

**Minutes of the
Winnebago County Board of Health
Tuesday, October 16, 2018 at 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

Present: Ronald Gottschalk, Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, Jonathon Logemann, Robert McCreath, Jaymie Nelson, James Powers, and Dr. Allen Williams

Absent:

Staff Present: Cynthia Hall, Todd Kisner, Patrick Madigan, 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 6:40 pm.

Introduction of Guest/Public Participation: The board decided to introduce the guests during the policy section of the meeting.

Setting the Agenda: Dr. Allen Williams asked for a motion to set the agenda or amend. Dr. John Halversen moved and Dr. David Helland seconded to set the agenda, 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. David Helland moved and Luci Hoover seconded to approve the September 17, 2018 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: The Winnebago County Health Department (WCHD) has entered into an agreement with GrahamSpencer to redesign the WCHD logo. GrahamSpencer presented ten new logo designs of which three (3) designs were selected to present to the staff. The three (3) designs did not impress the staff and there was not a clear answer on which logo was best suited for WHCD. Each design had a flaw and did not portray public health. Katie O'Toole spoke with Jay Graham from GrahamSpencer about the designs and how they don't represent public health. Jay Graham is working with his team to come up with a different approach.

President's Report: Ronald Gottschalk was recognized for his service as past Board of Health President and his continued commitment dedication to the Board, Public Health, and Winnebago County.

Winnebago County Health Department Highlights:

Please refer to the board of health report for the month of September 2018.

EXECUTIVE COMMITTEE.....None

Dr. Allen Williams reiterated chair and vice chair assignments. Ronald Gottschalk will be taking over chair for the Policy Committee with Dr. Patricia Lewis as vice-chair. The Quality Committee will have Dr. Patricia Lewis as the chair and Dr. Steven Lidvall as the vice-chair. No changes were suggested in the

Personnel Committee. The Finance Committee will have Jaymie Nelson as the chair and Dr. John Halverson as the vice-chair. With that being said, Dr. Allen Williams asked for a motion to amend or approve the minutes. James Powers moved and Dr. Steven Lidvall seconded to approve the September 17, 2018 Executive Committee Minutes. With that, all members voted aye in favor, motion carried.

FINANCE COMMITTEE October 10, 2018

Jaymie Nelson chaired this part of the meeting.

1. Approval of the Minutes

Jaymie Nelson asked for a motion to approve the minutes. James Powers moved and Dr. Steven Lidvall seconded to approve the October 10, 2018 finance minutes. With that, all members voted aye in favor, motion carried.

2. Approval of the September 2018 Health Fund Expenditure

September 2018 health fund expenditure was not available for review at this time.

3. Refund to DCFS for FY 2018 Overpayment

The Finance Committee recommended approval of the refund to the Department of Children and Family Services (DCFS) in the amount of \$38,173.00. Dr. Steven Lidvall motioned and James Powers seconded approval of the refund. With that, all members voted aye in favor, motion carried.

4. Approval of Major Expenditure Requests

The Finance Committee recommended approval of the following major expenditures. Dr. Steven Lidvall motioned and James Powers seconded approval of the following major expenditures. With that, all members voted aye, motion carried.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	Death Certificate Filing Fees- September 2018	\$ 6,016.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
Pat Brandon, APN	Contractual Clinician Services	\$ 5,800.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
AmeriCorps	Trauma Informed Care	\$ 11,400.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
CDP	Maintain EH Software	\$ 32,012.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
Arc Environmental	Lead Mitigation	\$ 5,931.00	Dr. Steven Lidvall/ Dr. David Helland	All voted in favor, motion carried.

There were two (2) major expenditures that could not be approved at the finance meeting. Those major expenditure was brought before the Board of Health.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
Radiology Consultants	Medical Testing	\$ 4,248.53	Dr. Steven Lidvall/ James Powers	All voted in favor, motion carried.
Pool Administrators	Medical & Dental reimbursements	\$ 7,407.373	Dr. John Halverson/ Dr. David Helland	All voted in favor, motion carried.

5. Proposed Contracts/ Agreements

The Finance Committee recommended approval of the following contracts. Dr. Steven Lidvall motioned and Luci Hoover seconded approval of the following contracts. With that, all members voted aye, motion carried.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
YWCA Northwestern Illinois (YWCA)	Lead exposure to Children	\$ 25,000.00	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
LabCorp	Interface Agreement	\$ 0.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
Radiology Consultants of Rockford	Diagnostic Testing	\$ 45,000.00	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.
Rockford Police Department	Tobacco Enforcement Program	\$ 7,963.50	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Roscoe Police Department	Tobacco Enforcement Program	\$ 1,163.88	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
South Beloit Police Department	Tobacco Enforcement Program	\$ 1,049.05	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Grand Canyon University	Affiliation Agreement	N/A	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.

There were two (2) proposed contracts that could not be approved at the finance meeting. They were brought before the Board of Health.

Vendor/ Contractor	Services/Item	Amount	Motioned/Seconded	Approved
OSF Multispecialty Group	Diagnostic Testing	N/A	Dr. John Halversen/ James Powers	All voted in favor, motion carried.
LB Medwaste Service	Medical Waste Service	\$1,440.00	James Powers/ Luci Hoover	All voted in favor, motion carried.

6. FY2018 Grants Received through September 30, 2018

The Finance Committee recommended approval of the following grants. Dr. Steven Lidvall motioned and James Powers seconded approval of the following grants. With that, all members voted aye, motion carried.

Grant	Fiscal Period	Amount	Motioned/Seconded	Approved
Illinois Housing Development Authority	6/13/18-6/30/19	\$75,000.00	Dr. Steven Lidvall / James Powers	All voted in favor, motion carried.
Health Emergency Preparedness	7/1/18-6/30/19	\$ 167,588.00	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.

7. Accounts Receivable through September 30, 2018

September 2018 accounts receivable were not available for review at this time.

POLICY COMMITTEE..... October 16, 2018

Dr. Patricia Lewis chaired this part of the meeting

1. **Setting the Agenda:** Dr. Allen Williams asked for a motion to amend the agenda by moving item 2 (variance 18-2689 proposed installation of aerobic treatment unit on new construction) to number 1. Luci Hoover motioned and Dr. Patricia Lewis seconded to set the amended agenda. With that, all members voted aye in favor, motion carried.

2. **Introduction of Guest/Public Participation:**
Mary Alice Peterson and William Hatfield from LEHP Management Inc. and Michael and Stephanie Konen attending the meeting to hear what the Board of Health had to say about the variance.

3. **Variance 18-2689 proposed installation of aerobic treatment unit on new construction**
The owners of the property located at 15043 Prairie Way, South Beloit, IL, PIN 04-11-176-001, are requesting a variance to put in an aerobic septic system based on the soil boring designating the soil as severe soil. The variance request was denied by the staff since the proposed septic site plan doesn't meet the required 24-inch minimum separation between the bottom of the soil absorption system and the seasonal high water table. It doesn't meet the minimum square footage for the septic field for a 5-bedroom house, and portions of the septic system appear to extend outside the soil boring area. The aerobic septic system is not meant for new construction and would need maintenance every 6 months. An aerobic septic system is not the only system on the market. The owners could put in a mound system and that would not require a variance. They are just not as aesthetically pleasing. William Hatfield feels that they only option that would meet the code is an aerobic septic system due to the severe soil. Mr. Hatfield suggested that a mound system would be considered a special system and it would require a variance. He feels there isn't much difference between the two other than the cost and the look. At this time, Mr. Hatfield handed out a packet of papers to the board members. Ronald Gottschalk made a motion to move the variance to the Policy Committee for reviews. Luci Hoover seconded, with that, all members voted aye in favor, motion carried.

4. **Adoption of 2013 FDA Model Food Code as a Delegate Agency of the State of Illinois**
By January 1, 2019, the Winnebago County Health Department has to adopt the 2013 FDA Food Code. The FDA Food Code unifies food inspection throughout the state. The code will require there be a person in charge (PIC) to help reduce the risk of foodborne illness. At this time, the state doesn't want WCHD to renew a food permit without first inspecting the site. WCHD is proposing to space out the permits and assign new dates to each category; low, medium, and high. This will allow WCHD to review applications to make sure companies are applying for the correct permit. Dr. John Halversen motioned to approve the ordinance as stated. David Helland seconded, with that all members vote aye in favor, motion carried.

PERSONNEL COMMITTEE..... No meeting

QUALITY COMMITTEE October 16, 2018

Dr. Patricia Lewis chaired this part of the meeting.

1. Approval of the Minutes

Dr. Patricia Lewis asked for a motion to approve the minutes. James Powers moved and Dr. David Helland seconded to approve the September 17, 2018 quality minutes. With that, all members voted aye in favor, motion carried.

Dr. Patricia Lewis provided an overview of the Quality Committee meeting held on October 16, 2018 and minutes will be submitted on November 20, 2018.

NEW BUSINESS / OTHER MATTERS: None

ADDITIONS: None

EXECUTIVE CLOSED SESSION:

An Executive Session was needed to discuss matters related to personnel at approximately 7:45 pm in accordance with the Open Meeting Act Chapter 5 ILCS 120/2 (c) (1). President Dr. Allen William moved to go into a closed session and a roll call was taken with all members voting aye in favor, motion carried. The Executive Session ended at 8:10 pm. Ronald Gottschalk moved and Dr. Patricia Lewis seconded to come out of Executive Session. All members voted aye in favor of motion, motion carried.

The following actions were taken:

Luci Hoover asked from a motion to approve the evaluation summaries. Dr. Patricia Lewis motioned and James Powers second, with that, all members voted aye in favor, motion carried.

Ronald Gottschalk made a motion to increase Dr. Sandra Martell's salary by 3% in April 2019 if the staff receive their increase. Angie Goral second, with that, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:10p.m. with a motion by Luci Hoover and seconded by Dr. David Helland. With that, all members voted in favor, motion carried.

Approved by the Board of Health 1-15-19
Date



Dr. Steven Lidvall Secretary
Winnebago County Board of Health