



**Minutes of the
Winnebago County Board of Health
Monday, August 18, 2020 at 6:30 p.m., Zoom Platform
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath
Jaymie Nelson joined the meeting at 6:40p.m.

Absent: Tuffy Quinonez

Staff Present: Dr. Sandra Martell, Cheryl Floyd, Cynthia Hall, Melinda Idell, James Keeler, Todd Kisner, Peter Lopatin, Todd Marshall, Katherine O'Toole

Attorney: Charlotte LeClercq

WCHD Support: Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:32 p.m.

1) **Introduction of Guest/Public Participation:** None

2) **Setting the Agenda:**

Dr. Allen Williams entertained a motion to set the Tuesday, August 18, 2020 WCHD Board of Health meeting agenda. First motion was made by Luci Hoover, second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries

3) **Approval of BOH Minutes – July 21, 2020:**

Dr. Allen Williams entertained a motion to approve the July 21, 2020 Board of Health meeting minutes. First motion was made by Dr. David Helland, second motion was made by Dr. Patricia Lewis.

4) **Presentation – COVID-19 Local Perspective: June-July 2020**

Dr. Sandra Martell provided an overview of COVID-19 Local Perspective: June-July 2020 presentation which covered the following:

- COVID-19 Testing
- COVID-19 Infection Rate (R-nought)
- COVID-19 Lab Testing Turnaround Times
- COVID-19 Lab Testing by Location
- Cases and Deaths – Timeline
- Flattening the Curve – The Doubling Rate
- Epidemic (Epi) Curve
- Positivity Rate
- Overall Distribution of Cases and Deaths Remains Consistent
- Cases by Race/Ethnicity

- Cases by Age and Race Ethnicity
- COVID-19 Age Adjusted Case Rates
- Distribution of Cases by Age and Gender
- Hospitalization of COVID-19 Patients
- Communities of Concern
- COVID-19 in Congregate Settings
- Deaths Associated with Locations of Concern
- Workplace Exposure Based on Reported Occupation
- Co-Morbidities Identified with COVID-19 Cases
- Causes of Death and Co-Morbidities Associated with Deaths from COVID-19
- County Level COVID-19 Risk Metrics
- IDPH Monitoring of COVID-19 Resurgence Criteria

A brief Q&A and discussion was held amongst the BOH members and Dr. Martell regarding COVID-19 Local Perspective: June-July 2020.

5) President's Report: None.

6) Winnebago County Health Department Updates:

Todd Kisner provided a brief update on the Contact Tracing Program and the eleven (11) individuals that started Monday, August 17, 2020. There will be a total of fifty one (51) positions for the Contact Tracing Program with positions ranging from Supervisors, Case Investigators, Contact Tracers, and clerical support. The 3rd floor office space is coming along and is anticipated to be occupied by mid-October.

Dr. Martell indicated that her focus currently has been working with schools and providing them the guidance as they re-open for the school year. JIC has been working on messaging for parents as they prepare their children for the school year.

7) Committee Reports:

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – August 12, 2020

Jaymie Nelson entertained a motion to approve the August 12, 2020 Finance Committee minutes. First motion was made by James Powers, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

2) Financial Statements

a) Resolution of Expenditures – June 2020

Jaymie Nelson asked for a motion to approve the health fund expenditure for July 2020. James Powers moved and Dr. David Helland seconded to approve the health fund expenditure for the month of July 2020 in the amount of \$1,110,008.05. Unanimously approved, motion carries.

b) Statement of Fund Balance

James Keeler provided an overview of the Statement of Fund Balance through the end of July 2020. No irregularities were noted.

c) Financial Review

Jim Keeler provided an overview of the revenue and expenditures for the month of July 2020. No irregularities were noted.

- d) Balance Sheet
The Balance Sheet for the month of July 2020 were reviewed and discussed. No irregularities were noted.
- e) Bank Reconciliations
Bank reconciliations for the Lead Account, Abandoned Properties, and State of Illinois E-Pay was reviewed and discussed. No irregularities were noted
- f) Revenue and Expenditure Reports
James Keeler provided an overview of the revenue and expenditure for the month of July 2020. There was a slight deficit for July 2020 as there were quite a bit of expenses, there was three (3) payrolls for July 2020 but the quarterly allocation is expected in September 2020 which Jim Keeler indicates we're doing fairly well.
- g) Public Health Emergency Reserve Minimum Graph
The Public Health Emergency Reserve Minimum Graph was reviewed and the reserve amount is above the minimum established by the Board of Health.
- h) Accounts Receivable
Jim Keeler indicated that WCHD is getting caught up on accounts receivables and reimbursements are starting to come in.

3) Major Expenditure

Jaymie Nelson indicated that major expenditure items A-G were reviewed and approved by the Finance Committee at the August 12, 2020 meeting. Dr. Halversen recommends acceptance of expenditures as proposed by committee; seconded by Dr. Patricia Lewis. A-G was unanimously approved, motion carries.

Jaymie Nelson indicated item H for Gallagher and Bassett is for Phase I Environmental Assessment for 401 Division Street Building in the amount of \$6,150.00. Dr. David Helland motions to approve, second motion was made by Luci Hoover. Unanimously approved, motion carries.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	IDPH fee for Electronic Filing of Death & Birth Certificates for July	\$ 7,652.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
Winnebago County Soil & Water Conservation District (SWCD)	Soil Borings	\$ 3,600.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
Teletask	Messenger Service - Texting for WIC client appointments	\$ 3,115.00	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
International Security Products	Security Paper for Birth & Death Certificates	\$ 6,599.36	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
Time Clock Plus	Cloud Licenses	\$ 3,171.54	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
CDW-G	48 Port Computer Switch	\$ 10,613.22	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
R & S	Antibioitics for supply cache	\$ 6,397.50	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carries
Gallagher Bassett Services	Environmental - Consulting services 401 Division Street	\$ 6,150.00	Dr. David Helland / Luci Hoover	All voted in favor, motion carries

4) Proposed Contracts and Agreements

Jaymie Nelson indicated proposed contracts and agreements items A-B were reviewed and approved by the Finance Committee at the August 12, 2020 meeting. James Powers recommends acceptance of proposed contracts and agreements as proposed by committee; second motion was made by Dr. David Helland. Unanimously Approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
A	University of Illinois College of Medicine, Nursing, and Pharmacy	UIC Student placement in a practice setting	\$ -	James Powers / Dr. David Helland	All voted in favor, motion carried
B	University of Illinois College of Pharmacy	Planning Deliverables - Population Vaccination vs. COVID-19	\$ 24,000.00	James Powers / Dr. David Helland	All voted in favor, motion carried

5) FY2021 Budget

a) Health Fund

Jaymie Nelson indicated FY2021 Health Fund Budget was approved out of Committee to come forward for the full Board of Health to recommend the FY2021 Health Fund Budget be presented to the Winnebago County Board. First motion was made by Dr. David Helland; second motion was made by James Powers. Unanimously approved, motion carries.

b) 555 Building Fund

Jaymie Nelson indicated FY2021 555 Building Fund was approved out of Committee to come forward for the full Board of Health to recommend the FY2021 555 Building Fund Budget be presented to the Winnebago County Board. First motion was made by Dr. David Helland; second motion was made by James Powers. Unanimously approved, motion carries.

c) Policy Committee

1) Approval of Policy Committee minutes – August 12, 2020

Ron Gottschalk entertained a motion to approve the August 12, 2020 Policy Committee meeting minutes. First motion was made by Dr. Patricia Lewis, second motion was made by Robert McCreath. Unanimously approved, motion carries.

2) Polices to Prevent the Transmission of COVID-19

a) Resolution to Encourage Use of Face Coverings/Masks for the Prevention of the Transmission of COVID-19:

The Winnebago County Board of Health urges all individuals in Winnebago County to do their part to prevent the spread of COVID-19 and protect the health of the Winnebago County community by wearing face coverings/masks when outside of their residences and in a public place or when unable to maintain six feet of social distance from others until the pandemic has ended. A resolution is not an ordinance and it is not enforceable and it does not require approval by the Winnebago County Board; resolutions are more of a strong statement.

Ron Gottschalk indicated that the Policy Committee approved recommendation of Board of Health approval of the Resolution to Encourage Use of Face Coverings/Masks for the Prevention of the Transmission of COVID-19. First motion was made by Luci Hoover; second motion was made by Robert McCreath. Unanimously approved, motion carries.

b) Memorandum of Understanding for Local Units of Government to Enforce Executive Orders:

The City of Rockford, Illinois, passed an ordinance on March 31, 2020 requiring compliance with executive orders in furtherance of the public health, safety, and welfare lawfully issued by the Governor of the State of Illinois by the powers vested in Article 5 of the Illinois Constitution and Sections 7(1), (2), 7(8), 7(10), and 7(12) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and consistent with the powers in public health laws

WCHD wishes to collaborate with the City on the investigation education and enforcement of complaints received on the hotline.

Ron Gottschalk indicated that the Policy Committee approved recommendation of Board of Health approval of the Memorandum of Understanding for Local Units of Government to Enforce Executive Orders. First motion was made by Robert McCreath; second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries.

8) NEW BUSINESS / OTHER MATTERS: None

9) CORRESPONDENCE AND INFORMATION:

James Powers asked how the flu shots would be handled this year. Dr. Patricia Lewis suggested to have messaging focused on encouraging the elder community on early vaccination. Dr. Martell indicated WCHD will make arrangements for the Board of Health members to get their annual flu shots.

10) ADDITIONS: None

11) Executive Closed Session: None

12) ADJOURNMENT:

With no other business, Dr. Allen Williams entertained a motion to adjourn the August 18, 2020 BOH meeting. First motion was made by Dr. David Helland, second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries. Meeting adjourned at 7:45p.m.

Approved by the Board of Health



Interim Secretary, Dr. Patricia Lewis
Winnebago County Board of Health

September 15, 2020

Date