



**Minutes of the  
Winnebago County Board of Health  
Monday, September 15, 2020 at 6:30 p.m., Zoom Platform  
Winnebago County Health Department**

**Present:** Ronald Gottschalk, Angie Goral, Dr. David Helland, Dr. Patricia Lewis, James Powers, Dr. Allen Williams, Robert McCreath, Jaymie Nelson  
Dr. John Halversen joined the meeting at 6:38p.m.

**Absent:** Tuffy Quinonez, Luci Hoover

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

**Attorney:** Charlotte LeClercq

**WCHD Support:** Christina Washington (recorder)

Dr. Allen Williams called the meeting to order at 6:33 p.m.

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

**2. Setting the Agenda:**

To ensure a quorum for action items, Dr. Sandra Martell requested to amend the agenda to discuss actionable items first. Board of Health members were in consensus.

Dr. Allen Williams entertained a motion to set the amended Tuesday, September 15, 2020 WCHD Board of Health meeting agenda.

First motion was made by Dr. David Helland; second motion was made by James Powers. Unanimously approved, motion carries.

**3. Approval of BOH Minutes – August 18, 2020:**

Dr. Allen Williams entertained a motion to approve the August 18, 2020 Board of Health meeting minutes. First motion was made by Angie Goral; second motion was made by Dr. David Helland. Unanimously approved, motion carries.

**4. Presentation**

**a. COVID-19 Data Update**

Peter Lopatin provided an overview of COVID-19 Data Update:

- COVID-19 Testing
- Positivity Rates
- Overall Distribution of Cases and Deaths
- Cases by Race/Ethnicity
- Communities of Concern
- Winnebago County Schools Opening

- COVID-19 Cases – School Age Children
- 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 WCHD staff regarding COVID-19 Data Update.

b. **Contact Tracing Update**

Todd Kisner provided a brief update on the Contact Tracing project and provided details on the following:

- Supervisors and Case Investigators have been on boarded
- Salesforce – Twilio App
- School openings
- Contact case investigation process

c. **Enforcement Update**

Todd Marshall provided a brief update on the Enforcement aspect of COVID-19 and provided details on the following:

- Education piece - masks
- Non-compliance process
- Upcoming holiday events such as Halloween

**5. President’s Report: None.**

**6. Winnebago County Health Department Updates:**

Dr. Martell introduced Rebecca Lyons who started with WCHD on September 8<sup>th</sup> as the new Public Health Emergency Preparedness Director.

**7. Committee Reports:**

a) Executive Committee – None.

b) Finance Committee

1) Approval of Finance Committee minutes – September 9, 2020

Jaymie Nelson entertained a motion to approve the September 9, 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 August 2020. James Powers moved and Dr. David Helland seconded to approve the health fund expenditure for the month of August 2020 in the amount of \$707,442.99. Unanimously approved, motion carries.

b) Statement of Fund Balance

Jaymie Nelson indicated that the Statement of Fund Balance ending balance for August 2020 is \$10,209,998.97. Year to date it had an increase of \$637,438.99. No irregularities were noted.

c) Financial Review

Jaymie Nelson indicated that this is 11<sup>th</sup> month of Winnebago County’s Fiscal Year 2020 and it’s the 2<sup>nd</sup> month of the State of Illinois Fiscal Year 2020. Revenue YTD Budgeted \$11,317,788.17, Actual was \$8,802,153.04 with a variance of \$2,515,635. Expenses YTD Budgeted \$11,322,820.67, Actual & Encumbered was \$8,164,714.05 with a variance of \$3,158,107. No irregularities were noted.

d) Balance Sheet

Jaymie Nelson indicated that the August 2020 Balance Sheet are preliminary and asked Jim Keeler to provide details.

Jim Keeler indicated this is the earliest, third Tuesday can come in a month (15<sup>th</sup>) so it’s somewhat a fluid situation and did the best he could in estimating the revenues and expenditures for the month of August 2020. Jim Keeler indicated it’s a good estimate and is estimating that WCHD will have a surplus for the fiscal year.

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

Jim Keeler provided a brief overview regarding the preliminary August 2020 Revenue and Expenditure Report. County Finance has done some housekeeping so there were some variations on the expenditures. Last month we over-estimated the supply needs. Otherwise Jim Keeler indicated 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 - Deferred

3) Major Expenditure

Jaymie Nelson indicated that major expenditure items A-C were reviewed and approved by the Finance Committee at the September 9, 2020 meeting. James Powers recommends acceptance of expenditures as proposed by committee; seconded by Dr. Patricia Lewis. A-C was unanimously approved, motion carries.

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
A	IDPH	IDPH fee for Electronic Filing of Death & Birth Certificates for August 2020	\$ 7,652.00	James Powers / Dr. Patricia Lewis	All voted in favor, motion carries
B	Winnebago County Soil & Water Conservation District (SWCD)	Soil Borings	\$ 4,900.00	James Powers / Dr. Patricia Lewis	All voted in favor, motion carries
C	Public Health & Safety	Lead Based Contractor Training	\$ 23,542.00	James Powers / Dr. Patricia Lewis	All voted in favor, motion carries

4) Proposed Contracts and Agreements

Jaymie Nelson indicated proposed contracts and agreements items A-D were reviewed and approved by the Finance Committee at the September 9, 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.

Jaymie Nelson entertained a motion to approve item E) Crusader Community Health MOU regarding Integration of Coordination of Ryan White Services. First motion was made by Dr. David Helland; second motion was made by Angie Goral. Unanimously approved, motion carries.

Item	Vendor/Contractor	Sevices/Item	Fiscal Periodd	Amount	Total Motion/Secinded	Approved
A	Harlem Middle School	Engagement in schools for evidence-based substance abuse prevention and participation in the Illinois Youth Survey	School Year 2020-2021	N/A	Dr. John Halversen / Robert McCreath	All voted in favor, motion carried
B	Barbour Middle School	Engagement in schools for evidence-based substance abuse prevention and participation in the Illinois Youth Survey	School Year 2020-2022	N/A	Dr. John Halversen / Robert McCreath	All voted in favor, motion carried
C	CMS	Reimbursement for the Purpose of providing for the payment of the cost of obtaining and administering the influenza vaccine	October 2020 - September 2021	N/A	Dr. John Halversen / Robert McCreath	All voted in favor, motion carried
D	Winnebago County	555 N. Court Building lease for Suite #301 premises	09/15/20 - 09/14/21	\$ 21,864.00	Dr. John Halversen / Robert McCreath	All voted in favor, motion carried
E	Crusader Community Health	Integration of Coordination of Ryan White Services	03/01/20-02/28/21	N/A	Dr. David Helland / Angie Goral	All voted in favor, motion carried

- c) Policy Committee – No meeting
- d) Personnel Committee – No meeting
- e) Quality Improvement Committee – No meeting

**8. NEW BUSINESS / OTHER MATTERS:** None

Dr. Williams shared with the members that Jaymie Nelson is resigning from the WCHD Board of Health and today's meeting will be her last meeting. The Board of Health members and WCHD staff thanked Jaymie Nelson for all her support and leadership she's provided over the year and wish her the best of luck in her future endeavors.

**9. CORRESPONDENCE AND INFORMATION:** None


**10. ADDITIONS:** None

**11. Executive Closed Session:** None

**12. ADJOURNMENT:**

With no other business, Dr. Allen Williams entertained a motion to adjourn the September 15, 2020 BOH meeting. First motion was made by James Powers; second motion was made by Dr. Patricia Lewis. Unanimously approved, motion carries. Meeting adjourned at 7:26p.m.

Approved by the Board of Health

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

October 20, 2020  
 Date