Minutes of the
Winnebago County Board of Health
Tuesday, August 18, 2015 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Angie Goral, John Halversen, David Helland, Ronald Gottschalk, Patricia Lewis, Steven Lidvall, Luci Hoover, Jaymie Nelson

ABSENT: Sue Fernandez, Allen Williams, James Powers

STAFF PRESENT: Lisa Gonzalez, Patrick Madigan, Todd Kisner, Todd Marshall, Sue Fuller, Sandra Martell, Kyle Auman, Karalynn Nimmo, Theresa Nelson, Kim Ponder, John Barlow (recorder)

Vice President Ronald Gottschalk called the meeting to order at 6:30 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Ronald Gottschalk introduced Jaymie Nelson, new Board of Health member. All Board members and WCHD staff introduced themselves and their titles.

SETTING THE AGENDA: Ronald Gottschalk asked for a motion to set the agenda or amend. David Helland moved and Luci Hoover seconded to set the agenda, all members voted aye in favor, motion carried.

APPROVAL OF MINUTES: Ron Gottschalk asked for a motion to approve the minutes. Patricia Lewis moved and John Halversen seconded to approve the July 21, 2015 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

PRESIDENT’S REPORT: Vice President Ronald Gottschalk spoke on the need for a BOH Nominating Committee for BOH officers. John Halversen has agreed to be Chair of this committee; Luci Hoover will also serve on committee.

Sandra Martell presented an Annual Summary of Actions for 2014 by the Board of Health for review. This is a requirement for accreditation.

Sandra Martell presented the WCHD 2014 Annual report to the Board. The Annual Report is organized by domains to help educate the community on accreditation. The Annual Report will be distributed and posted to our website on August 19, 2015.

Angie Goral and Sandra Martell provided a discussion on the purpose and importance of assisting and completing the Mental Health Advisory Committee Surveys. Request that the Board members assist in distributing to community. Our goal for the community survey is 3000 completed surveys.

PRESENTATION: None.
WINNEBAGO COUNTY HEALTH DEPARTMENT HIGHLIGHTS: Reports were included in the Board packet for the member's information.

Todd Marshall provided a brief on West Nile Virus surveillance. The graph in the board packet shows a spike in mosquitoes after big rainfall in June 2015. We have identified three positive mosquito pools for West Nile. The culex mosquito, which is primary carrier of West Nile virus, grows in dry and hot times. Their quantity may actually decrease in prevalence following rainfall.

Todd Kisner provided a brief on communicable diseases. We have learned how to pull a variety of reports from I-NEDSS. The one displayed will show a comparison between 2014 and 2015. We have also showed investigated cases that were determined "Not a Case" in order to show work completed by the Communicable Diseases team that would not otherwise be captured.

Sue Fuller provided a brief on NHANES. NHANES will be leaving town on 27 August 2015. Six Community leaders received examinations on 21 July 2015 and official examinations started on 22 July 2015. The goal is to conduct 498 examinations. Examinations are 3 ½ hours long and extensive; based off of age and gender; and utilize the latest technology.

Lisa Gonzalez provided an update on In Person Counselor (IPC). IPC office enrolled 29,000 people, which equals 72% of our goal. The IPC office was closed on 21 July 2015; however Juliana Barker was retained for a month to close out the grant. We are referring people to the major health systems and Crusader clinic for enrollment. We do still have an enrollment capacity for clients if they are coming through for service.

Kyle Auman provided a brief on the 30 July 2015 All Staff Training. The training consisted of Public Health Accreditation (PHAB), HIPAA and confidentiality, and corporate compliance. An audience response system was utilized to make the presentation interactive.

Karalyn Nimmo provided PHAB update. We are currently 50% complete uploading documents into E-PHAB. Our submittal date is 2 September 2015. The PHAB team have 6 months to review and will then provide an on-site visit.

Todd Marshall briefed on the restaurant violations for the month. 4 restaurants reported for hearings: Rockford Speedway (lack of adequate sinks), Joey C’ (blocking sinks and sanitation protocol), Lung Fung 2 (temperature issues) and Rockford Fresh Market (pest control and heating issues).

EXECUTIVE COMMITTEE:
No Report.

FINANCE COMMITTEE..............................................July 21 and 28, 2015, August 04 and 11, 2015 @ 5:30 p.m.
John Halversen is chairing this part of the meeting.
1. Financial Reports:
Various financial reports for the month of July 2015 were presented, reviewed and referred for audit.
Luci Hoover moved and Steve Lidvall seconded for approval of the total health fund expenditures for the month of July 2015 as follows:

Health Fund Expenditures........................................ $961,508.29

All members voted aye in favor, motion carried.

2. Approval of Minutes: John Halversen asked for a motion to approve the July 21, 2015 minutes. Angie Goral moved and Dave Helland seconded to approve the minutes. With that, all members voted aye, motion carried.

John Halversen asked for a motion to approve the July 28, 2015 minutes. Angie Goral moved and Dave Helland seconded to approve the minutes. With that, all members voted aye, motion carried.

John Halversen asked for a motion to approve the August 04, 2015 minutes. Angie Goral moved and Dave Helland seconded to approve the minutes. With that, all members voted aye, motion carried.

John Halversen asked for a motion to approve the August 11, 2015 minutes. Angie Goral moved and Dave Helland seconded to approve the minutes. With that, all members voted aye, motion carried.

3. Major Expenditure Requests:

<table>
<thead>
<tr>
<th>Description</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Taylor Made Carpentry HUD Invoice</td>
<td>Steve Lidvall moved and David Helland seconded to approve HUD invoice for Taylor Made Carpentry in amount of $11,152.40 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>b. Case Management Exp. – The Project of the Quad Cities Invoice</td>
<td>Patricia Lewis moved and David Helland seconded to approve the Ryan White Project of the Quad Cities expense in the amount of $16,892.20 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>c. July Electronic filing of death certificates Invoice</td>
<td>Luci Hoover moved and David Helland seconded to approve the Vital Records invoice for electronic filing in amount of $7,700.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>d. Epidemiology Services - June 2015 Invoice</td>
<td>David Helland moved and Patricia Lewis seconded to approve VD invoice for epidemiology services in amount of $6,008.00 with all members voting aye, motion carried.</td>
</tr>
<tr>
<td>e. Epidemiology Services – January - May 2015 Invoice</td>
<td>David Helland moved and Luci Hoover seconded to approve VD invoice for epidemiology services in amount of $30,040.00 with all members voting aye, motion carried.</td>
</tr>
</tbody>
</table>
f. Case Management Exp. – Dekalb County Health Dept.

David Helland moved and Patricia Lewis seconded to approve the Ryan White expense for Dekalb County in the amount of $9,143.42 with all members voting aye, motion carried.

g. Taylor Made Carpentry HUD Invoice

Steve Lidvall moved and David Helland seconded to approve HUD invoice for Taylor Made Carpentry in amount of $11,408.60 with all members voting aye, motion carried.

4. FY2016 Proposed Administration Budget: Patrick Madigan gave a presentation on the Administration Budget narrative and the Administrative budget was reviewed. The major concern is our increasing reliance on grants which makes us vulnerable and the lack of a state budget at this time. A key talking point to the board is that we are providing our services for $9.31 a year/per resident. John Halversen asked for a motion to approve the FY2016 Health Department Budget in the amount of $13,307,421.00. David Helland moved and Angie Goral seconded to approve the budget. With that, all members voted aye, motion carried.

5. FY2016 Proposed 555 N. Court Budget: Patrick Madigan gave a presentation on the 555 N. Court Budget narrative and the 555 N. Court budget was reviewed. Discussion was held on consolidation of WCHD services to N. Court, how it would affect us and tenants, and the current occupancy of building. Discussion was also made on status and future of Division St. location and how the department will look in the future. Concern was raised regarding utilizing Health Department personnel to manage building. John Halversen asked for a motion to approve the FY2016 555 N. Court Budget in the amount of $666,409.00. John Halversen moved and the approved Finance Committee minutes from the August 11, 2015 serve as the second to approve the budget. With that, all members voted aye, motion carried.

6. Grant Renewals: A letter of intent was received for the Teen Pregnancy Primary Prevention Program grant. This was a competitive bid grant that we had requested $150,000.00 and it came in at $50,000.00 We are proceeding in developing a budget and a modified program plan to address this reduction. We will also look at other ways to supplement this program.

7. Contingency Planning: Sandra Martell presented to the board; strategies to address the budget impasse. The overall goal of these strategies is to identify sufficient cost savings for an additional 60 days of operation. Dr. Martell will share information electronically with the Executive Committee to keep them informed. Executive Committee will decide when a formal meeting is needed.

POLICY COMMITTEE........................................ August 18, 2015 @ 5:30 p.m.
Angie Goral is chairing this part of the meeting.

1. Valley Orchard Septic System Variance: Valley Orchard is requesting a variance to install a septic system due to financial hardship of hooking up to sewer system. The Policy Committee is recommending approval of this variance to the Board, with the following conditions:
   • The variance is recorded against the property, with stipulation if the property is sold, new owner must come back to us.
• Provide a waste water containment and a disposal procedure before opening this season.
• Well system evaluated by WCHD and a licensed well contractor to ensure that water service meets all well, plumbing and food codes. This will involve installing a pressure tank and back flow preventer.
• Septic installation must be completed prior to facility opening on Labor Day weekend 2016.

Angie Goral motioned to approve Valley Orchard Septic system variance with the conditions listed and John Halversen seconded to approve. With that, Variance was passed with a voice vote, six members voted aye, Steven Lidvall voting no, John Halversen abstaining; motion carried.

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

QUALITY IMPROVEMENT COMMITTEE ..................... Jul 21, 2015 @ 5:30 p.m.
Patricia Lewis is chairing this part of the meeting.

1. Approval of Minutes: Patricia Lewis asked for a motion to approve the July 21, 2015 minutes. Steven Lidvall moved and Dave Helland seconded to approve the minutes. With that, all members voted aye, motion carried.

NEW BUSINESS / OTHER MATTERS: None.

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

   a. County Mental Health Advisory Committee Minutes

EXECUTIVE SESSION: None.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:40 p.m. with a motion by Luci Hoover and seconded by David Helland, all members voting aye in favor, motion carried.

Approved by the Board of Health 9, 15, 2015

Susan Fernandez, Secretary
Winnebago County Board of Health