Minutes of the
Winnebago County Board of Health
Tuesday, January 19, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Susan Fernandez, Ronald Gottschalk, David Helland, Luci Hoover, James Powers, Patricia Lewis, Steven Lidvall, Jaymie Nelson, and Robert Wilhelmi

ABSENT: Angie Goral, John Halversen, Allen Williams

STAFF PRESENT: Lisa Gonzalez, Todd Kisner, Patrick Madigan, Todd Marshall, Sue Fuller, Sandra Martell, Kyle Auman, Karalyn Nimmo, Theresa James, Attorney Charlotte LeClercq, and John Barlow (recorder)

President James Powers called the meeting to order at 6:32 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: No guests present.

SETTING THE AGENDA: James Powers asked for a motion to set the agenda or amend. David Helland moved and Patricia Lewis seconded to set the agenda, all members voted aye in favor, motion carried.

APPROVAL OF MINUTES: James Powers asked for a motion to approve the minutes. Luci Hoover moved and Ronald Gottschalk seconded to approve the November 17, 2015 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

PRESIDENT’S REPORT: President James Powers informed the board members that he is working on finalizing the BOH committee assignments. Committee members will be carry overs from last year, and he is working to assign the new board members to committees. An updated list of committee members will be sent out once assignment is complete.

James Powers reminded the Board that the National Accreditation body site visit dates are set for March 15 and 16, 2016. All Board members need to be available to participate. Preparation training will be given in February.

There will be a legislative press conference held on Thursday, January 21, 2016 at Lifescape Community Services concerning the state budget and how it affects not for profit organizations. Local health departments are also a focus of the press conference. Illinois Public Health Association (IPHA) handout, that showed their position on the budget impasse and the Local Health Protection Grant, was passed out. Discussion was held regarding the handout on what actions have been taken by our health department and others throughout the state. Administrator will attend press conference and will prepare responses for any media inquiries.
PRESENTATION:

Karalyn Nimmo gave a presentation on the Winnebago County Health Department BOH Quality Committee Strategic Plan Refresh. Certified health departments must complete an IPLAN (Illinois Project for Local Assessment of Needs) every 5 years. The first step in the IPLAN process is to update measures and refresh status of current strategic plan.

The BOH Quality Committee met various times to review the current Strategic Plan and prioritize goals and strategic initiatives. The goal was also to simplify the Strategic Plan and to get it to a one page document. The crucial issue objectives were consolidated into the three goal areas and a policy objective was initiated. The measurement of success would be to consistently rank in the Top 1/3 of the State of Illinois in the County Health Rankings.

The strategic initiatives will be divided among WCHD Leadership for developing, carrying out and monitoring progress of action plans. A reporting dashboard will be developed to efficiently report progress to the BOH Quality Committee no less than every 6 months.

The refreshed Strategic Plan will be presented for Board adoption during the Quality Committee portion of this meeting. The Quality Committee will review action plans presented, approve a monitoring tool, and will revise committee charter to incorporate the Strategic Plan.

WINNEBAGO COUNTY HEALTH DEPARTMENT HIGHLIGHTS: Reports were included in the Board packet for the member’s information.

Todd Kisner provided a brief on communicable diseases. WCHD was in active incident command from 11/20/2015 through 01/04/2016 due to multiple Outbreaks of Shigella. This provided an opportunity to prevent the spread as well as educate the community about Shigella and the importance of handwashing. The cases of Shigella has tapered off; although we are still receiving some cases.

Dorthy Simon Elementary School notified of a cluster of children from a single classroom reporting rash that developed rapidly over the morning. Children were sent home for the day to obtain primary medical care for symptoms. WCHD staff along with school officials conducted a visual inspection of the classroom and assessed the room for possible irritants. The cause remains unknown; however it appeared that to be an irritant in carpet. Instructions were given to school for carpet cleaning and WCHD staff followed up the student’s parents to assess child’s health.

Sue Fuller informed the Board that during our Shigella outbreak incident command, we released five press releases, with one interview conducted. Social media campaign was run on handwashing with videos, posters and creative messages. We averaged 9000-10,000 Facebook page views each month, and Twitter averaged 3.1 thousand impressions per day with 642 followers. The WCHD Intranet page has seen an increase in activity recently and the marketing committee is consistently working to improve the site.
Kyle Auman provided a briefing on the IPLAN Steering Committee. The group is developing community engagement strategies to complete the four MAPP assessments. The committee is comprised of a mixture of staff levels across the departments. They have been conducting an educational learning experience on how to access and look at data to determine what we want to find out from the community. We are also looking at locations and how best to invite the community to attend events to help prioritize our health priorities.

Todd Marshall briefed about the EH involvement in the Tobacco Free Illinois Enforcement program. EH was made aware that some restaurant and bars were not in compliance with the Tobacco Free guidelines. Flyers were distributed with the food permit application to help educate owners on the regulations. EH was also informed that some owners are utilizing some innovative enclosures in their beer gardens. Food inspectors will begin referring any suspect enclosures or observed violations to the Tobacco Free Enforcement program. Robert Wilhelmi remarked that the local municipalities should be contacted regarding enclosing of beer gardens as they may violate zoning and building codes. Jaymie Nelson remarked that constant supervision is required to enforce the smoking regulations.

Todd Marshall informed the Board that we are also getting more aggressive on non-compliant food permits. Ten percent of food permits have not been since notifications sent in October 2015. Any food permit not paid, after second notice, will have their name published via social media and will be closed. Social media will be utilized during the first week of February.

Lisa Gonzalez briefed that we recalled four employees in November and hired five employees in December for the FY16 In-Person Counselor (IPC) Grant. The enrollment center was successfully opened during the last week of November, upon completion of required training. The IPC counselors are pushing for enrollment by the end of January as the grant will end on February 15, 2016. They have successfully completed 108 Medicaid applications and 130 Marketplace applications since reopening. We are closing in on the original enrollment goal of 40,000 enrollments.

Karalyn Nimmo reported that the PHAB accreditation site visit team is currently reviewing documents and will request additional documentation if needed.

Todd Marshall briefed on the restaurant violations for the month. 7 restaurants reported for hearings for various issues over the past two months. Common discrepancies were date marking, cross contamination, handwashing, certified managers, food temperatures and sanitation/pest control.

**EXECUTIVE COMMITTEE:**
President James Powers reported that a major expenditure, in the amount of $19,619.59, for the Project of the Quad Cities-Ryan White Case Management required approval in the interim between Board meetings. The executive committee approved the expenditure after conversing with the WCHD Administrator and States’ Attorney as per the Board of Health By-Laws. James Powers asked for a motion to ratify the major expenditure. Patricia Lewis moved and Steven Lidvall seconded to ratify the Ryan White Case Management expenditure for The Project of the Quad Cities in the amount of $19,619.59 with all members voting aye, motion carried.
FINANCE COMMITTEE........................................................................................................No Meeting
Patrick Madigan is presenting this part of the meeting.

1. Financial Reports:
Various financial reports for the month of November and December 2015 were presented, reviewed and referred for audit.
Discussion was held regarding the cash balances. It was determined that Finance committee meetings will need to be held to examine options regarding the decreasing cash balances.
Steven Lidvall moved and David Helland seconded for approval of the total health fund expenditures for the month of November 2015 as follows:

Health Fund Expenditures........................................... $735,295.94

All members voted aye in favor, motion carried.

Steven Lidvall moved and Ronald Gottschalk seconded for approval of the total health fund expenditures for the month of December 2015 as follows:

Health Fund Expenditures........................................... $831,275.14

All members voted aye in favor, motion carried.

2. Major Expenditure Requests November 2015:

| a. HUD Invoice – Taylor Made Carpentry | Luci Hoover moved and Steven Lidvall seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $6,089.90 with all members voting aye, motion carried. |
| b. IDPH Vital Records Invoice-October | David Helland moved and Susan Fernandez seconded to approve the Vital Records October invoice for IDPH in the amount of $8,116.00 with all members voting aye, motion carried. |
| c. Fluzone Vaccine – Sanofi Pasteur | Patricia Lewis moved and Susan Fernandez seconded to approve the Fluzone invoice for Sanofi Pasteur in the amount of $6,196.48 with all members voting aye, motion carried. |
| d. Case Management Exp. – DeKalb County Health Dept. | David Helland moved and Steven Lidvall seconded to approve the Ryan White expense for DeKalb County in the amount of $8,740.29 with all members voting aye, motion carried. |
| e. EH Software Support – Hipskind Technology | David Helland moved and Luci Hoover seconded to approve the Software support invoice for Hipskind Technology in the amount of $7,590.00 with all members voting aye, motion carried. |
f. Collier-18 Bacteria Testing Media - IDEXX

David Helland moved and Steven Lidvall seconded to approve the Collier-18 expense for IDEXX in the amount of $7,007.18 with all members voting aye, motion carried.

g. IDPH Vital Records Invoice - November

Patricia Lewis moved and Susan Fernandez seconded to approve the Vital Records November invoice for IDPH in the amount of $7,704.00 with all members voting aye, motion carried.

h. Advanced Cleaning Invoice

Luci Hoover moved and Patricia Lewis seconded to approve monthly cleaning services invoice in the amount of $7,787.00 with all members voting aye, motion carried.

i. Epidemiology Services for October 2015 – University of Illinois

Patricia Lewis moved and David Helland seconded to approve Epidemiology Services expense to the Univ. of IL in the amount of $6,008.00 with all members voting aye, motion carried.


Susan Fernandez moved and Patricia Lewis seconded to approve the Mammograms expense for Swedish American in the amount of $6,281.83 with all members voting aye, motion carried.

3. Major Expenditure Requests December 2015:

a. Epidemiology Services for November 2015 – University of Illinois

David Helland moved and Luci Hoover seconded to approve Epidemiology Services expense to the Univ. of IL in the amount of $6,008.00 with all members voting aye, motion carried.

b. Electronic filing of death certificates Invoice

Patricia Lewis moved and Susan Fernandez seconded to approve the Vital Records invoice for electronic filing in amount of $9,272.00 with all members voting aye, motion carried.

c. Advanced Cleaning Invoice

David Helland moved and Patricia Lewis seconded to approve monthly cleaning services invoice in the amount of $7,787.00 with all members voting aye, motion carried.

d. EH MiFi Hotspot devices - Verizon

Patricia Lewis moved and David Helland seconded to approve the MiFi Hotspot expense from Verizon in the amount of $7,297.92 with all members voting aye, motion carried.

e. Epidemiology Training and Support Services for Year 2 of 2 Contract 2016 – University of Illinois

Luci Hoover moved and Patricia Lewis seconded to approve the Epidemiology Services expense to the Univ. of IL in the amount of $72,096.00. Motion carried by majority vote (8 ayes, 1 nay-Ronald Gottschalk).
3. IDPH Grant Renewals:

| a. Illinois Vital Records | Steven Lidvall moved and Patricia Lewis seconded to approve the Illinois Vital Records Grant in the amount of $12,354.00 (January 1, 2015 – December 31, 2015), with all members voting aye, motion carried. |

POLICY COMMITTEE ........................................................................................................... No Meeting.

PERSONNEL COMMITTEE ..........December 8, 2015 and January 12, 2016 6:30 p.m. Luci Hoover is chairing this part of the meeting.

   1. File of Approved Minutes: Minutes from November 10, 2015 and December 8, 2015 meetings were presented for the Board for file. Minutes were approved by the Personnel Committee members on December 8, 2015 and January 12, 2016 respectfully.

   2. Approval of Minutes: Luci Hoover asked for a motion to approve the January 12, 2016 Personnel Committee Minutes. Ronald Gottschalk moved and David Helland seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

   3. Adoption of Revised Job Description for the Public Health Administrator: Luci Hoover informed the Board that the Personnel Committee motioned adoption of the revised job description; with that, all members voted aye in favor, motion carried.

   4. Adoption of Revised Performance Evaluation for Public Health Administrator: Luci Hoover briefed the Board that the proposed performance evaluation would be sent out electronically and returned to her only. Luci Hoover will consolidate responses and present to the board anonymously. Luci Hoover informed the Board that the Personnel Committee motioned adoption of the revised performance evaluation; with that, all members voted aye in favor, motion carried.

   5. Approval of Moving Expenses per Contract for Public Health Administrator: Luci Hoover briefed the Board that, per the Public Health Administrator contract, the moving expenses would require approval from the Board. Luci Hoover informed the Board that the Personnel Committee motioned approval of the moving expenses; with that, all members voted aye in favor, motion carried.

QUALITY IMPROVEMENT COMMITTEE...December 8, 2015 and January 12, 2016 @ 12:30 p.m. Patricia Lewis is chairing this part of the meeting.

Patricia Lewis thanked Sandra Martell, Karalyn Nimmo and the Committee members for their diligent work on the refreshed Strategic Plan.
1. File of Approved Minutes: Minutes from November 17, 2015; November 24, 2015; December 1, 2015; and December 8, 2015 meetings were presented for the Board for file. Minutes were approved by the Quality Improvement Committee members on November 24, 2015; December 1, 2015; December 8, 2015 and January 12, 2016 respectfully.

2. Approval of Minutes: Patricia Lewis moved for approval for the January 12, 2016 Quality Improvement Committee Minutes and Robert Wilhelmi seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

3. Adoption of Refreshed Winnebago County Health Department Strategic Plan: Patricia Lewis informed the Board that the Quality Improvement Committee motioned adoption of the refreshed Winnebago County Health Department Strategic Plan as presented; with that, all members voted aye in favor, motion carried.

NEW BUSINESS / OTHER MATTERS: None.

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

Sandra Martell briefed that the Mental Health Advisory Committee behavioral health survey results are currently being validated by key informants. The plan is to deliver the report to the County Chairman in March 2016. Report will be presented to the Board of Health after release by the County Chairman.

EXECUTIVE SESSION:
An executive session was needed to discuss matters related to personnel at 8:15 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). President James Power moved and Ronald Gottschalk 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 motions or votes taken in executive session and the Executive session ended at 8:19 p.m. David Helland motioned to come out of Executive session and Patricia Lewis seconded, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:19 p.m. with a motion by Luci Hoover and seconded by David Helland, all members voting aye in favor, motion carried.

Approved by the Board of Health

2 / 6 / 2016

Date

Susan Fernandez, Secretary
Winnebago County Board of Health