Minutes of the
Winnebago County Board of Health
Tuesday, December 16, 2014 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Ronald Gottschalk, Angie Goral, Dr. John Halversen, Dr. Patricia Lewis, Luci Hoover, Dr. Steven Lidvall, James Powers, and Dr. David Helland

ABSENT: Susan Fernandez, Dr. Allen Williams, Ann Thompson-Kelly, and Daniel Saavedra

STAFF PRESENT: Dr. Sandra Martell, Lisa Gonzalez, Todd Kisner, Charlotte LeClercq (Attorney), Sue Fuller, Todd Marshall, Kyle Auman, and Christine Smith.

President James Powers called the meeting to order at 6:35 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Mr. Powers welcomed the staff of the Winnebago County Health Department.

SETTING THE AGENDA: President James Powers asked for a motion to set the agenda. Angie Goral moved and Luci Hoover seconded to set the agenda as adapted, all members voted aye, motion carried.

APPROVAL OF MINUTES: President James Powers asked for a motion to approve the minutes, Dr. David Helland moved and Luci Hoover seconded to approve the November 18, 2014 Board of Health Minutes. With that, all members voted aye, motion carried.

PRESENTATION: Marketing and Branding of Winnebago County Health Department – Sue Fuller

Sue Fuller gave a brief overview on the history as to how the Winnebago County Health Department name came to be. The logo and tag line branding was created in 1971 by Mike Bacon when the City and the County came together to form one agency. Templates have been created to be used within the Health Department by all staff members when conducting internal / external meetings including agendas, sign-in sheets, and minutes, report cover template, any PowerPoint presentations that are done, and standard stationary with the logo for sending out correspondence. Sue Fuller also discussed how our branding is recognized outside of the department when news releases are sent out. As a recognizable brand, it indicates that the content is important.

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board packet for the member's information.

Administrator and Center Reports

Dr. Sandra Martell advised that she is working with Sue Fuller to have a more standard Board of Health Report that will roll up all of the Centers showing more graphic displays and orienting everyone to the accreditation domains. The Influenza report was highlighted noting that those in the age groups 5 – 17 and 65+. There has also been one flu outbreak in a nursing home which is detailed in a chart format as part of the weekly Influenza Report. On
November 26, 2014 the Winnebago County Health Department Administrator, Dr. Sandra Martell sent out a notification to local healthcare providers and the Influenza Coalition reporting a substantial increase in Influenza cases over the previous two weeks, and recommended that healthcare providers implement the area-wide mutually adopted Influenza Infection Control policy, which includes visitor restrictions and workforce policies. Sue Fuller worked with local hospital PIOs to activate the visitor restriction policy communication plan.

The information on Workforce is presented in Domain 8 in table format. The goal is to provide an analysis indicating the number of employees, number of turnovers, etc. Workforce development was one of the key focus areas in the WCHD Strategic Plan with the goal of ensuring and maintaining a competent public health workforce.

Under Domain 11 - The Veteran's Assistance Commission has moved into 555 N. Court Street facility in Suite 300 as of December 1, 2014.

Domain 12 highlights the development of the policy regarding the Unified Task Force that was presented at the Policy Committee. The Task Force is part of the Knock out Crime initiative developed to reduce crime and promote stronger neighborhoods. The goal is to have the task force assist the Health Department with monitoring condemned properties as well as enforcing codes on all vacant and unsecured properties in target areas.

**Environmental Health** – Todd Marshall was asked about the Sahara Club in Machesney Park and what was going on with the Risk 3 level. Mr. Marshall advised that it was the heating and cooling process of the food and that they were in violation for this process. Saigon was in multiple violations with labeling, temperature and sanitation issues, and they have made drastic changes and are doing well now.

**Family Health Services** - Lisa Gonzalez commented on her Center and the work they are doing with their Balanced Scorecard to help clients who are pregnant to quit smoking and offering services to quit smoking for good. Family Case Managers have committed to developing strategies that will lead to an increased number of pregnant women who report quitting smoking.

**FINANCE COMMITTEE**........................ December 16, 2014 @ 6:00 p.m.
Dr. John Halversen chairing this part of the meeting.

1. **Financial Reports:**
Various financial reports for the month of November 2014 were presented, reviewed and referred for audit.

Luci Hoover moved and David Helland seconded for approval of the total health fund expenditures for the month of November as follows:

**Health Fund**.............................. $1,110,828.71

All members voted aye, motion carried.
2. Major Expenditure Request: Epidemiology Consultation and Training Services – Dr. Mark Dworkin, MD, MPH – University of Illinois at Chicago $72,096 ($6,008 per month: January 1, 2015 – December 31, 2015

Steve Lidvall motioned for approval and Angie Goral seconded to approve the Epidemiology Consultation and Training Services – Dr. Mark Dworkin, MD, MPH – University of Illinois at Chicago in the amount of $72,096 ($6,008 per month: January 1, 2015 – December 31, 2015. Discussion was made for the need for an Epidemiologist. All members voted aye to approve the hiring of Dr. Mark Dworkin, MD, MPH as the Epidemiologist of Winnebago County Health Department.

3. IDPH Grant Renewals: (see attached)

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<thead>
<tr>
<th>IDPH Grant Renewals: Luci Hoover made a motion and seconded by David Helland to open for discussion the IDPH Grant Renewals.</th>
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<tbody>
<tr>
<td>a. Family Planning Program 2015 Grant (renewal)</td>
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<td>David Helland moved and Angie Goral</td>
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<tr>
<td>seconded to approve the Family Planning Program 2015 Grant renewal in the amount of $234,303.00 for 2015 (July 1, 2014 – June 30, 2015), with all members voting aye, motion carried.</td>
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POLICY COMMITTEE........................................................................................................December 16, 2014 @ 5:30 p.m.
Angie Goral chairing this part of the meeting.

1. Personnel Policies
   a. Weapons-Free Workplace
   b. Drug and Alcohol Testing

2. Environmental Health
   a. Expiration of Variances approved by the Board of Health
   b. Proposed Well Sealing Ordinance for Winnebago County
   c. WCHD / Unified Task Force – Policy for Enforcement of County Health and Sanitation Code

Discussion was made that some of the Board Members did not receive all of the necessary documentation until the evening of the Board Meeting where copies were provided.

1a. Weapons-Free Workplace – Discussion was made in Policy Committee Meeting and recommend to the Board to approve the Weapons Free Workplace with some additions and changes being made during the Committee Meeting and pertains to the whole and not just to the Health Department. Changes will be made where staff is going out into the field and the actions they should take to when confronted with someone who has a weapon. This has been held over for a vote until next Board Meeting.

1b. Drug and Alcohol Testing – Discussion was made in Policy Committee Meeting to recommend to the Board to approve the Drug and Alcohol Testing procedure. This has been held over for a vote until next Board Meeting.
2a. Variance Request: Reid Farm Road by Todd Marshall

Discussion was made that last month a Variance Request was made and with further research discovered that the variance was still in effect. While the variance had been approved in 2008 and never implemented, the approval of the variance is still in effect and does not require any additional authorization. Because there was no time limit to it, the Policy Committee is recommending to the Board of Health that a Resolution or an Ordinance be put into place to ensure that there is a time limit. While this was initially proposed for variances related to septic systems, the same recommendation is being made for wells. The Board of Health will recommend this change to the Winnebago County Board for adoption. A recommendation motion was made by the Policy Chair, Angie Goral and seconded by David Helland to recommend to the County Board to add the time limit on a variance request for both septic and well to the County Code. All voting aye, motion was passed.

2b. Proposed Well Sealing Ordinance for Winnebago County

IDPH State Well Code is requiring the Winnebago County Health Department to charge for Well Sealing Permits. The Health Department will be charging a fee of $75.00 per sealing of a well since the Health Department is to be at each well sealing to be effective January 1, 2015.

2c. WCHD / Unified Task Force – Policy for Enforcement of County Health and Sanitation Code

This is for informational purposes to the Board of Health which was included in the packet distribution.

PERSONNEL COMMITTEE ................................................................. No Meeting

QUALITY IMPROVEMENT COMMITTEE ........................................... No Meeting

NEW BUSINESS / OTHER MATTERS:

1. Passing of Dr. Warrner and Dr. McCue and how we would like to acknowledge
   a. Proclamation of Service to be recognized for their service on both the
      Winnebago County Board and also the Board of Health – so the family may
      attend and be presented with this Proclamation.

   b. Compose a letter to the spouse and advise that we will present this to the
      family in January

2. Status of Dan Saavedra and Ann Thompson-Kelly

   President James Powers advised that he spoke with Dan Saavedra and he
   acknowledged and confirmed that he will be resigning from the Board of Health. Mr.
   Saavedra had not anticipated he would be starting his position as President of the
   Art Museum Board which came along sooner than expected due to changes. He is
   also a member of Transform Rockford and with family commitments and his
   architecture business, he cannot continue his duties at this time for the Board of
Health.

Discussion was made as to how members of the Board are selected. The Board is in a formal / informal way are attempting to put together a list of possible people to suggest to the Chairman and working with Jim Ryan with the City to come up with a suggestion there. Approval with a unanimous consensus of the members.

3. Retreat in 1st Quarter, possible meeting in March 2015
   a. Strategic Plan - ½ day retreat to discuss at next meeting for a date, time and place

UNFINISHED BUSINESS:

1. Immediate response resolution – Board Members being able to provide a vote via email in the event that a vote is required prior to the next Board meeting scheduled.

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

EXECUTIVE SESSION: None

There being no further business, a motion was made to adjourn the meeting at approximately 8:15 p.m., with all members voting aye.

Approved by the Board of Health 1/20/15

Date

Susan Fernandez, Secretary
Winnebago County Board of Health