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

Present: Angie Goral, Ronald Gottschalk, Dr. Patricia Lewis, Dr. Steven Lidvall, James Powers, Dr. David Helland, Jaymie Nelson, Susan Fernandez, and Dr. Allen Williams

Absent: Dr. John Halversen, Luci Hoover

Staff Present: Patrick Madigan, Todd Marshall, Dr. Sandra Martell, Theresa James, Charlotte LeClercq, and Kim Ponder

President Ronald Gottschalk called the meeting to order at 6:30 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. Dr. Allen Williams moved and Dr. Patricia Lewis 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. Dr. David Helland moved and Dr. Allen Williams seconded to approve the July 19, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: Patrick Madigan gave a presentation on FY2017 Winnebago County Health Department and 555 N. Court Budgets. The revenue challenges, expense challenges and the strategies to address the challenges were presented for both budgets. Budget details were also reviewed with the Board members.

President’s Report: Ronald Gottschalk informed the Board members that the Personnel and Quality Committee charters will come to the Board for approval in September 2016.

Winnebago County Health Department Highlights: Reports were included in the Board packet for the member’s information.

Todd Marshall briefed that West Nile Virus (WNV) had amplified during the last month due to weather conditions. WCHD has confirmed three positive pools and one positive bird for the year. Overall, WNV activity has decreased throughout the state of Illinois this year.

Todd Kisner reported on the increase in Gonorrhea cases in Winnebago County. IDPH raised concerns over the increase of cases and WCHD has convened an incident command to address. Incident command is looking at ways to reduce and educate the public and health care providers. A health alert and press release were released. Communicable Disease team is currently interviewing all cases to ensure partners are not infected and to educate. Plan is to conduct a free STI testing date on September 2, 2016 at WCHD.
Sandra Martell provided an update on Wellness Focused Winnebago County (IPLAN). The three priorities that came out were Maternal Child Health, Mental Health, and Violence. Community groups have signed on to assist with each priority. The Early Childhood Learning Coalition will work on Maternal Child Health. The Winnebago County Mental Health Advisory Committee will work on Mental Health. The violence prevention workgroup out of the City of Rockford PD will work on violence. A six month extension was requested; however the plan is to present the final document at the September BOH meeting for approval.

Sandra Martell discussed linking clients to care and services. Over the summer, the teen pregnancy prevention specialist has been following up with clients with positive pregnancy test to ensure that that are enrolled in WIC and have initiated prenatal care.

Sandra Martell informed the Board members of the presentation that was provided to the Winnebago County Board on July 14, 2016. An overview of the Community Health Assessment was conducted and the Board member’s prioritization of health issues and concerns was requested.

**EXECUTIVE COMMITTEE**: Ronald Gottschalk stated that the Executive Committee will begin hold meetings at 6:15 p.m. on the third Tuesday of each month when scheduled.

**FINANCE COMMITTEE** ...............................................................Meeting August 10, 2016

Dr. Steven Lidvall is chairing this part of the meeting.

1. **Approval of Minutes**: Dr. Steven Lidvall asked for a motion to approve the August 10, 2016 Finance Committee minutes. James Powers moved and Dr. Allen Williams seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

2. **Financial Reports**: The financial reports for the month of July 2016 were presented, reviewed and referred for audit.

Dr. David Helland moved and Dr. Allen Williams seconded for approval of the total health fund expenditures for the month of July 2016 as follows:

**Health Fund Expenditures** ........................................... $ 461,461.01

All members voted aye in favor, motion carried.

3. **Major Expenditure Requests**: The July 2016 major expenditures were reviewed and approved by the Finance Committee at the August 10, 2016 meeting. Dr. Steven Lidvall provided a brief description on the expenditures and asked for a motion to approve the 10 major expenditures as listed in the financial packet. Dr. Patricia Lewis moved and Dr. Allen Williams seconded to approve the expenditures. With that, all members voted aye in favor, motion carried.
4. Grant Renewals: The Health Works Lead Agency grant was reviewed and approved by the Finance Committee at the August 10, 2016 meeting. Dr. Steven Lidvall provided a brief description on the grant and asked for a motion to approve the grant. James Powers moved and Susan Fernandez seconded to approve the grant. With that, all members voted aye in favor, motion carried.

5. Approval of Fee Waiver: Dr. Steven Lidvall provided a brief on the Fee waiver for RAMP that was approved by the Finance Committee at the August 10, 2016 meeting.

Angie Goral moved and Dr. Patricia Lewis seconded to approve waiver of fines assumed by RAMP including reimbursement to any vendor who had paid the fine with all members voting aye, with one abstention (Jaymie Nelson), motion carried.

6. Approval and Filing of FY2015 Audit Responses: The FY2015 audit responses were presented and discussion was held on the auditor’s view of WCHD’s accounting principles. An accounts receivable system has been created to address the auditor’s concerns regarding the WCHD accruals.

Dr. Steven Lidvall asked for a motion to approve WCHD’s response to the FY2015 Audit. Jaymie Nelson moved and Dr. Allen Williams seconded to approve the response, motion carried.

7. Approval of FY 2017 Budgets:

Dr. Steven Lidvall asked for a motion to approve the FY2017 Winnebago County Health Department budget. Dr. Allen Williams moved and Jaymie Nelson seconded to approve the budget; with all members voting aye, motion carried.

Dr. Steven Lidvall asked for a motion to approve the FY2017 555 North Court Street budget. Discussion was held on the development of an exit strategy for the Division Street facility. Dr. Allen Williams moved and Dr. David Helland seconded to approve the budget; with all members voting aye, motion carried.

POLICY COMMITTEE..........................Meeting August 3, 2016
Ms. Angie Goral is chairing this part of the meeting.

1. Approval of Minutes: Angie Goral asked for a motion to approve the August 3, 2016 Policy Committee minutes. Dr. Patricia Lewis moved and Susan Fernandez seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

2. Adoption of Policies: Discussion was held on the below policies that were approved by the Policy Committee at August 3, 2016 meeting.

a. Public Participation at Board of Health Meeting: Angie Goral asked for a motion to adopt the policy. Dr. Patricia Lewis moved and Dr. Allen Williams seconded to approve the policy. With that, all members voted aye in favor, motion carried.
b. Hazardous Materials Communication: Angie Goral asked for a motion to adopt the policy. Dr. Patricia Lewis moved and James Powers seconded to approve the policy. With that, all members voted aye in favor, motion carried.

c. Expenditure Approval Authorities: Angie Goral asked for a motion to adopt the policy. Dr. Patricia Lewis moved and Dr. Steven Lidvall seconded to approve the policy. With that, all members voted aye in favor, motion carried.

3. Adoption of Ordinance – Recommendation to Winnebago County Board:
Todd Marshall provided a brief that the State food codes were all repealed due to the State adopting the FDA code on July 1, 2016. IDPH has noted some exemptions to the food code; however IDPH has not yet released the exemptions. IDPH is not requiring local level adoption of the FDA code until January 1, 2017. Discussion was held with State’s Attorney Charlotte LeClercq and the resolution was to create an ordinance for WCHD to enforce the repealed code until adoption of the FDA code once released by IDPH.

Angie Goral asked for a motion to recommend adoption of the ordinance to the County Board. James Powers motioned and Jaymie Nelson seconded that the ordinance be recommended to the County Board for adoption. With that, all members voted aye, motion carried.

4. Approval of Variance: Angie Goral asked for a motion to approve the variance request for RAMP. Dr. Steven Lidvall motioned and Dr. Allen Williams seconded approval of the variance request with all members voting aye, with one abstention (Jaymie Nelson), motion carried.

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

QUALITY COMMITTEE......................... Meeting August 16, 2016 (No Quorum)
Dr. Patricia Lewis is chairing this part of the meeting.

Dr. Patricia Lewis briefed that board members that the meeting conducted on August 16, 2016 was for information only as quorum was not reached. Discussion was held on the status of the IPLAN along with the PHAB corrective action plan. The Quality Committee Charter was also reviewed and updated.

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 8:25 p.m. In accordance with the Open Meetings Act Chapter 5 ILCS 120/2 (c) (1). President Ronald Gottschalk asked for a motion to move to executive session, Dr. David Helland moved and Dr. Allen Williams seconded to go into closed session to discuss matters related to personnel. A roll call vote was taken with all members voting aye, motion carried.

The executive session ended at 8:35 p.m. Dr. David Helland motioned to come out of executive session and Angie Goral seconded, all members voted aye, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:35 p.m. with a motion by Dr. David Helland and seconded by Angie Goral, all members voting aye in favor, motion carried.

Approved by the Board of Health 9.28.2016

[Signature]

Susan Fernandez, Secretary
Winnebago County Board of Health