Minutes of the
Winnebago County Board of Health
Tuesday, September 20, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

Present: Angie Goral, Ronald Gottschalk, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, Jaymie Nelson, and Dr. Allen Williams

Absent: Susan Fernandez, Dr. John Halversen, Dr. Steven Lidvall, James Powers

Staff Present: Todd Kisner, Theresa James, Patrick Madigan, Todd Marshall, Dr. Sandra Martell, Sue Merchen, Charlotte LeClercq, Kim Ponder, and John Barlow (recorder)

President Ronald Gottschalk called the meeting to order at 6:32 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. Luci Hoover moved and Dr. Allen Williams 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. Ronald Gottschalk noted correction needed under Executive Committee to reword the statement that the Executive Committee would meet every month to when meetings are scheduled they will be held at 6:15 p.m. on third Tuesday of month prior to the start of the Board of Health meeting. Dr. Patricia Lewis moved and Angie Goral seconded to approve the corrected September 14, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: Dr. Sandra Martell presented the Mental Health Advisory Committee Annual Report and White Paper. The white paper summarized the key findings from the community, provider and referent surveys based on the Community Support Systems Framework with immediate and future strategic recommendations. The white paper also stresses that mental health is a community issue and strategies to address it are community driven. The community survey data results have been placed on the Winnebago County Health Department (WCHD) website; provider and referent survey data results are due to be received and posted in December 2016.

A press conference was held on August 22, 2016 on the release of the Annual Report with excellent media coverage provided. The next step is to determine funding options to address the mental health concerns and building a messaging campaign for funding.

President’s Report: Ronald Gottschalk informed the Board members that at the next Board of Health meeting, he will detail Committee assignments and appoint Committee Chairs, and there will be an election of officers consistent with the By-laws of the Board of Health.

Winnebago County Health Department Highlights: Reports were included in the Board packet for the member’s information.
Todd Kisner informed the Communicable Diseases (CD) team addressed the increase in Gonorrhea cases in the County. Education was given to our healthcare partners on the rise in cases and the proper procedures for administering treatment. CD team also contacted case individuals to obtain partner information to provide education and ensure they were treated properly. A free STI testing clinic was conducted on September 2, 2016 with 21 individuals tested. CD continues to monitor cases; cases for this month are currently half of last year.

Todd Kisner briefed that the Zika testing numbers are included in the Administrator report.

Todd Kisner and Todd Marshall reported that WCHD is currently investigating a cryptosporidium outbreak that arose from a wedding held at a rented barn. Discussion held on the food code ordinance venue and vendor requirements. One of the corrective actions from this outbreak will be to submit new venue guidelines to the food code ordinance.

Sandra Martell provided a brief on Purpose Built Communities. This initiative affects the area around the WCHD Division street location and Kishwaukee School. The initiative is looking at national models to reduce intergenerational poverty levels. Part of the plan is to reclaim the Division Street location for the project. Website for the initiative is included in the Administrator report for further information.

EXECUTIVE COMMITTEE: Ronald Gottschalk queried the Board members to ensure quorum would be reached for the BOH Policy Committee scheduled for September 28, 2016. Quorum would be reached based on anticipated attendance.

FINANCE COMMITTEE ..................................................Meeting September 14, 2016
Jaymie Nelson is chairing this part of the meeting on behalf of Dr. Halversen.

1. Approval of Minutes: Jaymie Nelson asked for a motion to approve the September 14, 2016 Finance Committee minutes. Dr. Allen Williams moved and Angie Goral 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 August 2016 were presented, reviewed and referred for audit.

   Angie Goral moved and Dr. Allen Williams seconded for approval of the total health fund expenditures for the month of August 2016 as follows:

   Health Fund Expenditures................................. $884,584.01

   All members voted aye in favor, motion carried.

3. Revised Budget: The County Board determined that the levy reduction would be a 6% reduction. The previous WCHD budget presented to the Winnebago County Board for adoption was predicated on a 10% reduction in levy funds. A meeting was held with the County Chairman and County Administrator requesting to reinstate 4% back into budget. The reinstated 4% would be sufficient to provide a 2% cost of living adjustment (COLA) with associated benefits. This amendment and allocation of restored funds was discussed at the WCHD Finance Committee on September 14,
2016. The proposed amendment to the WCHD budget will be presented to the Winnebago County Board for approval.

4. Influenza Vaccination Fee Change: A cost analysis of vaccine cost, Medicare allowed reimbursement and current WCHD charges for influenza vaccine was presented and discussed. Ronald Gottschalk asked for a motion to approve the proposed influenza vaccination fee changes. Jaymie Nelson moved and Dr. Patricia Lewis seconded to approve the fee changes. With that, all members voted aye in favor, motion carried.

5. Major Expenditure Requests: The August 2016 major expenditures were reviewed and approved by the Finance Committee at the September 14, 2016 meeting. Jaymie Nelson asked for a motion to approve the 7 major expenditures as listed in the financial packet. Dr. Patricia Lewis moved and Angie Goral seconded to approve the expenditures. With that, all members voted aye in favor, motion carried.

6. Grant Renewals: The August 2016 Grants were reviewed and approved by the Finance Committee at the September 14, 2016 meeting. Ronald Gottschalk asked for a motion to approve the grants as listed in the financial packet. Dr. David Helland moved and Dr. Patricia Lewis seconded to approve the grants. With that, all members voted aye in favor, motion carried.

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

PERSONNEL COMMITTEE ..........................................................No Meeting
Luci Hoover is chairing this part of the meeting.

1. Adoption of Charter: Luci Hoover provided a brief on the Personnel Committee charter and asked for a motion to approve the charter as written. Dr. Patricia Lewis moved and Dr. David Helland seconded to approve the charter. With that, all members voted aye in favor, motion carried.

QUALITY COMMITTEE................................. Meeting September 20, 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 September 20, 2016 was for information sharing only as quorum was not reached.

1. Approval of IPLAN 2020: Dr. Patricia Lewis provided a brief on the IPLAN 2020. The final phase was to formulate the goals and strategies. The three priorities that came out of the IPLAN process are Maternal Child Health, Mental/Behavioral Health, and Violence. Each health priority has a community partner that has agreed to serve as an advisory group and partner in the implementation of the plan. The full version of the IPLAN is located on the Comprehensive Emergency Management Program (CEMP). The IPLAN will now go on for final edits and formatting after which it will be presented to the Winnebago County Board for acceptance before submittal to the Illinois Department of Public Health. Dr. Patricia Lewis motioned to approve the IPLAN 2020 as written and Dr. David Helland seconded to approve the IPLAN. With that, all members voted aye in favor, motion carried.
2. **Adoption of Charter:** Dr. Patricia Lewis reviewed the edits to the Personnel Committee charter and motioned to approve the charter as written; Luci Hoover seconded to approve the charter. 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.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at approximately 7:49 p.m. with a motion by Dr. Allen Williams and seconded by Jaymie Nelson, all members voting aye in favor, motion carried.

Approved by the Board of Health **10.18.2016**

[Signature]

Susan Fernandez, Secretary
Winnebago County Board of Health