Minutes of the
Winnebago County Board of Health
Tuesday, September 16, 2014 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department

PRESENT: Ronald Gottschalk, Daniel Saavedra, Angie Goral, Dr. John Halversen, Dr. Patricia Lewis, Susan Fernandez, Luci Hoover, Dr. Allen Williams.

ABSENT: Dr. Steven Lidvall, James Powers, Ann Thompson-Kelly, and Dr. David Helland.

STAFF PRESENT: Lisa Gonzalez, Dr. Sandra Martell, Karla Chester, Charlotte LeClercq (Attorney), Sue Fuller, Todd Marshall, Todd Kisner, and Christine Smith.

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

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: Mr. Gottschalk welcomed the staff of the Winnebago County Health Department including welcoming Dr. Sandra Martell, the new Winnebago County Health Department Administrator.

SETTING THE AGENDA: Acting President Ronald Gottschalk he asked for a motion to set the agenda. Dr. John Halversen moved and Dr. Patricia Lewis seconded to set the agenda, all members voted aye, motion carried.

APPROVAL OF MINUTES: Acting President Ronald Gottschalk asked for a motion to approve the minutes, Angie Goral moved and Dr. John Halversen seconded to approve the August 19, 2014 Board of Health minutes. With that, all members voted aye, motion carried.

PRESENTATION: Presentation on Naloxone was deferred to next Board meeting due to the absence of Kara Biery.

ADMINISTRATOR / CENTER REPORTS: Center reports were included in the Board packet for the member’s information.

Dr. Martell thanked everyone for welcoming her. She highlighted the following for the Board: Enterovirus (EV-D68) outbreak and early reports of influenza and revisions to the FY2015 budge based on changes in the tax levy that were received on Monday, September 15, 2014. There is a complete report from Kara Biery discussing the Enterovirus and some of the other communicable diseases that are being addressed at this point.

Administrator
Lisa Gonzalez spoke on the Administrators report and the various committees’ activities and some additional updates on the Electronic Medical Records (EMR) included in the report.

Health Promotion and Protection
Todd Kisner spoke on behalf of the Center for Health Protection and Promotion (HPP) as Dr. Martell spoke about, the Center is working a lot with the Enterovirus outbreak and other communicable diseases.
Family Health Services
Lisa Gonzalez spoke from Family Health Services regarding the Back to School Health Clinic that was held in August. Served more this year than in previous years with over 97 students including physicals, immunizations, hearing and vision screening, and some lead screenings as well during the event.

Environmental
Todd Marshall spoke for Environmental Health Center and focused on the Laboratory. Informing the Board Members that WCHD is accredited by the Illinois Environmental Protection Agency (IEPA) and Illinois Department of Public Health (IDPH) to conduct chemical analysis and bacterial tests of well water with fast, efficient and accurate, pool and beach samples for coliform, E. coli, nitrates and nitrites. WCHD also tests for total residual chlorine, hardness, total iron, pH, conductivity, and total dissolved solids. The lab recently underwent an extensive 3-day audit with IEPA, which included five checklists with a total of 691 questions that had to be answered and submitted prior to the actual audit (which had been completed on time). Some of the auditor’s findings were in the Standard Operating Procedures (SOP) for non-conforming work, data integrity, and general trainings. Also, updating the current Quality Manual to reflect all of the latest revisions as of the submission date. All findings are currently being addressed. After acceptance of the corrective action plan and payment of the licensing fee, IEPA will grant WCHD with a Certificate of Accreditation. IEPA audits are performed every two years. Board members discussed differentiation of risk levels for food services. Specifically, Backyard Bar & Grill in Roscoe was identified as a Risk 3 violation. The Risk 3 is based on the heating and cooling of foods, e.g. being the type of facility that cooks up the product earlier, cooling and then serving later in the day. Examples: soups, lasagna, etc.

Finance
Michelle Jahr stated the tax levy has been reduced by $50,000. The projected tax levy amount is actually $96,000 less than projected, because the County reduced the tax levy last year by $46,000, but the information was not communicated to WCHD, resulting in a total difference of $96,000 from projected. The budget now sits at a shortfall of $253,000.00 after adjustments were made. We were able to reduce projected expenditures by $30,000 due to an election made by the County that has pushed out eligibility for part time employees until FY2016. The FY2015 shortfall that was originally presented and approved had a shortfall of $191,000. As discussed previously, the management team will work to address this shortfall. Dr. Martell commented that this is a significant amount. In general, the following will be considered, looking at the different programs that require the greatest percentage of levy dollars to see if they can be delivered in a different way. Continue to look at ways to consolidate services with the County where it makes sense with economy of scale moving forward.

FINANCE COMMITTEE............................... The Finance Committee did not have a separate Committee meeting this month; therefore the following Finance business was conducted at the full Board meeting, with Dr. John Halversen chairing this part of the meeting.

1. Financial Reports:
Various financial reports for the month of August 2014 were presented, reviewed and referred for audit.
Dr. Patricia Lewis moved and Luci Hoover seconded for approval of the total health fund
expenditures for the month of August 2014 as follows:

**Health Fund**................................. $947,819.54

All members voted aye, motion carried.

Statement of Fund Balance for FY14 was discussed and Michelle Jahn advised that the ending balance still needs to include the Grants receivables of $1,442,491.69 needs to be added into the current balance of $2,193,427.20.

2. Major Expenditure Request: Computers for In Person Counselor Program
Dr. John Halverson motioned for approval and Luci Hoover seconded to approve the 9 Laptops for Outreach and ACA Enrollments in the amount of $8,843.22. This purchase did not go out to bid to 3 vendors. These devices are compatible with the current equipment used by the ACA enrollment. Discussion was made as to how the laptops will be used. The IPC Grant will cover 100% the costs of the laptops including carry cases for all by a separate vendor. All members voted aye to approve the 9 laptops for Outreach and ACA Enrollments to be paid, motion carried.

3. IDPH Grants Renewals

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<th>IDPH Grant Renewals: Ronald Gottschalk made a motion and seconded by Dr. Patricia Lewis to open for discussion the IDPH Grant Renewals.</th>
<th>Dr. Patricia Lewis moved and Luci Hoover seconded to approve the Summer Foods Program Grant renewal in the amount of $2,975.00 for 2015, as part of a three year Grant for $8,925.00 (July 1, 2014 – June 30, 2017), with all members voting aye, motion carried.</th>
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<td><strong>a. Summer Foods Program Grant (Revised)</strong></td>
<td>Luci Hoover moved and Angie Goral seconded to approve the Illinois Tobacco Free Communities Grant renewal in the amount of $116,359.00 (July 1, 2014 – June 30, 2015) with all members voting aye, motion carried.</td>
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<td><strong>b. Illinois Tobacco Free Communities Grant</strong></td>
<td>Daniel Saavedra moved and Luci Hoover seconded to approve the Lead Poisoning Case Management and Environmental Investigations Grant Renewal in the amount of $14,652.00 (July 1, 2014 – June 30, 2015) with all members voting aye, motion carried.</td>
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<td><strong>c. Lead Poisoning Case Management and Environmental Investigations Grant Renewal</strong></td>
<td>Dr. Allen Williams moved and Angie Goral seconded to approve the Refugee Health Assessment Screening Services Grant in the amount of $128,799.00 (July 1, 2014 – June 30, 2015) with all members voting aye, motion carried.</td>
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<td><strong>d. Refugee Health Assessment Screening Services Grant</strong></td>
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POLICY COMMITTEE.................................................................No Meeting

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

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

NEW BUSINESS / OTHER MATTERS:
   1. Nominating Committee Report

The Nominating Committee has received nominations as follows: James Powers for Board
President, Ronald Gottschalk for Board Vice President, and Susan Fernandez as Board
Secretary. Dr. Patricia Lewis moved for the vote of new officers and Angie Goral seconded,
with all voted aye, motion was carried.

UNFINISHED BUSINESS: None

CORRESPONDENCE AND INFORMATION: Various materials were included in the Board
packet for information purposes. Flu Shots will be available at the next board meeting. Ronald
Gottschalk wished Lisa Gonzalez a Happy Birthday and mentioned National PlayDoh day.
Also mentioned there is a Chiropractor now available at a reduced rate for County
Employees. Flu shots were rescheduled until the next scheduled Board meeting.

EXECUTIVE SESSION:

An executive session was needed to discuss matters related to personnel. At approximately
7:10 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1) Luci
Hoover moved and Dr. Patricia Lewis seconded to go into closed session to discuss matters
pertaining to specific personnel issues. A roll call vote was taken, with all members voting
aye.

There being no further business, a motion was made to adjourn the meeting at approximately
7:30 p.m., with all members voting aye.

Approved by the Board of Health 10/21/2014

[Signature]

Ronald E. Gottschalk, Secretary
Winnebago County Board of Health