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

Present: Angie Goral, Ronald Gottschalk, Dr. John Halverson Dr. David Helland Luci Hoover, James Powers, Dr. Patricia Lewis, Dr. Steven Lidvall, Robert McCreath, Dr. Allen Williams,

Absent: Jaymie Nelson,

Staff Present: Theresa James, Todd Kisner, Patrick Madigan, Todd Marshall, Dr. Sandra Martell

WCHD Support Staff: Sara Ruud (recorder)

Attorney: Charlotte Le Clercq

President Ronald Gottschalk called the meeting to order at 6:30 pm.

Setting the Agenda: Ronald Gottschalk asked for a motion to set the agenda or amend. The Board of Health asked that item number four (4) be moved to the quality section and item 5.a. be removed. With those amendments Dr. Patricia Lewis moved and James Powers 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 Dr. Allen Williams seconded to approve the September 19, 2017 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

President’s Report: Nominating committee spoke with the Ronald Gottschalk (president), Dr. Allen Williams (vice president), and Jaymie Nelson (treasurer/secretary) and they all agreed to sever another year. Ronald Gottschalk asked for a motion to close the nominations. James Powers and Luci Hoover moved and Dr. Patricia Lewis seconded to close the nomination. With that, all members voted aye in favor, motion carried. Ronald Gottschalk asked for a motion for the board to accept the individuals and the roles as stated above. Dr. Patricia Lewis moved and Robert McCreath seconded to keep the board member’s roles the same. With that all members voted aye in favor, motion carried.

Committee assignments are as followed:
- Finance-John Halverson (chair), Jaymie Nelson (vice-chair), Angie Goral, David Helland, Steve Lidvall, James Powers, and Allen Williams
- Personnel- Luci Hoover (chair), Robert McCreath (vice-chair), Patricia Lewis, John Halversen, and Tim Durkee
- Policy-Patricia Lewis (chair), Angie Goral (vice-chair), Luci Hoover, Robert McCreath, Steve Lidvall; Quality-Patricia Lewis (chair), Steve Lidvall (vice-chair), Jaymie Nelson, James Powers, and Allen Williams.

Ronald Gottschalk asked for a motion for the board to accept the committees as stated above. Dr. Steven Lidvall moved and Dr. Patricia Lewis seconded to accept the committees. With that all members voted aye in favor, motion carried.

Winnebago County Health Department Highlights:
The following program areas were highlighted for the month of September 2017
- Domain 2: West Nile Virus update
  Winnebago County Health Departments (WCHD) one human case of WNV has been changed from confirmed case to probable case. The reason the diagnosis was changed was because the
person's blood was tested and IDPH wanted cerebral spinal fluid.

WCHD completed the surveillance of the birds and mosquitoes at the end of September. WCHD did end up having five (5) positive pools and two (2) positive birds. While it is unclear why there wasn't as many positive cases this year, the whole state was getting results similar to WCHD. Environmental is now gathering statics to put together a presentation to present at Springfield in November.

- Domain 3: Prairie Road Pump
  The County of Winnebago has agreed to pay for the surveillance of Prairie Road Pumps neighborhood and to provide a drawing where wells could be potential placed. The plan must cover all 49 homes before Winnebago County Health Department (WCHD) will review it. The WCHD put together specs that contractors would have to meet for the shared wells. Eight (8) bid packets were sent out and four (4) were returned. A shared well can have up to 15 connections or service 25 people. Share wells would require easements on land and baffle boxes to shut off water if someone is not paying.

- Domain 4: Chairman and Mayor's Youth Advisory Council
  The Mayor and Chairman, with the help of the ATOD Prevention Specialist, is establishing an advisory group to engage youth on different topic. Each school has two (2) students that represent their schools. Participating in the youth advisory council gives the students a chance to meet the elected officials. The alcohol tobacco and other drugs and the substance abuse prevention have grant deliverables that involve having the youth participate in social norms to work on ways to eliminate drug use.

- Domain 5: Building Transition Update
  WCHD has successfully moved IBCCP, APORS, ATOD, and healthworks to the 4th floor. On the 2nd floor the new lines have been pulled for data and the floor is set up to have administration move in. The 3rd is empty for the time being. As soon as the trustees are available again they will be shifting pods around to prepare for environmental health. By December 1st Ryan White and CD are supposed to move into their new homes. WIC will be coming over in January and by March the new lab should be complete and they will be coming over.

- Domain 6: Smoke Free Illinois Act Violations
  There has been a repeat offender who continues to smoke in their building. She continues to work with the Winnebago County Health Department but refuses to pay her fine. This has now been referred to the court and legal system.

EXECUTIVE COMMITTEE:
None

FINANCE COMMITTEE .......... October 11, 2017 meeting
Dr. John Halversen chaired this part of the meeting.

1. Approval of the Finance Minutes
   Dr. John Halversen asked for a motion to approve the minutes. Dr. Allen Williams moved and Robert McCreath and Dr. Steven Lidvall seconded to approve the October 11, 2017 finance minutes. With that, all members voted aye in favor, motion carried.

2. Approval of Health Fund Expenditures
   Dr. John Halversen asked for a motion to approve the health fund expenditure. Dr. Steven Lidvall moved and Dr. Allen Williams seconded to approve the health fund expenditures for the
month of September 2017 in the amount of $653,227.26. All members voted aye in favor, motion carried.

3. Approval of Major Expenditure Requests
   The Finance Committee recommended approval of the following major expenditures. Dr. Steven Lidvall motioned and Dr. David Helland seconded approval of the following major expenditures. With that, all members voted aye to approve the major expenditures, motion carried.

<table>
<thead>
<tr>
<th>Vendor/Contractor</th>
<th>Services</th>
<th>Amount</th>
<th>Motioned/Seconded</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Administrators</td>
<td>Medical &amp; Dental Reimbursements</td>
<td>$5,251.00</td>
<td>Dr. Allen Williams / Angie Goral</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>IDPH</td>
<td>Filing Fees</td>
<td>$7,156.00</td>
<td>Dr. Allen Williams / Angie Goral</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Pat Brandon</td>
<td>Contractual</td>
<td>$5,090.00</td>
<td>James Powers/ Dr. Allen Williams</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Swedish American Health Management</td>
<td>Testing for Chlamydia and GC</td>
<td>$4,868.50</td>
<td>Dr. David Helland / Angie Goral</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>ADAPT Pharmaceuticals</td>
<td>NARCAN Nasal Spray Kits</td>
<td>$5,400.00</td>
<td>Dr. David Helland / Dr. Allen Williams</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Hope Over Addiction</td>
<td>Training on NARCAN</td>
<td>$52,410.00</td>
<td>Dr. Allen Williams / Dr. David Helland</td>
<td>All voted in favor, motion carried.</td>
</tr>
</tbody>
</table>

4. Grants for approval
   The Finance Committee recommended approval of the following grants. Dr. Steven Lidvall motioned and James Powers seconded approval of the following grants. With that, all members voted aye to approve the grants, motion carried.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Fiscal Period</th>
<th>Amount</th>
<th>Motioned/Seconded</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title X Family Planning</td>
<td>7/1/17-6/30/18</td>
<td>$245,400.00</td>
<td>Dr. Allen Williams / James Powers</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Dental Sealant</td>
<td>7/1/17-6/30/18</td>
<td>$36,000.00</td>
<td>Dr. Allen Williams / Dr. David Helland</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Illinois Breast &amp; Cervical Cancer Screening</td>
<td>7/1/17-6/30/18</td>
<td>$317,288.00</td>
<td>Dr. David Helland / James Powers</td>
<td>All voted in favor, motion carried.</td>
</tr>
<tr>
<td>Public Health Emergency Preparedness</td>
<td>7/1/17-6/30/18</td>
<td>$171,910.00</td>
<td>Dr. David Helland / Dr. Allen Williams</td>
<td>All voted in favor, motion carried.</td>
</tr>
</tbody>
</table>

5. Contracts
   a. Illinois Liquor Control Commission-Alcohol Liquor Enforcement
      The Winnebago County Health Department (WCHD) was approached by the Illinois Department of Revenue to take on the alcohol liquor enforcement. They determined there are 579 establishments in the county of Winnebago. WCHD determined between the food and tobacco preventive inspectors the staff is already in 99% of them. WCHD would receive $75.00 for each inspection completed. The average liquor inspection last 30
minutes. The full contract value is $43,425.00 which WCHD would receive half upfront. Violations would be reported to the State who would have the responsibility of follow-up and enforcement. Dr. John Halversen asked for a motion approve Illinois Liquor Control Commission/Alcohol Liquor Enforcement. Dr. Allen Williams moved and Luci Hoover seconded, all members voted aye in favor, motion carried.

6. Funding Environmental Health laboratory building/Relocation
   The finance committee recommended to the board of health to fund the lab up to $225,000.00 from the public health emergency reserve to complete the environmental health lab build out at 555 North Court. Dr. John Halversen asked for a motion to approve funding for the lab. Luci Hoover moved and Dr. Steven Lidvall seconded, all members voted aye in favor, motion carried.

7. Additions
   None

POLICY COMMITTEE............... No Meeting (next meeting November 8)

PERSONNEL COMMITTEE............Meeting on October 11, 2017
   1. Approval of Minutes
      Luci Hoover asked for a motion to approve the minutes from October 11,2017. Dr. Patricia Lewis motioned and Dr. Allen Williams seconded to approve the October 11, 2017 Personnel Committee minutes. With that, all members voted aye in favor, motion carried.

   2. Reclassification of Position for Director, Public Health Emergency Preparedness
      The scope of responsibilities for this position has been expanded and reflects an increasing role in community preparedness. This role is also becoming one of the core services of public health with Environmental Health and Communicable Disease Control. The position was budgeted for FY2018 with the reclassification. Luci Hoover asked for a motion to recommend the reclassification of the public health emergency preparedness. Dr. Patricia Lewis moved and Robert McCreath seconded, all members voted aye in favor, motion carried.

QUALITY COMMITTEE.............Meeting October 17, 2017
Minutes to be submitted at the next board of health meeting.

Presentation:
   1. 2016 Annual Report
      The 2016 annual report is in its second year of branding. The report was put together by a contractor, who used to work with Sue Merchen. The contractor went through 2016 board of health reports and pulled some of the highlights throughout the year. The directors reviewed the information and Dr. Martell with Cynthia Halls help finalized the report. The goal for this year is to take more pictures to show what is being done at the Winnebago County Health Department and to be able to use such pictures instead of the stock pictures.

   2. 2017 Strategic Plan Annual Update
      The strategic plan builds the Winnebago County Health Department employees to not simply focus their jobs but to focus on the overall vision of healthy people in a health community. All staff at WCHD must meet with their goal teams on the 2nd and 4th Thursday of every month. During this time the goal teams use SMART (specific, measurable, attainable, relevant, and time-based) strategies to come up with strategies that can or have become action plans.

NEW BUSINESS / OTHER MATTERS: None
CORRESPONDENCE AND INFORMATION: None

EXECUTIVE SESSION: None

ADJOURNMENT:
There being no further business, the meeting adjourned at approximately 7:45 pm with a motion by Dr. David Helland and seconded by Dr. Steven Lidvall. With that all members voted in favor, motion carried.

Approved by the Board of Health 11·21·17
Date

J Nelson
Jaymie Nelson, Secretary
Winnebago County Board of Health