Minutes of the
Winnebago County Board of Health
Tuesday, May 17, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department


Absent: Susan Fernandez, David Helland, Allen Williams

Staff Present: Todd Kisner, Patrick Madigan, Todd Marshall, Sue Merchen, Sandra Martell, Kyle Auman, Karalyn Nimmo, Theresa James, Kim Ponder, 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. John Halversen moved and Jaymie Nelson 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. James Powers noted a correction required under Executive Committee changing the second sentence to start with Her instead of His. Ron Gottschalk noted correction to delete the phrase "There were no motions or votes taken in executive session" from the Executive Session paragraph. Luci Hoover moved and Patricia Lewis seconded to approve the corrected April 19, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

President’s Report: James Powers reminded the Board members to complete their Open Meetings Act training. He also discussed the Rockford Regional Health Council / WCHD “On the Table” event that he attended. The conversation focused on a more unified agenda for health.

Presentation: Karalyn Nimmo and Kyle Auman conducted a presentation on “IPLAN Forces of Change Assessment”. Brief overviews of the Illinois Project for Local Assessment of Needs (IPLAN) and Mobilizing for Action through Planning and Partnerships (MAPP) process were given. Karalyn and Kyle briefed that Local Public Health System Assessment meetings were held with community partners during April 2016 and the Community Themes and Strengths Assessments are being distributed via survey monkey, with a goal of 2000 completed surveys. A Community Health Status Assessment will be conducted during June 2016.

The interactive Forces of Change Assessment was conducted with the Board of Health members. This assessment focused on opportunities and threats globally, nationally, state level, and locally; along with the impacts. Global, national and state level assessment was conducted as a group; then the Board members broke down to examine the local opportunities and threats.
Winnebago County Health Department Highlights: Reports were included in the Board packet for the member's information.

EXECUTIVE COMMITTEE: James Powers briefed the Board members to review the committee charters at the next committee meetings with the goal to approve all the charters at the next Board meeting.

FINANCE COMMITTEE.................................Meeting May 11, 2016
John Halversen is chairing this part of the meeting.

1. Financial Reports:
Various financial reports for the month of April 2016 were presented, reviewed and referred for audit.

Jaymie Nelson moved and Luci Hoover seconded for approval of the total health fund expenditures for the month of April 2016 as follows:

**Health Fund Expenditures**.......................... $603,023.30

All members voted aye in favor, motion carried.

John Halversen briefed that the YTD net (Decrease) in Total Fund Balance is less than anticipated; in part due to the recommendations that were adopted. WCHD has not dipped into the emergency reserve minimum as was projected for this month. The Local Health Protection Grant and the Dental Sealant grant funds were also received.

2. Major Expenditure Requests April 2016:

<table>
<thead>
<tr>
<th>a. IDPH Vital Records Invoice- April</th>
<th>Luci Hoover moved and Ronald Gottschalk seconded to approve the Vital Records April invoice for IDPH in the amount of $7,720.00 with all members voting aye, motion carried.</th>
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<tbody>
<tr>
<td>b. Advanced Cleaning Invoice</td>
<td>Ronald Gottschalk 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.</td>
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<tr>
<td>c. Family Planning – Nurse Practitioner</td>
<td>Ronald Gottschalk moved and Luci Hoover seconded to approve Nurse Practitioner invoice for Pat Brandon in the amount of $6,150.00 with all members voting aye, motion carried.</td>
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<tr>
<td>d. Case Management Exp. – DeKalb County Health Dept.</td>
<td>Ronald Gottschalk moved and Patricia Lewis seconded to approve the Ryan White expense for DeKalb County in the amount of $9,094.69 with all members voting aye, motion carried.</td>
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<tr>
<td>e. Case Management Exp. – Project of the Quad Cities</td>
<td>Ronald Gottschalk moved and Luci Hoover seconded to approve the Ryan White expense for The Project of the Quad Cities in the amount of $26,160.37 with all members voting aye, motion carried.</td>
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f. Case Management Exp. – Whiteside County Health Dept.  
Ronald Gottschalk moved and Patricia Lewis seconded to approve the Ryan White expense for Whiteside County in the amount of $5,606.00 with all members voting aye, motion carried.

| Case Management Exp. – Whiteside County Health Dept.  
| Ronald Gottschalk moved and Luci Hoover seconded to approve the Ryan White expense for Whiteside County in the amount of $11,501.00 with all members voting aye, motion carried.  
| HUD Invoice – Gerke Enterprises  
| Ronald Gottschalk moved and Jaymie Nelson seconded to approve the HUD invoice for Gerke Enterprises in the amount of $13,048.00 with all members voting aye, motion carried.  
| HUD Invoice – Stene’s Contractors  
| Ronald Gottschalk moved and Luci Hoover seconded to approve the HUD invoice for Stene’s Contractors in the amount of $7,439.00 with all members voting aye, motion carried.  
| HUD Invoice – Taylor Made Carpentry  
| Ronald Gottschalk moved and Luci Hoover seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of $14,853.00 with all members voting aye, motion carried.  

3. Financial Recommendations:
John Halversen asked for a motion to suspend the second and third furlough dates of May 27 and July 1, 2016 based on current fund status. Steve Lidvall moved and Luci Hoover seconded to suspend the furlough dates, all members voted aye in favor, motion carried. The hope is to cancel the fourth furlough date of September 2, 2016 after the receipt of levy funds and start of new fiscal year.

POLICY COMMITTEE...........................................Meetings April 19, 2016 and May 11, 2016 Angie Goral is chairing this part of the meeting.

1. File of Approved Minutes: Minutes from April 19, 2016 meeting were presented for the Board for file. Minutes were approved by the Policy Committee members on May 11, 2016.

2. Approval of Minutes: Angie Goral asked for a motion to approve the May 11, 2016 Policy Committee Minutes. Patricia Lewis moved and Ronald Gottschalk seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

3. Code of Ethics Policy: Angie Goral briefed that Winnebago County Board adopted a new Ethics and Business Conduct Policy. Sandra Martell briefed that the new County policy was reviewed and a new policy was drafted for the Health Department. The new WCHD Ethics and Business Conduct policy incorporated all the changes made in the County Policy with some Health Department specific adjustments being made. Employees will be trained on the new policy at the June 30, 2016 All Staff training.

Angie Goral asked for a motion to adopt the Ethics and Business Conduct Policy. John Halversen moved and Patricia Lewis seconded to adopt the policy. With that, all members voted aye in favor, motion carried.
4. Go Fund Me / Sick Time Sharing: Sandra Martell briefed that requests have been received from employees to share accumulated sick time or establish Go Fund me accounts to assist an employee with a family medical hardship. Further research will be conducted on the sick time sharing in regards to IMRF ramifications, County and City approaches, and whether a policy should be developed. Go fund me is more a personal activity vice agency sponsored.

5. Standardized meeting: The Policy Committee has established a standardized meeting to be conducted on the 4th Wednesday of each month at 12:00 p.m. to address various policies coming up for review.

PERSONNEL COMMITTEE ......................................................... Meeting May 17, 2016
Luci Hoover is chairing this part of the meeting.

1. Luci Hoover briefed that the Personnel Committee met today and personnel items will be discussed during closed session later this evening.

QUALITY COMMITTEE ............................................................. Meeting May 10, 2016
Patricia Lewis is chairing this part of the meeting.

1. File of Approved Minutes: Minutes from April 11, 2016 meeting were presented for the Board for file. Minutes were approved by the Quality Committee members on May 10, 2016.

2. PHAB Preliminary Findings: Patricia Lewis briefed that the PHAB report enclosed, was reviewed by the Quality Committee. PHAB met last night and decision should be received within next two weeks.

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 and Board positions at 8:17 p.m. In accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1), and (c) (3), 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.

The Executive session ended at 9:15 p.m. Luci Hoover motioned to come out of Executive session and Patricia Lewis seconded, all members voted aye in favor, motion carried.

Upon conclusion of the executive session, the following motions were made:

1) Patricia Lewis motioned to accept the resignation of Robert Wilhelmi from the Board of Health and Angie Goral seconded. With that, all members voted aye in favor, motion carried.
2) Patricia Lewis motioned to accept the resignation of James Powers as President of the Board of Health and Luci Hoover seconded. With that, all members voted aye in favor, motion carried.

3) Steven Lidvall motioned to appoint Ronald Gottschalk as President of the Board of Health and Patricia Lewis seconded. With that, all members voted aye in favor, motion carried.

4) James Powers motioned to accept the evaluation of Dr. Sandra Martell as presented by the Personnel Committee and Patricia Lewis seconded. With that, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 9:25 p.m. with a motion by Luci Hoover and seconded by Patricia Lewis, all members voting aye in favor, motion carried.

Approved by the Board of Health 6.21.2016

[Signature]

Susan Fernandez, Secretary
Winnebago County Board of Health