-0222-16 – Active Shooter/Hostile Event:** The Active Shooter/Hostile Event policy was moved from the Policy Committee for approval and Dr. John Halversen seconded. With that, all members voted aye in favor, motion carried.

3. **Adoption of Winnebago County Food Code Revisions:** Dr. John Halversen motioned and Dr. Allen Williams seconded to approve the Food Code Revisions. With that, all members voted aye in favor, with Jaymie Nelson abstaining, motion carried.

**PERSONNEL COMMITTEE ......Meeting December 14, 2016 and January 11, 2017**

Luci Hoover is chairing this part of the meeting.

1. **Approval of Minutes:** Dr. Patricia Lewis motioned and Ronald Gottschalk seconded to approve the December 14, 2016 Personnel Committee minutes. With that, all members voted aye in favor, motion carried.

   Dr. Patricia Lewis motioned and Angie Goral seconded to approve the January 11, 2017 Personnel Committee minutes. With that, all members voted aye in favor, motion carried.
2. Approval of Policy 068-1109-16 – Pay Practices: Angie Goral motioned to approve the Pay Practices policy and Dr. Allen Williams seconded. With that, all members voted aye in favor, motion carried.

3. Safety Handbook: Theresa James provided a brief on the updates that were made to the Winnebago County Health Department Safety Handbook. The updated handbook updated the codes utilized to align with the area hospitals and consolidated all the incident forms throughout the department to one incident report.

Each department will have a copy of the updated Safety Handbook that will refer them to the Comprehensive Emergency Management Program (CEMP) where the master file will reside.

Angie Goral congratulated the Safety Committee on their performance in updated the Handbook. The Handbook does not require Board of Health approval as it is a constantly changing standing operation guideline.

QUALITY COMMITTEE.................................MEETING NOVEMBER 17, 2016

Dr. Patricia Lewis is chairing this part of the meeting.

1. Approval of Minutes: Dr. David Helland motioned and Angie Goral seconded to approve the November 17, 2016 Quality Committee minutes. With that, all members voted aye in favor, motion carried.

2. Next Meeting: Dr. Patricia Lewis will contact the Quality Committee members to confirm the next meeting date proposed for March 2, 2017 at 5:30 p.m.

NEW BUSINESS / OTHER MATTERS: Ronald Gottschalk informed the Board of Health members that James Powers will not be attending meetings for the next 2 or 3 months.

CORRESPONDENCE AND INFORMATION: Various materials were included in the Board packet for information purposes.

Dr. Sandra Martell provided a brief on the letter of support sent out for Aunt Martha’s to the Bureau of Primary Health Care. Aunt Martha’s is looking to expand their scope to the Winnebago County area. Aunt Martha’s primary focus has been on adolescent health and behavioral health.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:32 p.m. with a motion by Dr. Patricia Lewis and seconded by Jaymie Nelson, all members voting aye in favor, motion carried.

Approved by the Board of Health 2/1/17

Date

Jaymie Nelson, Secretary
Winnebago County Board of Health