Minutes of the
Winnebago County Board of Health
Tuesday, February 17, 2015 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Angie Goral, Ronald Gottschalk, John Halversen, David Helland, Luci Hoover, James Powers, Allen Williams,

STAFF PRESENT: Kyle Auman, Sue Fuller, Todd Kisner, Patrick Madigan, Todd Marshall, Sandra Martell, and Attorney Charlotte LeClercq

President James Powers called the meeting to order at 6:35 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Mr. Powers welcomed Kathleen Ludikowski from University of Illinois at Chicago/Rockford Regional Campus faculty member who introduced Amy Crews and Nicole Crull who will be presenting this evening.

SETTING THE AGENDA: President James Powers asked for a motion to set the agenda with an addition of a Proposed Fee Schedule for Vital Records. John Halversen moved and Ronald Gottschalk seconded to set the agenda as adapted with the addition, all members voted aye, motion carried.

APPROVAL OF MINUTES: President James Powers asked for a motion to approve the minutes, with a correction of who motioned to adjourn the meeting and that was Luci Hoover. Ronald Gottschalk moved and Angie Goral seconded to approve the January 20, 2015 Board of Health Minutes with corrections. With that, all members voted aye, motion carried.

PRESENTATION: Rockford Reversal Project: A Community Naloxone Distribution Program – University of Illinois at Chicago/Rockford Regional Campus – College of Nursing Catherine Chung RN, Amy Crews RN, Nicole Crull RN, and Pamela Garcia, RN – Faculty Kathleen Ludikowski, MS, PPCNP, PMHNP, APNP. Dr. Martell provided some background information about the group who will be presenting this evening and they have been working on this project over the fall semester and are now presenting to the Board with their findings and the importance of the use of Naloxone in the community.

A community assessment has identified a steady increase in opioid overdose mortality cases within Winnebago County in the last 5 years. Just since January of 2015, there have been 11 deaths related to opioid overdoses. Since this increase, there has been an increased need for a naloxone distribution program within the community. There are several training sites throughout the community so that people may learn how to administer the medicine to a person in need and the signs to look for in a person who has overdosed.

Some recommendations would be to have a policy development committee, obtain funding to support the project by applying for grants to be able to provide the training and supply kits to high risk individuals and/or family members and friends of persons who are known drug users and provide them with the capability to save their loved ones
life in the event of an overdose.

WINNEBAGO COUNTY HEALTH DEPARTMENT HIGHLIGHTS: Reports were included in the Board packet for the member’s information.

Dr. Sandra Martell provided updated information about infectious disease and Influenza has returned to baseline and all restrictions on visitors and strict enforcement of healthcare worker guidelines were lifted on January 26, 2015 in Winnebago County, but will continue to monitor at this time for further cases. Dr. Martell also discussed that there was a case of Legionellosis within the county, which is very rare for this area. Winnebago County is on high alert for Measles. The Department has been providing Measles information out to the community, by posting on the website and also working with the local school district to provide information to parents of children and how they can look for symptoms of Measles and how to get medical attention.

Discussion was made about the All Staff Meeting of the Winnebago County Health Department and how the Board President, Mr. James Powers made an opening statement to the staff on change management and expressed support from the Board of Health for the work of the staff. Dr. Martell spoke more on the Strategic Plan, the Health Improvement Plan and Public Health Accreditation and what are the goals of the Health Department moving forward with all of these areas. For the closing of the meeting, an unscripted Leadership Panel Discussion was held.

Dr. Martell made remarks to the Affordable Care Act and with the deadline of February 15, 2015 already passing with total enrollment to date being at 58%, being one of the higher enrollers throughout the State. The WIC program was also discussed and how numbers are moving forward with enrollments. Concentrating on outreach to the community and increasing numbers going forward with better birth outcomes.

The Local Health Protection Grant (LHPG) application for SFY 2016 has been received. Total funding for SFY 2016 WCHD remained the same as SFY 2015 at $425,334.00. This grant supports the main activities of local health departments in environmental health and communicable disease control. With the change in leadership at the state level and concerns regarding budget shortfalls, WCHD is participating with Illinois Public Health Association and Northern Illinois Public Health Consortium to advocate for funding for local health departments.

Data and Quality Coordinator has been selected and her name is Karilyn Nimmo. She will be starting on March 2, 2015 and she is also a former WCHD employee. Karilyn has a Master’s Degree in Public Health Informatics, and has been doing work as a Health Indicator for one of the major health plans and also the University of Illinois, College of Medicine Clinical System.

EXECUTIVE COMMITTEE:
Mr. Powers handed out an informational sheet about Robert Rules. There was a discussion about this handout and how a “question” is called during a meeting, and general knowledge of how to keep a meeting moving smoothly according to Robert Rules.

Board of Health Retreat will be Tuesday, March 10, 2015 @ 5:30 p.m., and Terry White will be facilitating this meeting. The main focus of this retreat will be reviewing the
Winnebago County Health Department Strategic Plan. Mr. Powers also discussed that an introductory letter has been sent out to seven potential candidates, by suggestion of the Board at previous meetings, to become a member of the Winnebago County Board of Health.

FINANCE COMMITTEE................................................................. No Meeting
Dr. John Halversen chairing this part of the meeting.

1. Financial Reports:

Various financial reports for the month of January 2015 were presented, reviewed and referred for audit.

Luci Hoover moved and Allen Williams seconded for approval of the total health fund expenditures for the month of January 2015 as follows:

Health Fund............................... $876,149.93

All members voted aye, motion carried.

2. Update on Laboratory Fees: Todd Marshall, Director of Environmental Health provided an overview on the increase of laboratory fees. There are three areas of concern and they are: Colilerts, Nitrates, and Membrane Filtration. Need to standardize pricing to eliminate confusion to promote transparency, consistency, by choosing option #2. A recommendation was made to the Board to choose option 2 for Colilerts, Nitrates and Membrane Filtration with standardize pricing for all providers except for Private/Out of County. David Helland made the motion to choose Option 2 for Colilerts, Nitrates and Membrane Filtration for all providers except for out-of-county and Allen Williams seconded, and a motion for an Amendment was made by David Helland to include that the laboratory fee schedule be reviewed on an annual basis in January of every year with a second by Angie Goral, with all voting aye, motion passed.

3. Proposed Fee Schedule Vital Records: Patrick Madigan, Director of Finance provided information to the Board regarding the Vital Records Fee Schedule. Discussion was made that Winnebago County has passed this fee schedule at the last County Board Meeting and will become effective on March 1, 2015. This was an informational discussion looking for procedural guidance to move forward to adopt what the County has already passed for the Vital Records Fee Schedule. Will bring to the meeting next month for voting once approved by the County Board.

4. Major Expenditure Request: Patagonia Annual Software Subscription

David Helland motioned for approval and Dr. Allen Williams seconded to approve the payment of invoice for Patagonia Health. Discussion was made regarding the contract was approved with an annual maintenance fee in the amount of $62,160.00 for the annual subscription for the current Electronic Health Records. All members voted aye to approve the Patagonia Annual Software Subscription.
5. IDPH Grant Renewals: (see attached)

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<tr>
<th>IDPH Grant Renewals: Ronald Gottschalk made a motion and seconded by David Helland to open for discussion the Grant Renewals.</th>
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<tbody>
<tr>
<td><strong>a. VFC – Vaccines for Children</strong></td>
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<tr>
<td><strong>b. HOPWA HIV Care</strong></td>
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**POLICY COMMITTEE** ........................................................................................................................................... No Meeting

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

1) Meeting, February 24, 2015 at 6:30 p.m. to discuss 5-6 month feedback for the Administrator.

**QUALITY IMPROVEMENT COMMITTEE** ..................................................................................................................... No Meeting

**NEW BUSINESS / OTHER MATTERS:** Ronald Gottschalk wished Patrick Madigan a Happy Birthday and also wished Attorney Charlotte LeClercq a Happy Birthday.

**UNFINISHED BUSINESS:** None

**CORRESPONDENCE AND INFORMATION:** Various materials were included in the Board packet for information purposes.

a. WCHD – HR Newsletter – February 2015
b. County Mental Health Advisory Committee Minutes

**EXECUTIVE SESSION:** None

There being no further business, the meeting adjourned at approximately 8:07 p.m. with a motion by Luci Hoover and seconded by Allen Williams, all members voting aye.

Approved by the Board of Health 3/20/15

Susan Fernandez, Secretary
Winnebago County Board of Health