

**Minutes of the
Winnebago County Board of Health
Tuesday, October 18, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

Present: Angie Goral, Ronald Gottschalk, Dr. John Halversen, Luci Hoover, Dr. Patricia Lewis, Dr. Steven Lidvall, and Jaymie Nelson

Absent: Susan Fernandez, James Powers, Dr. Allen Williams, Dr. David Helland

Staff Present: Theresa James, Todd Kisner, Patrick Madigan, Todd Marshall, Dr. Sandra Martell, Sue Merchen, Charlotte LeClercq, Kim Ponder, and John Barlow (recorder)

President Ronald Gottschalk called the meeting to order at 6:34 p.m.

Introduction of Guests / Public Participation: No guests present.

Setting the Agenda: Ronald Gottschalk requested that items 4 and 5 on the agenda be switched and asked for a motion to approve the agenda change. Dr. Steven Lidvall moved and Angie Goral seconded to switch items on agenda. With that, all members voted aye in favor, motion carried.

Ronald Gottschalk asked for a motion to set the amended agenda. Luci Hoover moved and Dr. Patricia Lewis seconded to set the amended agenda. With that, all members voted aye in favor, motion carried.

Approval of Minutes: Ronald Gottschalk asked for a motion to approve the minutes. Dr. Steven Lidvall moved and Luci Hoover seconded to approve the September 20, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

President's Report:

1. Reauthorizations and Resignations of Board of Health Members: Ronald Gottschalk reported that Dr. David Helland, Luci Hoover, and Dr. Steven Lidvall were reappointed by the Winnebago County Board for three (3) year terms. Ronald Gottschalk reported and read resignation letter submitted by Susan Fernandez.

Ronald Gottschalk asked for a motion to accept the resignation of Susan Fernandez from the Board of Health. Angie Goral moved and Jaymie Nelson seconded to accept the resignation. With that, all members voted aye in favor, motion carried.

2. Election of Board Officers:

Dr. Steven Lidvall, Nominating Committee Chair, briefed that the Nominating Committee had selected its slate of officers for nomination for the Board of Health: Ronald Gottschalk for President of the Board of Health, Dr. Allen Williams as Vice-President, and Jaymie Nelson as Secretary.

Dr. Steven Lidvall asked for a motion to accept the Board of Health officer nomination slate. Dr. Patricia Lewis moved and Luci Hoover seconded to accept the

officer slate as presented. With that, all members voted aye in favor, motion carried.

3. Committee Assignments: Ronald Gottschalk distributed a document listing the composition of the Board of Health (BOH) Committees and Chairs. Nominated Committee Chairs are as follows: Finance Committee Chair – Dr. John Halversen, Personnel Committee Chair – Luci Hoover, Policy Committee Chair – Dr. Patricia Lewis, and Quality Committee Chair – Dr. Patricia Lewis. Discussion was held on the committee assignments and the committees appointing Vice-Chairs.

Ronald Gottschalk asked for a motion to accept the Committee assignments and appointed Chairs. Luci Hoover moved and Dr. Patricia Lewis seconded to accept the assignments and Chairs as presented. With that, all members voted aye in favor, motion carried.

Presentation: Sue Merchen presented the 2015 Annual Report highlighting the Public Health Accreditation Domains. The 2015 Annual Report design utilizes a new branding that will also be used in the Strategic Plan Annual Update and the IPLAN Wellness Focused Winnebago County.

The Strategic Plan Annual Update for 2016 was presented by Dr. Sandra Martell and the achievements made on the goals were reviewed. Future updates will include action plans for each of the goals.

The WCHD Annual Report and Strategic Plan updates will be presented to the Board of Health annually at the October Board of Health meeting. These reports will also be submitted to the Winnebago County Board.

Winnebago County Health Department Highlights: Reports were included in the Board packet for the member's information.

Todd Marshall briefed that environmental health surveillance for West Nile Virus (WNV) is complete. Human cases typically lag. To date, there have been no human cases of WNV. WCHD will be presenting its annual WNV report on November 17th to Illinois mosquito control entities. Funds are still available to hold a tire drive which will be conducted during spring 2017.

Todd Marshall informed the Board members that the EH Laboratory will begin testing for lead in water. There has been an increase in request for testing of lead in water by the general public and for FHA loan inspections. In the past this test has been sent out to DeKalb for testing resulting in an increase in turnaround time for test results. EH will be purchasing an EPA approved palintest kit and possibly seek accreditation in the future. Calculations show that equipment cost could be recouped within seven (7) months or purchase while providing enhanced customer service to clients. The intent is to implement in November of 2016. Community education will be provided including presentation to the Realty Board who currently is the largest test requester.

Todd Kisner provided updates on Shigella, Gonorrhea and Influenza. The Community Outbreak of Shigella has been closed with only one case received during the last six weeks. An after action report is currently being generated.

The incident command for gonorrhea has also ceased since disease levels of

gonorrhoea have returned to baseline. Education was provided to health care partners on the rise in cases and the proper procedures for administering treatment. CD team also contacted case individuals to obtain partner information to provide education and ensure they were treated properly. A free walk-in STI testing clinic was conducted on September 2, 2016 with 21 individuals tested.

The first Influenza report of the season was sent out October 18, 2016, with no positive cases to date. The community Influenza Surveillance partners have provided input into changes for inclusion in the weekly report. The changes consisted of: positive tests by zip codes in county to identify clusters, long term care facilities outbreaks with vaccination rates, and total number of cases of influenza like illness instead of just the percentage.

Notification was received from the Centers for Disease Control and Prevention (CDC) that the specimens submitted from the cows were negative for cryptosporidium (crypto). The source of the crypto has not been identified. An after action report is currently being generated along with a closure letter to all participants to inform them of actions taken and results of the investigation. Special use permits and the Winnebago County Food Code are being reviewed as a result of this outbreak.

Todd Marshall informed the Board members that the Prairie Road Pump Neighborhood Association conducted a vote on options to rectify the issues with the water system. Voting participation was low and they are going door to door to discuss with the association members. The homes will have to be condemned if the system fails. WCHD continues to provide support.

A copy of the City of Rockford Center for Community Progress Report was included with the Administrator Report and Dr. Sandra Martell provided a brief on the report. WCHD contributed to generation of the report which details strategies to address blighted properties in Rockford. Karalyn Nimmo updated the Board members on the IPLAN-Wellness Focused Winnebago County. The document is in its final revision for distribution as shared by Sue Merchen. The internal steering committee will be reconvening next week, to begin the process of convening the community advisory groups. Memorandums of Understanding and agreements are currently being drafted for signatures by the community advisory groups.

Todd Kisner provided an update on the Refugee Health Services program. WCHD responded to a report of Neisseria meningitis in a newly arrived family. Kris Sibounehuag and Todd Kisner coordinated with Catholic Charities to ensure that extended family members were prophylaxed.

EXECUTIVE COMMITTEE: Ronald Gottschalk stated that the Executive Committee will conduct meeting on November 15, 2016 at 6:15 p.m. to discuss board membership & procedures. Meeting will be held at 555 N. Court St in room 120.

FINANCE COMMITTEEMeeting October 12, 2016
Dr. Steven Lidvall is chairing this part of the meeting.

1. Approval of Minutes: Dr. Steven Lidvall asked for a motion to approve the October 12, 2016 Finance Committee minutes. Luci Hoover moved and Angie Goral seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

2. Financial Reports: The financial reports for the month of September 2016 were presented, reviewed and referred for audit.

Dr. John Halversen moved and Luci Hoover seconded for approval of the total health fund expenditures for the month of September 2016 as follows:

Health Fund Expenditures..... \$ 541,740.17

All members voted aye in favor, motion carried.

3. Major Expenditure Requests: The September 2016 major expenditures were reviewed and approved by the Finance Committee at the October 12, 2016 meeting. Dr. Steven Lidvall asked for a motion to approve the 2 major expenditures as listed in the financial packet. Jaymie Nelson moved and Dr. Patricia Lewis seconded to approve the expenditures. With that, all members voted aye in favor, motion carried.

4. Revised Budget: Dr. Steven Lidvall informed the Board members that the amended Winnebago County Health Department (WCHD) budget was approved by the Winnebago County Board. Discussion was held on the amended budget and the increased COLA recommendation.

Dr. Steven Lidvall asked for a motion to approve the Amended WCHD budget with the 2% COLA increase for FY2017. Jaymie Nelson moved and Luci Hoover seconded to approve the amended budget and COLA increase; with all members voting aye, motion carried.

POLICY COMMITTEE.....**Meeting September 28, 2016**
Angie Goral is chairing this part of the meeting.

Angie Goral briefed the Board members that the meeting conducted on September 28, 2016 was for information sharing only as quorum was not reached.

1. Approval of Minutes: Angie Goral asked for a motion to approve the September 28, 2016 Policy Committee minutes. Dr. Patricia Lewis moved and Luci Hoover seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

2. Proposal for Testing of Lead in Water: The proposed testing of lead in water by Environmental Health Improvement (EHI) as highlighted in WCHD Highlights was reviewed and approved by the Policy Committee at the September 28, 2016 meeting. Angie Goral moved and John Halversen seconded to approve the proposed testing. With that, all members voted aye in favor, motion carried.

PERSONNEL COMMITTEE**Meeting October 12, 2016**
Luci Hoover is chairing this part of the meeting.

1. Approval of Minutes: Luci Hoover motioned to approve the October 12, 2016 Personnel Committee minutes and Dr. Steven Lidvall seconded. With that, all members voted aye in favor, motion carried.

2. Approval of Proposed Job Description – Director of Strategic Initiatives: The proposed Director of Strategic Initiatives job description was reviewed and approved by the Personnel Committee at the October 12, 2016 meeting. Luci Hoover requested a motion to approve the job description. Dr. Steven Lidvall moved and Dr. Patricia Lewis seconded. With that, all members voted aye in favor, motion carried.

QUALITY COMMITTEE.....Meeting September 20, 2016
Dr. Patricia Lewis is chairing this part of the meeting.

Dr. Patricia Lewis briefed that board members that the meeting conducted on September 20, 2016 was for information sharing only as quorum was not reached.

1. Approval of Minutes: Dr. Patricia Lewis motioned to approve the September 20, 2016 Quality Committee minutes and Angie Goral seconded. With that, all members voted aye in favor, motion carried.

NEW BUSINESS / OTHER MATTERS: None.

CORRESPONDENCE AND INFORMATION: Various materials were included in the Board packet for information purposes.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:04 p.m. with a motion by Dr. Patricia Lewis and seconded by Angie Goral, all members voting aye in favor, motion carried.

Approved by the Board of Health 11.15.2016
Date

J Nelson
Jaymie Nelson, Secretary
Winnebago County Board of Health