

**Minutes of the
Winnebago County Board of Health
Tuesday, November 20, 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, Jonathon Logemann, Jaymie Nelson, James Powers, and Dr. Allen Williams

Absent: Dr. Steven Lidvall, Robert McCreath

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 6:35 pm.

Introduction of Guest/Public Participation: None

Setting the Agenda: Dr. Allen Williams asked for a motion to set the agenda or amend. James Powers moved and Luci Hoover 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. John Halversen moved and James Powers seconded to approve the October 16, 2018 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: The Winnebago County Health Department (WCHD) will be adopting the 2013 FDA food code on January 1, 2019. With the adoption of the food code, the Winnebago County Health Department continues to provide educational sessions to food establishments on the changes. The sessions go over the intent of the 2013 FDA model food code, the major risk factors for foodborne illness, and additional changes to the food code.

President's Report: Dr. Allen Williams asked Katherine O'Toole to present the new logo developed by GrahamSpencer. The new logo looks like topography and shows that the health department has no borders. Dr. Allen Williams asked for a motion to approve the logo format and to have the colors intensified. Luci Hoover moved and Dr. John Halversen seconded approval, with that, nine (9) members voted aye in favor and one (1) nay, motion carried.

Winnebago County Health Department Highlights:

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

EXECUTIVE COMMITTEE

Dr. Allen Williams announced committee assignments. Ronald Gottschalk will be 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. Jonathon Logemann will be added as a member to the Quality Committee. Personnel Committee has Luci Hoover as chair and Robert McCreath as vice-chair. The Finance Committee will have Jaymie Nelson as the chair and Dr. John Halversen as the vice-chair.

With that being said, Dr. Allen Williams asked for a motion to approve committee assignments. Dr. Patricia Lewis moved and James Powers seconded to approve committee assignments. With that, all members voted aye in favor, motion carried.

FINANCE COMMITTEE November 7, 2018

Jaymie Nelson chaired this part of the meeting.

1. Approval of the Minutes

Jaymie Nelson asked for a motion to approve the minutes. Dr. John Halversen moved and James Powers seconded to approve the November 7, 2018 finance minutes. With that, all members voted aye in favor, motion carried.

2. Approval of the September 2018 Health Fund Expenditure

Jaymie Nelson asked for a motion to approve the health fund expenditure for September. Dr. John Halversen moved and Dr. David Helland seconded to approve the health fund expenditure for the month of September 2018 in the amount of \$868,857.32. With that, all members voted aye, motion carried.

3. Financial Review

Jaymie Nelson and Patrick Madigan provided an overview of the financial documents for the month of September.

4. Approval of Major Expenditure Requests

The Finance Committee recommended approval of the following major expenditures. Dr. John Halversen motioned and Luci Hoover seconded approval of the following major expenditures. With that, all members voted aye, motion carried.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
Northern Illinois Service	Demolition	\$ 23,368.00	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
N-Trak Group	Demolition	\$ 10,982.00	Dr. Steven Lidvall, Dr. David Helland	All voted in favor, motion carried.

There were eight (8) major expenditures that could not be approved at the finance meeting.

Those major expenditures were brought before the Board of Health.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
Village of Machesney Park	Demolition	\$ 9,225.00	Ronald Gottschalk, James Powers	All voted in favor, motion carried.
IDPH	Filing fees October	\$ 6,504.00	Ronald Gottschalk, Luci Hoover	All voted in favor, motion carried.
Pat Brandon, APN	Contractual	\$ 5,790.00	Ronald Gottschalk, Dr. David Helland	All voted in favor, motion carried.
Pool Administrators	Medical & Dental Reimbursements	\$ 6,894.22	Ronald Gottschalk, Dr. David Helland	All voted in favor, motion carried.
Northern Illinois Public Health Consortium	Annual Membership Dues	\$ 5,000.00	Ronald Gottschalk, Dr. David Helland	All voted in favor, motion carried.
Adapt Pharmaceuticals	Narcan Nasal Spray	\$ 86,250.00	Ronald Gottschalk, Luci Hoover	All voted in favor, motion carried.
Winnebago County Facilities-Trane	Blower Motor Fan	\$ 6,100.65	Ronald Gottschalk, Dr. David Helland	All voted in favor, motion carried.

IT Savvy	Surface Pros	\$ 39,844.61	Ronald Gottschalk, Dr. Patricia Lewis	All voted in favor, motion carried.
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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
ARC Environmental, Inc.	Lead Mitigation	\$ 275,000.00	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
YWCA-La Voz Latina	MOU MIECHVP Home Visiting	N/A	Dr. Steven Lidvall, James Powers	All voted in favor, motion carried.
Northwestern Memorial Healthcare Corp	Diagnostic Testing	\$ 35,000.00	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Crusader Clinic Health	Diagnostic Testing	\$ 15,000.00	Dr. John Halversen / James Powers Dr. Steven Lidvall abstained	All voted in favor, motion carried.
1st National Bank and Trust Winnebago	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.
Carpenters Place	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.
Court Street United Methodist Church	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.
Durand United Methodist Church	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Angie Goral	All voted in favor, motion carried.
Northern Illinois Food Bank	Influenza Vaccination Site Agreement	N/A	Dr. David Helland / Dr. Steven Lidvall	All voted in favor, motion carried.
Rock River Valley Food Pantry	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Rock River Water Reclamation	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Social Security Administration of Rockford	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
Stepping Stones of Rockford	Influenza Vaccination Site Agreement	N/A	Dr. Steven Lidvall / Dr. David Helland	All voted in favor, motion carried.
United Lutheran Church	Influenza Vaccination Site Agreement	N/A	Dr. David Helland / James Powers	All voted in favor, motion carried.

There were eight (8) 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
City of Rockford	MOU MIECHVP Home Visiting	N/A	James Powers, Dr. Patricia Lewis	All voted in favor, motion carried.
Children's Home & Aid	MOU MIECHVP Home Visiting	N/A	Dr. John Halversen, Dr. David Helland	All voted in favor, motion carried.
Harlem School District	MOU MIECHVP Home Visiting	N/A	Luci Hoover, Dr. David Helland	All voted in favor, motion carried.
Rockford Public School District	MOU MIECHVP Home Visiting	N/A	Dr. John Halversen, Dr. David Helland	All voted in favor, motion carried.
Crusader Community Health	MOU DOPP Participation	N/A	Dr. Patricia Lewis, James Powers	All voted in favor, motion carried.
Rosecrance Health Network	MOU DOPP Participation	N/A	Dr. Patricia Lewis, Dr. David Helland	All voted in favor, motion carried.
Rockford Anesthesiologist Associates	Diagnostic Testing	\$500.00	Luci Hoover, Dr. Patricia Lewis	All voted in favor, motion carried.
SNAP	ED-Supplemental Nutrition Assistance Program	N/A	Dr. John Halversen, Dr. Patricia Lewis	All voted in favor, motion carried.

6. FY2018 Grants Received through October 29, 2018

The Finance Committee recommended approval of the following grants. Dr. John Halversen 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
Tobacco Free Community Grant	7/1/18-6/30/19	\$68,610.00	James Powers / Dr. Steven Lidvall	All voted in favor, motion carried.
DOPP	7/1/18-6/30/19	\$ 225,000.00	James Powers / Dr. Allen Williams	All voted in favor, motion carried.

There was one (1) additional grant received that could not be approved at the finance meeting. This grant was brought before the Board of Health.

Grant	Fiscal Period	Amount	Motioned/Seconded	Approved
Illinois Breast and Cervical Cancer Program	7/1/18-6/30/19	\$ 225,823.00	Dr. John Halversen, Dr. David Helland	All voted in favor, motion carried.

7. Accounts Receivable through October 29, 2018

P. Madigan went over the accounts receivable through October 29, 2018.

8. Approval of the October 2018 Health Fund Expenditure

Jaymie Nelson asked for a motion to approve the health fund expenditure for October. Dr. John Halversen moved and James Powers seconded to approve the health fund expenditure for the month of October 2018 in the amount of \$ 573,527.34. With that, all members voted aye, motion carried.

9. Financial Review

Jaymie Nelson and Patrick Madigan provided an overview of the financial documents for the month of October.

POLICY COMMITTEE..... November 14, 2018

Dr. Patricia Lewis chaired this part of the meeting

1. Variance 18-2689 Proposed Installation of Aerobic Treatment Unit on New Construction

The Policy Committee reviewed the variance requested for property located at 15043 Prairie Way, South Beloit, IL. The property owners would like to put in an aerobic septic system based on the soil boring designating the soil as severe soil. The proposed system does not 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. The Policy Committee recommends denying the variance. Ronald Gottschalk made a motion to deny the variance. Luci Hoover seconded, with that, all members voted aye in favor of denying the variance, motion carried.

2. Adoption of 2013 FDA Food Code

By January 1, 2019, the Winnebago County Health Department will have adopted the 2013 FDA Food Code. The FDA Food Code will help reduce the risk of foodborne illness, unify food inspection and reports, and would require a person in charge (PIC). Inspections will be based off of foodborne illness risk factors, good retail practice, and current scientific data. Dr. John Halversen motioned to approve the ordinance as stated and to move the ordinance to the County Board. James Power seconded, with that nine (9) members vote aye in favor and one (1), Jaymie Nelson, abstained, motion carried.

3. Medical Cannabis Patient Registry Program

The medical cannabis patient registry program was for informational purposes.

PERSONNEL COMMITTEE..... No meeting

QUALITY COMMITTEE November 20, 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 October 16, 2018 quality minutes. With that, all members voted aye in favor, motion carried.

2. Approval of FY2019 Quality Initiatives

Dr. Patricia Lewis motioned to approve the FY2019 quality initiatives. Ronald Gottschalk seconded the approval of the FY2019 quality initiatives. With that, all members voted aye in favor, motion carried.

3. Approval of the Annual Strategic Report

Dr. Patricia Lewis asked for a motion to approve the annual strategic report. Dr. John Halversen moved and James Power seconded to approve the annual strategic report. With that, all members voted aye in favor, motion carried.

4. Approval of the Annual Report

Dr. Patricia Lewis asked for a motion to approve the annual report. Luci Hoover moved and Dr. David Helland seconded to approve annual report. With that, all members voted aye in favor, motion carried.

NEW BUSINESS / OTHER MATTERS: None

ADDITIONS: None

EXECUTIVE CLOSED SESSION: None

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 7:43p.m. with a motion by Dr. John Halversen 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