Minutes of the
Winnebago County Board of Health
Tuesday, February 21, 2017 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

Present: Angie Goral, Ronald Gottschalk, Dr. David Helland, Luci Hoover, Dr. Steven Lidvall, Dr. Patricia Lewis, Robert McCreath, Jaymie Nelson

Absent: Dr. John Halversen, James Powers, Dr. Allen Williams,

Staff Present: Theresa James, Charlotte LeClercq, Patrick Madigan, Todd Marshall, Dr. Sandra Martell (recorder), Karalyn Nimmo

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

Introduction of Guests / Public Participation: No guests were 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: Approval of the minutes from the January 17, 2017 Board of Health meeting were deferred until the March meeting.

Presentation: Derek Bainter, Inspector for the Food Program presented the Quality Improvement Plan developed and implemented by the Environmental Health Improvement Center to “go paperless” and enter all inspection reports in an electronic system (CDP) to improve efficiency, efficacy, and productivity. Evaluation Questions were: 1) Was the electronic system used by each inspector? 2) Was the paper system abolished? and 3) Was productivity increased? All 3 objectives were met. Productivity improved by 15.5 – 23.2% with an emphasis on re-checks on the food establishments at greatest risk for a foodborne illness outbreak. The project also helped increase a sense of autonomy, responsibility, and accountability by the food inspectors. Next steps include improving consistency between inspectors, improving the quality of the data entered into the CDP system for surveillance and analysis, and making inspection reports transparent and a source of education to the community through the posting of scores.

President’s Report: Ronald Gottschalk informed the Board members that he had met with Chairman Frank Haney and Dr. Sandra Martell. The meeting provided an opportunity to discuss budget concerns including the purpose of the Public Health Emergency Reserve and appointments to the Board of Health. Mr. Gottschalk invited Mr. Haney to attend Board of Health meetings. Amanda Hamaker, Director of Operations, will be copied on the Board packets and may attend Board of Health meetings to represent the Chairman.

A request for information from Illinois Senators Durbin and Duckworth on the potential impact of the repeal of the Affordable Care Act (ACA). A draft response prepared by Dr. Martell was included in the Board of Health packet and will be sent on behalf of the Winnebago County Health Department. There were no edits suggested.

Winnebago County Health Department Highlights:
The following program areas were highlighted for the month of January 2017

- Environmental Health Improvement (EHI). Radon awareness month activities resulted in an increase in the number of test kits being requested by the public. In addition, EHI staff under the leadership of Ryan Kerch submitted a grant to the Environmental Protection Agency (EPA) for radon education, testing, and mitigation.
Prairie Road Pump Neighborhood Association (PRPNA) – PRPNA has been “disbanded” due to a lack of participation from homeowners. The funds required to support the low interest loan from EPA to perform the necessary repairs have not been collected. Without repair, this water system will fail and the approximate 50 homes will be condemned. Private wells are not an option due to lot sizes and prevailing County policy. Winnebago County Board Representative Mrs. Dorothy Redd has been notified of the inactivity.

- Health Protection (HP). As a result of increased influenza activity in Winnebago County, the Public Health Administrator issued the community-wide recommendation to limit the spread of influenza through vaccination and enhanced infection control practices including masking of unvaccinated healthcare workers and restricting visitors. The joint press release went out with all three health systems participating and supporting the practices.
  Seoul Virus Update - WCHD continues to monitor and work with the veterinary and healthcare community in this emerging zoonotic infection. There are currently no human or rat cases in Winnebago County but the health department continues to monitor the situation and work with the Illinois Department of Public Health on surveillance and testing authorization.

- Personal Health Services – The Illinois Breast and Cervical Cancer Program received funding through the Susan G Komen Foundation to provide breast cancer screening to women 40 – 49 years of age allowing the grant to focus on the target population of women over the age of 50. Digital 3D mammography is now being covered under the grant. The report on Refugee Services in Illinois was sent to the Board of Health. Rock Valley College is the community agency responsible for case management of incoming refugees. The Health Department provides required medical screening and immunizations.

EXECUTIVE COMMITTEE: Nothing to report.

FINANCE COMMITTEE .............Meeting February 8, 2017
Jaymie Nelson chaired this part of the meeting.

1. Approval of Minutes
   Dr. Steven Lidvall motioned and Luci Hoover seconded to approve the February 8, 2017 Finance Committee minutes. With that, all members voted aye in favor, motion carried.

2. Approval of Health Fund Expenditures
   Dr. Steven Lidvall motioned and Dr. David Helland seconded to approve the health fund expenditures for the month of December 2016 in the amount of $575,012.34.

3. Approval of Grants December 2016 –January 2017
   The Finance Committee motioned and Dr. Patricia Lewis seconded approval of FY2017 Grants received from December 2016 – January 2017. With that, all members voted aye in favor, motion carried.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Grant Description</th>
<th>Fiscal Period</th>
<th>FY2017 Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Department of Public Health</td>
<td>Illinois Tobacco Free Communities</td>
<td>7.1.2016 – 6.30.2017</td>
<td>$99,404.00</td>
</tr>
<tr>
<td>Illinois Department of Public Health</td>
<td>Bod Art Establishment Inspections</td>
<td>7.1.2016 – 6.30.2017</td>
<td>$10,238.00</td>
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<tr>
<td>Illinois Department of Public Health</td>
<td>Title X Family Planning</td>
<td>7.1.2016 – 6.30.2017</td>
<td>$245,400.00</td>
</tr>
<tr>
<td>Illinois Department of Public Health</td>
<td>Vaccines for Children</td>
<td>7.1.2016 –</td>
<td>$30,000.00</td>
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</tbody>
</table>
4. **Approval of Major Expenditure Requests – February 8, 2017**

The Finance Committee motioned and Dr. Patricia Lewis seconded approval of the major expenditures. There was discussion that only the dues in the amount of $7000.00 to the Rockford Regional Health Council were being advanced for approval. The $5000.00 contribution to the Healthy Community Study was not recommended for approval due to the current fiscal constraints. Dr. Martell prepared a letter to the Rockford Regional Health Council to explain the position and will send based on the Board of Health’s decision. With that all members voted aye to approve the major expenditures.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description of Services</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Illinois at Chicago</td>
<td>Epidemiology services, training, and support</td>
<td>$54,072.00</td>
</tr>
<tr>
<td>KMK Media Group</td>
<td>Graphic design, branding, and layout work for IPLAN 2020</td>
<td>$5562.50</td>
</tr>
<tr>
<td>Northern Illinois Public Health Consortium</td>
<td>Membership dues</td>
<td>$5073.20</td>
</tr>
<tr>
<td>Rockford Regional Health Council</td>
<td>Membership Dues = $7000.00&lt;br&gt;Healthy Community Study = $5000.00</td>
<td>$7000.00</td>
</tr>
<tr>
<td>Swedish American Health Management</td>
<td>Laboratory tests for Refugee Health Services</td>
<td>$5071.63</td>
</tr>
<tr>
<td>Swedish American Health Management</td>
<td>Laboratory tests for Refugee Health Services</td>
<td>$5510.37</td>
</tr>
<tr>
<td>University of Illinois College of Medicine Rockford</td>
<td>Professional Services – Medical Health Officer</td>
<td>$7200.00</td>
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</tbody>
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5. **Financial Review Month of January 2017**

The financial reports for the month of January 2017 were presented, reviewed, and referred for audit. The Public Health Emergency Reserve Fund increased slightly from December 2017.

1. **Approval of Health Fund Expenditures – January 2017**

Dr. Steven Lidvall motioned and Dr. David Helland seconded to approve the health fund expenditures for the month of January 2017 in the amount of $549,380.43. With that all members voted aye in favor, motion carried.

2. **Approval of FY2017 Grants Received (since February 8, 2017)**

Dr. Steven Lidvall motioned and Dr. David Helland seconded approval to accept the Local Health Protection Grant. With that all members voted aye in favor, motion carried.

<table>
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</table>
3. Approval of Major Expenditure Requests (since February 8, 2017)
Dr. David Helland motioned and Dr. Steven Lidvall seconded approval of major expenditure in the amount of $15,000 to secure bids for tire disposal in support of the tire drive. With that all members voted aye in favor, motion carried.

<table>
<thead>
<tr>
<th>Vendor</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be determined based on bid process</td>
<td>Tire disposal to support tire drive prevention activity for West Nile Virus</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

POLICY COMMITTEE..................Meeting January 25, 2017
Dr. Patricia Lewis chaired this part of the meeting.

1. Approval of Minutes – January 25, 2017
Luci Hoover motioned and Jaymie Nelson seconded to approve the January 25, 2017 Policy Committee minutes. With that, all members voted aye in favor, motion carried.

2. Adoption of Policy 070-0104-17/Emergency Closure
The Policy Committee motioned to approve adoption of the policy on Emergency Closure and Angie Goral seconded. With that, all members voted aye in favor, motion carried.

3. Adoption of Policy 071-0104-17/Safety and Accident Reporting
The Policy Committee motioned to approve adoption of the policy on Emergency Closure and Angie Goral seconded. With that, all members voted aye in favor, motion carried.

The next Policy Committee will meet on Wednesday, February 22nd at 12:00 pm at 555 North Court, Room 120.

PERSONNEL COMMITTEE..................Meeting February 8, 2017
Luci Hoover chaired this part of the meeting.

1. Approval of Minutes – February 8, 2017
Jaynie Nelson motioned and Dr. Steven Lidvall seconded to approve the February 8, Personnel. With that, all members voted aye in favor, motion carried.

QUALITY COMMITTEE..................No Meeting
Dr. Patricia Lewis chaired this part of the meeting.
Discussion was held on the availability of Quality Committee Members to establish a standing meeting. The members agreed to the meet on the 3rd Tuesday of each month at 5:30 pm immediately preceding the Board of Health meeting at 555 North Court, Room 120 beginning March 21st.

The next Quality Committee meeting will be held on February 28, 2017 at 5:30 pm at 555 North Court Room 120.

NEW BUSINESS / OTHER MATTERS: None

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

EXECUTIVE SESSION:
An Executive Session was needed to discuss matters related to personnel at approximately 8:05 pm in accordance with the Open Meeting Act Chapter 5 ILCS 120/2 (c) (1). President Ronald Gottschalk and Dr. Steven Lidvall moved and Dr. David Helland seconded to go into closed session to discuss matters related to personnel. A roll call was taken with all members voting aye in favor, motion carried. There were no actions taken in the Executive Session and the Executive Session ended at 8:35 pm. Dr. David Helland and Luci Hoover moved and Dr. Patricia Lewis seconded to come out of Executive Session. All members voted aye in favor of motion, motion carried.

ADJOURNMENT:
There being no further business, the meeting adjourned at approximately 8:35 pm with a motion by Dr. Patricia Lewis and seconded by Angie Goral. With that all members voted in favor, motion carried.

Approved by the Board of Health ____________________________ Date

Jaymie Nelson, Secretary
Winnebago County Board of Health