Minutes of the  
Winnebago County Board of Health  
Tuesday, February 16, 2016 @ 6:30 p.m., 555 North Court Street  
Winnebago County Health Department


ABSENT: Angie Goral, James Powers

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)

Vice President Ronald Gottschalk called the meeting to order at 6:34 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. Patricia Lewis moved and Luci Hoover 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. Luci Hoover moved and John Halversen seconded to approve the January 19, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

PRESENTATION: Karalyn Nimmo gave a presentation on the Accreditation Site Visit Update. The Public Health Accreditation Board (PHAB) Site Visit dates are scheduled for March 15 & 16, 2016. The PHAB site visit team opened up 35 measures requesting additional documents and opened up 8 measures with questions. The purpose of the site visit is to confirm accuracy of submitted documentation, provide opportunity to ask clarifying questions, request for additional documentation and to assess the department’s working environment.

The site visit schedule was briefed. The site visit team consists of 3 members and will be here for two days. They will do a walkthrough of the department and conduct interviews with the Administrator, domain leaders, BOH members and community partners. BOH members will be needed to attend the March 15, 2016 governing entity session at 4:00 p.m.

A final report will be generated and briefed to the leadership team during exit interview. This report will be used by the PHAB Accreditation Committee to make final decision of “Accredited” (5 years) or “Not Accredited”. The site visit team does not make decision. If the health department is not accredited, an opportunity to submit an Action Plan will be offered. If the Action Plan is approved by the Accreditation Committee, is implemented by the health department, and site visitors positively assess the documentation of implementation, then the health department could be accredited at that time.
Sandra Martell briefed the Board members on the documents submitted for Domain 12 – Governance. The site visit team will ask questions to determine the relationship between the department and the Board members, how the Board members make decisions, and the relationship with the County Board.

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 is still receiving reports of Shigella in the community; however, we have not had any further outbreaks. One daycare was provided training in January. Handwashing is the best prevention for Shigella.

Campylobacter is again a reportable disease starting in 2016. Raw milk is a common cause of this disease. We have received a couple reports this month, but not related to raw milk. Communicable Disease is also working with the leadership team regarding planning and surveillance of the Zika virus.

Todd Kisner informed the Board members that the Health Department is working on some policies to get the municipalities in line with the Smoke Free Illinois Act. We are collaborating with the Rockford Housing Authority to implement a smoke free Winnebago County Housing Authority. Other policies that are being worked on are a Retail Licensing policy to include E-Cigarettes and Smoke Free/Tobacco Free Outdoor Spaces.

Kyle Auman provided a briefing on the IPLAN Steering Committee. The group is developing community engagement strategies to complete the four MAPP assessments. A data book is being created to have a centralized location of all the data being reviewed. Community partner engagement is being planned for April 2016 with public community forums scheduled in future.

Todd Kisner provided an update on the Tobacco Free Illinois Enforcement program in regards to Murphy’s Pub. A citation was issued to Murphy’s Pub for not complying with the requirements. They have stated they will pay the fine. A more active enforcement will be made by food inspectors when they are out inspecting establishments.

Todd Marshall provided an update on non-compliant food permits. Four notices have been sent since October 2015. An additional notice was sent to inform them that we will be publishing their non-compliance via social media and they will be closed. Previous years we have experienced 40/50 non-compliant, this year we are down to 10.

Todd Marshall also provided an update on the Magic Waters Splash Blaster ride. The Illinois Dept. of Labor (IDOL) will be sending an inspector to evaluate the ride; however they will only be looking at the conveyor portion of the ride. Magic Waters has hired some aquatic engineers to address the steepness of the first slope; which all the injuries are linked to.

Lisa Gonzalez briefed that the Illinois Breast and Cervical Cancer (IBCCP) program was awarded an additional $35,000 in funding for this fiscal year. This will enable us to serve
an additional 40 women that are currently on our waiting list.

Todd Marshall briefed on the restaurant violations for the month. Two restaurants reported for hearings for various issues over the past two months. Common discrepancies were date marking, cross contamination, proper functioning of drains, lack of hot water, handwashing, hand sink accessibility, temperature control and lack of supplies. Discussion was held on posting of discrepancies / scores of inspections; currently looking into the legality of the postings.

EXECUTIVE COMMITTEE: No Report.

FINANCE COMMITTEE........................................February 4, 2016 @ 5:30 p.m.
John Halversen is chairing this part of the meeting.

1. Financial Reports:
Various financial reports for the month of January 2016 were presented, reviewed and referred for audit.
Pat Madigan briefed that the Cash Balances chart has been relabeled to read Emergency Reserve as the reserve funds are for emergencies not operational reserve.
Steven Lidvall moved and David Helland seconded for approval of the total health fund expenditures for the month of January 2016 as follows:

\[
\text{Health Fund Expenditures} \quad 632,974.69
\]

All members voted aye in favor, motion carried.

2. Major Expenditure Requests January 2016:

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. IDPH Vital Records Invoice-January</td>
<td>Luci Hoover moved and Susan Fernandez seconded to approve the Vital Records January invoice for IDPH in the amount of $7,676.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>b. HUD Invoice – Arcos Environmental</td>
<td>Patricia Lewis moved and Luci Hoover seconded to approve the HUD invoice for Arcos Environmental in the amount of $6,858.50 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>c. HUD Invoice – Taylor Made Carpentry</td>
<td>David Helland moved and Steven Lidvall seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $6,050.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>d. HUD Invoice – Stene’s Contractors Inc.</td>
<td>David Helland moved and Steven Lidvall seconded to approve the HUD invoice for Stene’s Contractors Inc. in the amount of $10,320.20 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>e. HUD Invoice – Arcos Environmental</td>
<td>David Helland moved and Luci Hoover seconded to approve the HUD invoice for Arcos Environmental in the amount of $9,250.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>f. Case Management Exp. – Pool Admin</td>
<td>Patricia Lewis moved and David Helland seconded to approve the Ryan White expense for Pool Admin in the amount of $17,004.47 with all members voting aye, motion carried.</td>
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<tr>
<td>g. Case Management Exp. – The Project of the Quad Cities</td>
<td>David Helland moved and Patricia Lewis seconded to approve the Ryan White expense for The Project of the Quad Cities in the amount of $16,650.14 with all members voting aye, motion carried.</td>
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<td>h. HUD Invoice – Taylor Made Carpentry</td>
<td>Steven Lidvall moved and David Helland seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $15,000.00 with all members voting aye, motion carried.</td>
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<tr>
<td>i. HUD Invoice – Arcos Environmental</td>
<td>Steven Lidvall moved and Luci Hoover seconded to approve the HUD invoice for Arcos Environmental in the amount of $7,680.00 with all members voting aye, motion carried.</td>
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**POLICY COMMITTEE**

No Meeting.

**PERSONNEL COMMITTEE**

February 16, 2016 @ 6:30 p.m.
Luci Hoover is chairing this part of the meeting.

1. **Performance Evaluation for Public Health Administrator:** Luci Hoover briefed that the performance evaluation for the Public Health Administrator will be sent out soon. The Committee requests that the evaluation be returned within 10 days of receipt. Summary of responses will be reviewed at the next Personnel Committee meeting.

2. **Review of Significant Personnel Policies:** Luci Hoover briefed that the Committee will start a review of all personnel policies. Dr. Martell will provide a matrix with the last review date of the policies to determine priority for review.

**QUALITY IMPROVEMENT COMMITTEE**

No Meeting.

**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 7:55 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). David Helland moved and Allen William 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 8:50 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 8:50 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 3/15/2016

Susan Fernandez, Secretary
Winnebago County Board of Health