

**Minutes of the  
Winnebago County Board of Health  
Tuesday, July 17, 2018 @ 6:30 p.m., 555 North Court Street  
Winnebago County Health Department**

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

**Absent:** None

**Staff Present:** Cynthia Hall, Todd Kisner, Patrick Madigan, Todd Marshall, Dr. Sandra Martell and Katherine O'Toole

**Attorney:** Charlotte LeClercq

**WCHD Support Staff:** Sara Ruud (recorder)

President Ronald Gottschalk called the meeting to order at 6:30 pm.

**Induction of Guest/Public Participation:** None

**Setting the Agenda:** Ronald Gottschalk asked for a motion to set the agenda or amend. Dr. Patricia Lewis moved and Dr. Allen William seconded to set the agenda, all members voted aye in favor, motion carried.

**Approval of Minutes:** Ronald Gottschalk asked for a motion to approve the minutes. Dr. Patricia Lewis moved and James Powers seconded to approve the June 19, 2018 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

**Presentation:** Logo Redesign Process

Katie O'Toole provided an update on the logo the logo redesign process with the selected professional services vendor GrahamSpencer. Over the next 60 days WCHD will be working with internal and external partners and the Board of Health to create focus groups to generate concepts on the design of the new logo.

**President's Report:** None

**Winnebago County Health Department Highlights:**

The following program areas were highlighted for the month of June 2018.

- **Domain 1: West Nile Virus (WNV) Tire Drive**  
The Winnebago County Health Department (WCHD) tire drive collected approximately 1,400 tires on June 9, 2018. WCHD continues to do surveillance on the Culex mosquitoes. The month of July will be the indicator for human cases of WNV due to the hot, dry environmental conditions.
  
- **Domain 2: Cyclosporiasis, Synthetic Cannabinoids**  
Cyclosporiasis is a parasite that lives on fresh fruit and vegetables causing gastrointestinal

intestinal problems when ingested. There have been four (4) new cases of cyclosporiasis in the county of Winnebago. The cases were believed to be connected through cilantro. McDonald salads has also been identified as a possible source of cyclosporiasis in the state of Illinois. WCHD is working with Illinois Department of Public Health (IDPH) to complete a detailed interview on each individual who is diagnosed with cyclosporiasis to identify potential source(s).

Winnebago County Health Department (WCHD) has had 13 cases of severe bleeding from the use of synthetic cannabinoids. Four (4) new cases were reported in the month of June. A health alert was issued again in June to remind and update community healthcare partners of the current situation.

- **Domain 3: Neighborhood Property Standards Update, Prairie Road Neighborhood Pump**  
WCHD is working with the State's Attorney's office to demolish blighted properties through a fast-track legal process using Winnebago County host fee funds. The goal is to demolish a minimum of ten (10) homes through host fees. Last year, Prairie Road Pump Neighborhood Association had asked for consideration of a shared well system. The estimated cost proposal for shared wells is 2.2 million dollars. A meeting has been scheduled to discuss the options available to the neighborhood with the Neighborhood Association, County Board Representative and the County Board Chairman.
- **Domain 4: Trauma Informed Community Film Series**  
The trauma informed film series showed their first movie, Paper Tigers, on June 27 at the Nordloff Center. Chairman Frank Haney provided opening remarks to over 100 people. Panelists from Harlem School District, Rockford Public Schools and Lydia Learning Academy led a discussion after the film.
- **Domain 5: Strategic Plan Work Group**  
All eight (8) strategic workgroups continue to work towards their objectives. The reporters have developed a baseball-themed campaign to keep WCHD staff informed on the progress of each Strategic workgroups.
- **Domain 10: Better Birth Outcome (BBO)**  
The BBO caseload has grown rapidly in the month of June, currently there are 52 clients enrolled into the program.

**EXECUTIVE COMMITTEE: No Meeting**

**FINANCE COMMITTEE ..... JULY 11, 2018**

John Halversen chaired this part of the meeting.

**1. Approval of the Minutes**

Dr. John Halversen asked for a motion to approve the minutes. James Powers moved and Dr. David Helland seconded to approve the July 11, 2018 finance minutes. With that, all members voted aye in favor, motion carried.

**2. Approval of the June 2018 Health Fund Expenditure**

Dr. John Halversen asked for a motion to approve the health fund expenditure for June. Dr. Steven Lidvall moved and Luci Hoover seconded to approve the health fund expenditure for the month of June 2018 in the amount of \$867,405.28. With that, all members voted aye, motion carried.

**3. Budget Amendments**

**a. IBCCP Amendment**

Dr. John Halversen asked for a motion to approve the budget amendment for IBCCP in the amount of \$80,000.00. Dr. Steven Lidvall motioned and Dr. Allen Williams seconded approval of the budget amendment. With that, all members voted aye in favor, motion carried.

**b. Vital records Amendment**

Dr. John Halversen asked for a motion to approve the budget amendment for vital records in the amount of \$25,000.00. James Powers motioned and Angie Goral seconded approve of the budget amendment. With that, all members voted aye in favor, motion carried.

**4. Refund to DCFS for FY2017 Overpayment**

Dr. John Halversen asked for a motion at approve the refund to DCFS in the amount of \$17,561.00. Dr. Steven Lidvall motioned and James Powers seconded approval of the refund. With that, all members voted aye in favor, motion carried.

**5. Family Planning Title X Sliding Fee Scale SFY2019-Deferred until next Board meeting.**

**6.**

**7. Approval of Major Expenditure Requests**

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

<b>Vendor/Contractor</b>	<b>Services/Item</b>	<b>Amount</b>	<b>Motioned/Seconded</b>	<b>Approved</b>
Pool Administrators	Medical and Dental Reimbursements	\$ 3,836.66	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
IDPH	Death Certificate Filing Fees-June 2018	\$6,344.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
Pat Brandon, APN	Contractual Clinician Services	\$ 5,500.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
Swedish American Health Management	Testing for Chlamydia and GC	\$ 3,094.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
Swedish American Health Breast Center	Medical Testing for IBCCP	\$ 8,437.96	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.

**8. Proposed Contracts/ Agreements**

The Finance Committee recommended approval of the following contracts. Dr. Patricia Lewis motioned and Dr. Allen William seconded approval of the following contracts. With that, all members voted aye, motion carried.

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
University of IL College of Medicine	Clinician Services (Integrated Clinic CN- 00035659)	\$ 21,420.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
Swedish American Breast Health Center	Medical Testing For IBCCP	\$ 73,000.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.
University of IL- College of Medicine	Clinician Oversight (Drug Overdose Prevention Program) CN-00034073	\$ 4,550.00	Dr. Steven Lidvall/ Angie Goral	All voted in favor, motion carried.

There was four (4) additional proposed contracts: Northwestern Medicine, OSF Healthcare, Mercy health, and Crusader Community Health. These four (4) contracts were deferred.

**9. FY2018 Grants Received through June 30, 2018**

The Finance Committee recommended approval of the following grants. James Powers motioned and Luci Hoover seconded approval of the following grants. Jaymie Nelson abstained from the voting on the liquor inspection contract. With that, all members voted aye, motion carried.

Grant	Fiscal Period	Amount	Motioned/Seconded	Approved
Liquor Inspection	7/01/2017-5/31/2019	\$43,350.00	Dr. Steven Lidvall/ Ronald Gottschalk	All voted in favor, motion carried. Jaymie Nelson abstained
Quartz-Employee Health			Under Review	No action taken.

**10. Accounts Receivable through June 30, 2018-Deferred**

**11. Additions**

**a. SFY2019 Local Health Protection Bundle Grant Agreement**

The Local Health protection Grant Program (LHPG) will be bundling up to six (6) Office of Health Protection (OHP) programs. LHPG will serve as the umbrella program for the grant agreements. Each grant will have to be billed separately and WCHD will receive separate payments for each program. The programs included in the bundle are Local Health Protection (LHPG), Pre-exposure Prophylaxis (PrEP), Body Art and Tanning Facilities Inspection (BATAN), Groundwater Protection, Lead Poisoning Prevention and Response, Vector Surveillance and Control, and Vaccines for Children (VFC).

**POLICY COMMITTEE..... July 11, 2018**

**1. Approval of the Minutes**

Dr. Patricia Lewis asked for a motion to approve the minutes. Dr. John Halversen moved and Dr. Allen Williams seconded to approve the July 11, 2018 policy minutes. With that, all members voted aye in favor, motion carried.

**2. By-laws Revisions**

Paragraph 2 was amended to incorporate mental health as a public health discipline. Paragraph

2 was revised to "Appointments to the Board of Health shall strive to reflect the diversity of Winnebago County and to provide wide representation from the community and from among public health disciplines, including dentistry, environmental health, medicine, mental health, nursing, pharmacy, policy (legal), veterinary medicine..." Dr. Patricia Lewis asked for a motion to approve the by-laws with the addition of mental health. Angie Goral motioned and Dr. Allen William seconded the motion. With that, all members voted aye, motion carried.

**3. Environmental Health**

**a. Petition for Variance-Hidden Creek Lane**

The policy committee met on July 11, 2018 to discuss a petition for a variance in Hidden Creek Lane. At that time, there was no decision made. Additional information has been requested of the petitioner.

**4. Board Membership-Sustainability Working Group**

The Winnebago County Health Department (WCHD) received a request to participate as a board member on a newly created 501C3 board. At this time WCHD has requested the charter for the Sustainability Group. Dr. Martell was seeking advice from the Board of Health to find out which committee these types of requests should go to. The Board of Health decided the Policy Committee should review these types of requests first and then bring the recommendation to the full Board of Health for consideration.

**PERSONNEL COMMITTEE..... July 11, 2018**

**1. Approval of the Minutes**

Luci Hoover asked for a motion to approve the minutes. Dr. John Halversen moved and Dr. Patricia Lewis seconded to approve the July 11, 2018 Personnel Committee minutes. With that, all members voted aye in favor, motion carried.

**2. Review of Executive Director/Public Health Administrator**

The personnel committee has decided to use the performance evaluation tool developed a few years ago to review the Public Health Administrator, Dr. Sandra Martell. The performance evaluation tool will be emailed to the Board of Health Members by July 18. Luci Hoover asked that all feedback be emailed or mailed back to her to compile

**3. Update on Midlevel U Recruitment**

Midlevel U submitted six (6) potential candidates for the position of (Advanced Practice Nurse) position. Two (2) of the six (6) candidates have already accepted other employment. Mindy Idell continues to interview the remaining four (4) candidates.

**QUALITY COMMITTEE ..... July 17, 2018**

Dr. Patricia Lewis provided an overview of the Quality Committee meeting held on July 17, 2018. Minutes will be submitted on August 21, 2018.

**NEW BUSINESS / OTHER MATTERS:** None

**ADDITIONS**

None

**EXECUTIVE CLOSED SESSION:**

An Executive Session was needed to discuss matters related to personnel at approximately 7:51 p.m. in accordance with the Open Meetings Act Chapter 5 ILCS 120/2 (c) (1). Ronald Gottschalk 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 7:56 p.m. Dr. Patricia Lewis moved and Luci Hoover seconded to come out of Executive Session. All members voted aye in favor of motion, motion carried. No action was taken.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at approximately 7:57 p.m. with a motion by Jaymie Nelson and seconded by Dr. John Halversen. With that, all members voted in favor, motion carried.

Approved by the Board of Health 8/21/18  
Date

J Nelson  
Jaymie Nelson, Secretary  
Winnebago County Board of Health