

**Minutes of the
Winnebago County Board of Health
Tuesday, February 19, 2019 at 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

Present: Angie Goral, Ronald Gottschalk, Dr. John Halversen, Dr. David Helland, Dr. Steven Lidvall, Jaymie Nelson, James Powers, and Dr. Allen Williams

Absent: Luci Hoover, Jonathon Logemanns, and Robert McCreath

Staff Present: Cynthia Hall, Todd Kisner, Todd Marshall, Dr. Sandra Martell, and Katie O'Toole

Attorney: Charlotte LeClercq

WCHD Support Staff: Sara Ruud (recorder)

President Dr. Allen Williams called the meeting to order at 6:34 pm.

Introduction of Guest/Public Participation: None

Setting the Agenda: Dr. Allen Williams asked for a motion to set the agenda or amend. Dr. Steven Lidvall made a motion to move Personnel Committee report before the Finance Committee. Jaymie Nelson seconded the motion, all members voted aye in favor, motion carried.

Approval of Minutes: Dr. Allen Williams asked for a motion to amend or approve the minutes. Dr. John Halversen moved and Dr. Steven Lidvall seconded to approve the January 15, 2019 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation:

The Northern Illinois Community Health Foundation (NICHF) was developed as a 501 (C)(3), not-for-profit Corporation in 1999. The purpose of NICHF is to educate, support and provide funds for the improvement of public health in Northern Illinois. NICHF intends to focus on public health and align their activities with Winnebago County Health Department priorities. Since the foundation is a 501 (c)(3), they have the ability to receive funding from agencies that are not allowed to award money/grants to governmental agencies. NICHF is able to support bills, lobby, and more because they are not restricted like a governmental agency. NICHF asked for the thoughts/opinions of the Winnebago County Board of Health about pursuing a feasibility study to get community feedback. The Winnebago County Board of Health believed NICHF should do the feasibility study.

President's Report: None

Winnebago County Health Department Highlights:

The following program areas were highlighted for the month of January 2019.

- **Blighted Properties**

A discussion was held on how the City of Rockford can bill a home owner when their house burns down. The bill is to prevent the homeowner from taking the insurance money and walking away from the property. Once the homeowner has fixed their home, the owner can submit the proper paperwork to be reimbursed for the bill. The Winnebago County Health Department

Board members were wondering if the Health Department could send a bill to the homeowner of a blighted property or attach the bill to the house insurance so that the Winnebago County Health Department gets the money for tearing down the house.

- **HIV**

A Board member was concerned that jails and correction facilities could potentially be a place where the number of positive HIV patient could rise. While it is encouraged, it is not possible to make an inmate get tested prior to entering or leaving the jail. WCHD has not noticed an increase in HIV cases coming out of the jails and correction facilities.

EXECUTIVE COMMITTEE - No Meeting

PERSONNEL COMMITTEE..... February 13, 2019

1. Approval of the Minutes

Dr. Patricia Lewis asked for a motion to approve the minutes. Ronald Gottschalk moved and Dr. John Halversen seconded to approve the February 13, 2019 personnel minutes. With that, all members voted aye in favor, motion carried.

2. Approval of Revision to Policy 065-0419-16 Cellphone

The Personnel Committee held a discussion on the current and revised cellphone policy. The revised cellphone policy places employees in a tier depending on their job duties. Employees placed in Tier I would be required to have a cell phone that can make calls and text. Tier I employees would be compensated \$30 for using their personal cellphone. Employees in Tier II would be required to have a cell phone with data. Tier II employees would be compensated \$35 for using their personal cellphone. The Personnel Committee made a motion to approve the cellphone policy with two (2) tiers. Angie Goral seconded the motion. With that, all members voted aye in favor, motion carried.

3. Approval of Re-Classification Clerk II (Grade 11) to Accounting Clerk (Grade 13)

The Personnel Committee made a motion to approve the reclassification of Clerk II to Accounting Clerk. With that, all members voted aye in favor, motion carried.

4. Approval of addition of Staff Accountant (Grade 15)

The Personnel Committee made a motion to add an additional Staff Accountant. With that, all members vote aye in favor, motion carried.

FINANCE COMMITTEE February 13, 2019

Jaymie Nelson chaired this part of the meeting.

1. Approval of the December 2018 Health Fund Expenditure

Jaymie Nelson asked for a motion to approve the health fund expenditure for December. Ronald Gottschalk moved and Dr. Steven Lidvall seconded to approve the health fund expenditure for the month of December 2018 in the amount of \$700,879.64. With that, all members voted aye, motion carried.

2. Financial Review

Jaymie Nelson provided an overview of the financial documents for the month of December.

3. Budget Amendment

Budget Program Name	Amount Increase	Motioned/Seconded	Approved
Better Birth Outcomes	\$ 3,506.00	Dr. Steven Lidvall / James Powers	All voted in favor, motion carried.
MIECHV #1	\$ 7,548.44	Dr. Steven Lidvall / Ronald Gottschalk	All voted in favor, motion carried.
MIECHV #2	\$ 4,246.78	Dr. Steven Lidvall / Ronald Gottschalk	All voted in favor, motion carried.
HUD	\$ 39,455.00	Dr. Steven Lidvall / Ronald Gottschalk	All voted in favor, motion carried.
Cellphone Reimbursement	\$ 2,340.00	Dr. Steven Lidvall / Ronald Gottschalk	All voted in favor, motion carried.

4. Approval of Major Expenditure Requests

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	Death Certificate Filing Fees	\$ 6,788.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
Pat Brandon APN	Contractual	\$ 5,160.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
Pool Administrators	Medical & Dental Reimbursements	\$ 5,494.42	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
DHS	Overpayment FY 2016	\$ 3,506.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
DHS	Overpayment FY 2016	\$ 7,548.44	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
DHS	Overpayment FY 2016	\$ 4,246.78	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
Northern Illinois Service	406 Willow Run-Demolition	\$ 10,300.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
Northern Illinois Service	4129 BriagateDr. Demolition	\$ 10,250.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
N-Trak	617 Atwood Ave. Demolition	\$ 7,923.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
N-Trak	1424 Prairie Ave. Demolition	\$13,135.70	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
N-Trak	4215 Cradall Demolition	\$ 9,384.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
TBD	Purchasing 2 XRF Lead Analyzers	\$30,560.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.
Thermo Fisher Scientific	XRF Analyzer	\$ 8,895.00	Ronald Gottschalk / Dr. John Halversen	All voted in favor, motion carried.

5. Proposed Contracts/ Agreements

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
Innerspace, Inc.	Lead Risk Assessment Inspection	\$ 10,000.00	Dr. John Halversen / Ronald Gottschalk	All voted in favor, motion carried.
Swedish American Health System	MOU to implement the Drug Overdose Prevention Program	N/A	Dr. John Halversen / Dr. Patricia Lewis	All voted in favor, motion carried.
University of Illinois	Medical Advisor to the WCHD	\$ 8,000.00	Dr. John Halversen / Ronald Gottschalk	All voted in favor, motion carried.

6. FY2018 Grants Received through December 31, 2018

Grant	Fiscal Period	Amount	Motioned/Seconded	Approved
Tobacco Free Communities (ITFC)	12/12/18-12/31/19	\$ 68,610.00	Dr. Steven Lidvall / Ronald Gottschalk	All voted in favor, motion carried.

POLICY COMMITTEE..... No meeting

QUALITY COMMITTEE No meeting

Dr. Patricia Lewis provided an overview of the Quality Committee meeting held on February 19, 2019. Minutes will be submitted on March 19, 2019.

NEW BUSINESS / OTHER MATTERS: None

ADDITIONS: None

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 7:54 p.m. with a motion by Jaymie Nelson and seconded by Ronald Gottschalk. With that, all members voted in favor, motion carried.

Approved by the Board of Health 3-19-19
Date


Dr. Steven Lidvall Secretary
Winnebago County Board of Health