Minutes of the
Winnebago County Board of Health
Tuesday, March 15, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Ronald Gottschalk, John Halversen, David Helland, Luci Hoover, Patricia Lewis, James Powers, Allen Williams, and Jaymie Nelson

ABSENT: Angie Goral, Susan Fernandez, Steven Lidvall, Robert Wilhelmi

STAFF PRESENT: Todd Kisner, Patrick Madigan, Todd Marshall, Sandra Martell, Attorney Charlotte LeClercq, Kim Ponder, and John Barlow (recorder)

President James Powers called the meeting to order at 6:37 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. Luci Hoover moved and John Halversen 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. John Halversen moved and Patricia Lewis seconded to approve the February 16, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

PRESENTATION: Todd Marshall gave a presentation on Changes to the International Property Code Ordinance. Winnebago County is currently operating utilizing the 2006 International Property Code. The purpose is to update the property code to the 2015 International code, remove duplication/inconsistency within the County code, minimize differences between codes in neighboring jurisdictions and align with update Winnebago County building codes.

The updated ordinance was developed by the WCHD neighborhood code enforcement staff and the State’s Attorney’s office. This will be made available for public review for 30 days and then will be submitted to the County Zoning Committee and then the County Board for adoption. The key changes are the removal of duplicate property maintenance codes, adoption of the 2015 International Property Maintenance Code, movement of codes regulating rooming houses to Chapter 50 and updating inoperable motor vehicle definition and enforcement to match the state requirements.

WCHD will submit some amendments to the code as well. These changes include: referencing Winnebago County codes and fees where necessary, referring violation notices and penalties to County procedures, prohibiting utility/service shut offs during established seasons, require approved structures for useable material storage, and establishes window screen and heating seasons.

WINNEBAGO COUNTY HEALTH DEPARTMENT HIGHLIGHTS: Reports were included in the Board packet for the member’s information.
Todd Marshall provided a brief on the mosquito surveillance and control. WCHD is working on a County protocol for environmental and epidemiological responses when mosquito borne diseases reach a threshold. All municipalities are being assessed on their abatement, surveillance and testing of mosquitos.

Todd Kisner informed the Board member on the Illinois Youth Survey. There are currently 15 out of the 45 schools registered and WCHD is following up with the schools that are not registered to participate.

Todd Kisner provided a brief on communicable diseases. The Zika virus is CD’s biggest concern regarding mosquitos. CD is working prevention efforts by advising pregnant women not to travel to countries with active Zika virus transmissions. Testing is being conducted utilizing IDPH’s standards set forth. 12 tests have been submitted to IDPH, 2 have been received back, both negative. Turnaround time for tests is approximately 4 weeks. The tests include testing for Chikungunya, Dengue and Zika.

Communicable Disease will be convening a community task force this month on Shigella. A presentation will be given and ideas will be requested from the participants on how to stop further Shigella cases.

Sandra Martell provided a status update on the IPLAN. WCHD will be conducting meeting with community partners to engage them in the Public Health System Assessment. This will also be presented at the March All Staff training for the WCHD Staff.

Todd Kisner informed the Board members that there were 3 tobacco compliance checks performed during February, with 1 being out of compliance. In addition, 6 referrals were received from Environmental Health due to lack of signage. Murphy’s pub did pay their citation and are due for another visit to check for compliance.

Todd Marshall also provided an update on the Magic Waters Splash Blaster ride. WCHD met with Magic Waters leadership. The hope was to receive information from IDOL and the independent aquatic engineering firm; however the information sharing was limited. WCHD has been informed that everything has been postponed at this time.

Todd Marshall briefed on the restaurant violations for the month. One restaurant reported for a hearing this month. Discrepancies were found with their cold holding, thawing, hand washing, proper disposal of mop water, and cross contamination of the 3-compartment sink.

**EXECUTIVE COMMITTEE:** James Powers thanked the Board members that were able to attend the PHAB Governing Entity meeting.

James Powers briefed that a motion from the Personnel Committee was approved by the Executive Committee over the past month. The motion was that the Board hire Terry White for investigation of a personnel issue. The contract should not exceed 10 hours at $100/hour. Findings are to be reported to the Personnel Committee. This will be placed on the agenda for approval by the Board next month.

**FINANCE COMMITTEE.................March 1, 2016 and March 8, 2016 @ 5:30 p.m.**
John Halversen is chairing this part of the meeting.

1. **File of Approved Minutes**: Minutes from February 4, 2016 and March 1, 2016 meetings were presented for the Board for file. Minutes were approved by the Finance Committee members on March 1, 2016 and March 8, 2016 respectfully.

2. **Approval of Minutes**: John Halversen asked for a motion to approve the March 8, 2016 Finance Committee Minutes. David Helland and Jaymie Nelson seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

3. **Financial Reports**: Various financial reports for the month of February 2016 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 February 2016 as follows:

**Health Fund Expenditures**.......................... $680,298.22

All members voted aye in favor, motion carried.

4. **Major Expenditure Requests February 2016:**

<table>
<thead>
<tr>
<th>a. IDPH Vital Records Invoice - February</th>
<th>David Helland moved and Jaymie Nelson seconded to approve the Vital Records February invoice for IDPH in the amount of $7,856.00 with all members voting aye, motion carried.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Case Management Exp. – DeKalb County Health Dept.</td>
<td>Patricia Lewis moved and Allen Williams seconded to approve the Ryan White expense for DeKalb County in the amount of $8,875.65 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>c. HUD Invoice – Taylor Made Carpentry</td>
<td>David Helland moved and Allen Williams seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $10,428.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>d. Case Management Exp. – Whiteside County Health Dept.</td>
<td>Patricia Lewis moved and Luci Hoover seconded to approve the Ryan White expense for Whiteside County in the amount of $5,516.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>e. Case Management Exp. – Project of the Quad Cities</td>
<td>Patricia Lewis moved and Allen Williams seconded to approve the Ryan White expense for The Project of the Quad Cities in the amount of $18,010.14 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>f. HUD Invoice – Taylor Made Carpentry</td>
<td>Patricia Lewis moved and Allen Williams seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $14,043.00 with all members voting aye, motion carried.</td>
</tr>
</tbody>
</table>
g. 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.

h. ThermoFisher Scientific Lead Analyzer
John Halversen moved and Luci Hoover seconded to table the ThermoFisher Scientific Lead Analyzer expense until bids could be presented; with all members voting aye, motion carried.

i. Rockford Health Council (RHC) Membership Dues
Ronald Gottschalk moved and Allen Williams seconded to approve the RHC membership dues in the amount of $6,798.00 with all members voting aye, motion carried.

5. IDPH Grant Renewals:

a. IBCCP
Ronald Gottschalk moved and Allen Williams seconded to approve the IBCCP Grant Amendment with increased amount of $35,000.00 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.

b. HOPWA
Patricia Lewis moved and Jaymie Nelson seconded to approve the HOPWA Grant in the amount of $259,843.00 (January 1, 2016 – December 31, 2016), with all members voting aye, motion carried.

b. Regional HIV
David Helland moved and Jaymie Nelson seconded to approve the Regional HIV Grant in the amount of $36,750.00 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.

6. Financial Recommendations:
Discussion was held on financial recommendations from the Finance Committee regarding ongoing budget shortfalls resulting from the state budget impasse for Fiscal Year 2016 and project for Fiscal Year 2017. A motion was made by David Helland to approve the below listed recommendations:

a. A hiring freeze to remain in place for seven (7) selected positions funded by levy dollars.

b. Four furlough days with no use of accrued benefit time to be taken on the following dates: April 1st, May 27th, July 1st, and September 2nd.

c. Reduction in mileage line by $10,000.

d. Stipends to be issued for all WCHD staff assigned cell phones in the amount of $25.00 for the use of their personal cell phones and return of WCHD issued cell phones.

e. Reduction in contract with University of Illinois for Epidemiology training and support as negotiated and approved.

f. Termination of the following grant programs:
   a. Tobacco Free Communities effective March 31, 2016
   b. Dental Sealant effective June 30, 2016

   g. Authorization for use of public health emergency funds to address budget shortfalls through June 30, 2016 not to exceed $1,122,000 in anticipation of receipt of levy
h. Authorization for the Public Health Administrator to submit and sign for the following grants with approval by the Board of Health per policy:
   a. All federally funded FY2017 grants.
   b. General revenue funded (GRF) FY2017 grants that support role of Winnebago County as local certified health department, regulatory authority, and core functions including:
      i. Local Health Protection Grant
      ii. Better Birth Outcomes
      iii. Disease Control
      iv. HealthWorks Health Care Network
      v. Family Case Management – APORS/High Risk Infant Follow-up and DCFS Medical Case Management portions
   i. Reduction in staff associated with grant programs that will not be continued after June 30, 2016.
   j. Ongoing review and revision as indicated of recommendations by the Finance Committee

With that, all members voted aye in favor, motion carried.

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

Discussion was held on registration fees for Farmer’s Market registration fees.

1. Cottage Food Registration Fee

Cottage Foods are baked goods that are not potentially hazardous that may be produced in the kitchen of the person’s primary residence for direct sale to customers at farmer’s markets. This request is being made in order to gain access for inspection of the primary residence kitchen in the case of an outbreak and to ensure proper and standardized signage is displayed at farmer’s market, which will be provided to them. Request is made for a charge a $25.00 registration fee.

David Helland motioned and Luci Hoover seconded to approve the $25.00 Cottage Food Registration Fee. With that, all members voted aye in favor, motion carried.

2. Sampling Registration Fee

Sampling handler registration is for qualified vendors at a farmer’s market that would like to sample their products without separate permit to operate in our county. This registration applies to vendors selling shelf-stable unprocessed fresh fruits and vegetables, nuts, fresh herbs and commercially pre-packaged baked goods. This request will standardize signage displayed at farmer’s market, which will be provided to them.

Patricia Lewis motioned and Allen Williams seconded to approve the $25.00 Sampling Registration Fee. With that, all members voted aye in favor, motion carried.
PERSONNEL COMMITTEE .............February 16, 2016 @ 6:30 p.m.
Luci Hoover is chairing this part of the meeting.

1. Approval of Minutes: Luci Hoover asked for a motion to approve the
February 16, 2016 Personnel Committee Minutes. Luci Hoover noted correction required
to the adjournment time to read 6:21 p.m. Patricia Lewis moved to approve the corrected
minutes. With that, all members voted aye in favor, motion carried.

QUALITY IMPROVEMENT COMMITTEE....................February 23, 2016 @ 12:30 p.m.

1. Approval of Minutes: Patricia motioned to approve the February 23, 2016
Quality Committee Minutes and Luci Hoover seconded. With that, all members voted aye
in favor, motion carried.

Patricia Lewis briefed that the Quality Committee is working on charters for all of the
Board of Health Committees and will bring the charters to the Board once complete.

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 8:16 p.m. in
accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). James Powers
moved and Luci Hoover 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 8:25 p.m. Ronald Gottschalk motioned to come out of Executive session and
Allen Williams seconded, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:25 p.m. with a
motion by Luci Hoover and seconded by Ronald Gottschalk, all members voting aye in
favor, motion carried.

Approved by the Board of Health 4/19/2016

Susan Fernandez, Secretary
Winnebago County Board of Health