

**Minutes of the
Winnebago County Board of Health
Tuesday, June 21, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

Present: Susan Fernandez, Angie Goral, Ronald Gottschalk, Luci Hoover, Patricia Lewis, Steven Lidvall, James Powers, David Helland, and Allen Williams

Absent: John Halversen, Jaymie Nelson

Staff Present: Todd Kisner, Patrick Madigan, Todd Marshall, Sandra Martell, Kim Ponder, Charlotte LeClercq, and John Barlow (recorder)

President Ronald Gottschalk called the meeting to order at 6:32 p.m.

Introduction of Guests / Public Participation: No guests present.

Setting the Agenda: Ronald Gottschalk asked for a motion to set the agenda or amend. David Helland moved and Luci Hoover 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. Luci Hoover moved and David Helland seconded to approve the May 17, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

President's Report: Ronald Gottschalk briefed that he had spoken to Dr. Martell in regards to his concerns with the timeliness of receipt of the Board packets. Dr. Martell briefed that in the future the packets will be sent via overnight mail.

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

Todd Marshall provided a brief on vector surveillance. There are nine gravid traps strategically deployed throughout the County where positive tests have resulted in the past. 30 mosquito pools and five dead birds have been tested to date, with no positive tests for West Nile Virus.

On May 11, representatives from municipal public works departments attended a meeting and training conducted by IDPH. Workers were able to get licensed with the EPA for larviciding and their roles in mosquito surveillance and abatement were explained.

WCHD will be outreaching to the West End Community due to over 400 complaints received over the past year for garbage/rubbish. Meeting will be held to beautify the area along with vector prevention. Outreach was conducted to neighborhood organizations for Mosquito Captains, with no response received yet. It was recommended to contact County Board Member L.C. Wilson to assist in this effort.

Todd Marshall informed the Board members of the E-Coli investigation that was

conducted during May. A well sample was received from Robey Ave. in Rockford and testing revealed extremely high results of E-Coli bacteria and Incident Command was initialized. A field team was dispatched to the six homes that utilized wells in that area; a health alert was given and questions were answered. All six homes were tested with two resulting in high concentration of E-Coli and one unable to test due to the water not being hooked up. The homes identified with E-Coli were condemned.

A camera of the mains and the private lines was conducted by the Rock River Water Reclamation District and Pearson plumbing; however no cause of contamination was discovered. Two private wells located on Normandy, closer to the river, were also tested to ensure contamination did not spread; both tested negative for E-Coli. EH partnered with the City of Rockford to assist the home owners to hook up to city water.

On June 21, 2016, a camera was utilized to determine the depth of the wells and to look at the well casings. Crevices were noticed in the bedrock below the casings at 50 and 88 feet. Two of the homes have hooked up to city water and the condemnations have been lifted. The house currently not hooked up to water will convert to city water once connected again. Notice was given to the well owners on Normandy to test their wells frequently and to report any abnormal characteristics noticed in their water. During the investigation, the Communicable Disease team also looked at surveillance data for E-Coli GI complaints reported from that area with negative results.

Todd Kisner briefed that the Shigella community task force conducted two meetings during May. The Park District and YMCA attended with concerns to prevent cases at their summer camps. Education was provided on handwashing and issues with providing water were worked through. Cases are continuing to be received.

Todd Kisner informed the Board members that WCHD has not received any new test requests for Zika. As of the end of May, 15 requests have been submitted for Zika testing, with 14 negative results and one test at CDC. The CDC test is for a refugee that did not travel to a known Zika location, however child was born with microcephaly. Influenza surveillance was ended in May; final year report will be included in July 2016 Board of Health packet.

Sandra Martell briefed that WCHD conducted a vector borne illness tabletop exercise with municipality representatives. Exercise centered around what to do when first case is identified, the surveillance of the case, and the Epi circle.

Sandra Martell also stated that WCHD is currently in the final stages of the IPLAN gathering data phase. Meetings are being conducted with townships, communities and municipalities to help us identify the top priorities. Over 1,000 respondents have completed the Community Themes and Strength surveys. The WCHD team has visited various located that serve the underserved populations to gain their input.

EXECUTIVE COMMITTEE: Nothing to report.

FINANCE COMMITTEE**Meeting June 8, 2016**
Steve Lidvall is chairing this part of the meeting.

1. File of Approved Minutes: Minutes from May 11, 2016 meeting were presented for the Board for file. Minutes were approved by the Finance Committee members on June 8, 2016.

2. Approval of Minutes: Steven Lidvall asked for a motion to approve the June 8, 2016 Finance Committee Minutes. David Helland moved and Allen Williams seconded to approve the minutes. With that, all members voted aye in favor, motion carried.

3. Financial Reports:

Various financial reports for the month of May 2016 were presented, reviewed and referred for audit.

David Helland moved and Patricia Lewis seconded for approval of the total health fund expenditures for the month of May 2016 as follows:

Health Fund Expenditures..... \$ 737,903.07

All members voted aye in favor, motion carried.

Pat Madigan briefed that the County is also looking to cut back funding for next fiscal year, approximately 7-10%.

Steven Lidvall informed the Board that financial policies are being reviewed which will allow major contract expenses to be approved annually.

4. Major Expenditure Requests May 2016:

a. HUD Invoice – Gerke Enterprises	Luci Hoover moved and Patricia Lewis seconded to approve the HUD invoice for Gerke Enterprises in the amount of \$5,510.00 with all members voting aye, motion carried.
b. HUD Invoice – Gerke Enterprises	David Helland moved and Susan Fernandez seconded to approve the HUD invoice for Gerke Enterprises in the amount of \$6,651.00 with all members voting aye, motion carried.
c. HUD Invoice – Stene’s Contractors	David Helland moved and Patricia Lewis seconded to approve the HUD invoice for Stene’s Contractors in the amount of \$13,595.00 with all members voting aye, motion carried.
d. HUD Invoice – Stene’s Contractors	David Helland moved and Patricia Lewis seconded to approve the HUD invoice for Stene’s Contractors in the amount of \$12,875.80 with all members voting aye, motion carried.
e. HUD Invoice – Taylor Made Carpentry	Luci Hoover moved and Allen Williams seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$5,708.00 with all members voting aye, motion carried.
f. HUD Invoice – Taylor Made Carpentry	David Helland moved and Susan Fernandez seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$12,437.40 with all members voting aye, motion carried.

g. IDPH Vital Records Invoice- May	David Helland moved and Allen Williams seconded to approve the Vital Records May invoice for IDPH in the amount of \$7,564.00 with all members voting aye, motion carried.
h. Patagonia Health Invoice	David Helland moved and Patricia Lewis seconded to approve the Patagonia software invoice in the amount of \$5,387.20 with all members voting aye, motion carried.
i. Patagonia Health Invoice	Allen Williams moved and David Helland seconded to approve the Patagonia software invoice in the amount of \$5,387.20 with all members voting aye, motion carried.
j. Advanced Cleaning Invoice	Allen Williams moved and Susàn Fernandez seconded to approve the monthly cleaning services invoice in the amount of \$7,584.00 with all members voting aye, motion carried.
k. Thermo Fisher Scientific Invoice	David Helland moved and Patricia Lewis seconded to approve the laboratory Thermo Fisher invoice in the amount of \$6,785.00 with all members voting aye, motion carried.
l. Case Management Exp. – Whiteside County Health Dept.	David Helland moved and Patricia Lewis seconded to approve the Ryan White expense for Whiteside County in the amount of \$8,025.00 with all members voting aye, motion carried.
m. Case Management Exp. – DeKalb County Health Dept.	David Helland moved and Susan Fernandez seconded to approve the Ryan White expense for DeKalb County in the amount of \$9,144.63 with all members voting aye, motion carried.
n. Case Management Exp. – Project of the Quad Cities	David Helland moved and Patricia Lewis seconded to approve the Ryan White expense for The Project of the Quad Cities in the amount of \$19,527.82 with all members voting aye, motion carried.
o. Case Management Exp. – Pool Admin	David Helland moved and Patricia Lewis seconded to approve the Ryan White expense for Pool Admin in the amount of \$13,888.92 with all members voting aye, motion carried.
p. Family Planning – Nurse Practitioner	David Helland moved and Patricia Lewis seconded to approve Nurse Practitioner invoice for Pat Brandon in the amount of \$5,380.00 with all members voting aye, motion carried.
q. Preparedness Program – Antenna Repair and Upgrade	Patricia Lewis moved and David Helland seconded to approve the Preparedness Program expense for Kwik Kall Communications in the amount of \$8,521.91 with all members voting aye, motion carried.
r. Collier-18 Bacteria Testing Media - IDEXX	Luci Hoover moved and Susan Fernandez seconded to approve the Collier-18 expense for IDEXX in the amount of \$7,834.24 with all members voting aye, motion carried.
s. TimeClock Plus Software Upgrade	David Helland moved and Allen Williams seconded to approve the TimeClock Plus Software upgrade in the amount of \$5,667.31 with all members voting aye, motion carried.

5. IDPH Grant Renewals:

<p>a. Ryan White Funding</p>	<p>Luci Hoover moved and Patricia Lewis seconded to approve the Ryan White Grant in the amount of \$561,880.00 (April 1, 2016 – March 31, 2017), with all members voting aye, motion carried.</p>
<p>b. Vector Surveillance and Control</p>	<p>Pat moved and Luci Hoover seconded to approve the Vector Surveillance and Control Grant in the amount of \$34,136.00 (April 1, 2016 – March 31, 2017), with all members voting aye, motion carried.</p>

6. Finance Committee Charter:

Steven Lidvall discussed the changes made to the charter by the Finance Committee. Ronald Gottschalk remarked that a change was made to the charter under “Committee Structure” to read vice-chair instead of co-chair. This change should be made to all the charters.

Steven Lidvall asked for a motion to adopt the Finance Committee Charter as written. Allen Williams moved and David Helland seconded to adopt the charter, all members voted aye in favor, motion carried.

POLICY COMMITTEE.....Meeting May 25, 2016
 Angie Goral is chairing this part of the meeting.

1. **Quorum:** Angie Goral informed the Board that quorum was not reached for the May 25, 2016 meeting. Meeting was held for information sharing.

2. **Letter to the Editor – HEAL Act/Soda Tax:** Sandra Martell briefed the Board on the RRStar article on killing the soda tax. Several groups reached out wanting us to respond to the article. The HEAL Act allocates 20% of funding to local health departments and 80% to Medicaid enrolled populations. Obesity was identified as an issue in all the Healthcare system plans. A response was drafted to the article; however has not been sent yet. The Policy Committee will discuss response letter at next committee meeting.

PERSONNEL COMMITTEEMeeting May 17, 2016
 Luci Hoover is chairing this part of the meeting.

1. Committee is working on minutes of previous meetings.

QUALITY COMMITTEE.....No Meeting
 Patricia Lewis is chairing this part of the meeting.

1. Quality Committee will be meeting on June 28, 2016.

NEW BUSINESS / OTHER MATTERS: Discussion held on City representative to the Board. Dr. Martell stated that she will mention it at meeting with City next week.

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

EXECUTIVE SESSION:

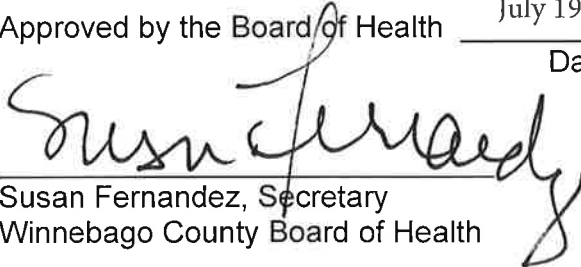
An executive session was needed to discuss matters related to personnel at 7:38 p.m. In accordance with the Open Meeting Act Chapter 5 ILCS 120/2 (c) (1). President Ronald Gottschalk asked for a motion to move to executive session, Luci Hoover moved and Allen Williams seconded to go into closed session to discuss matters related to personnel. A roll call vote was taken with members voting aye 2-0 in favor, motion carried.

The executive session ended at 8:34 p.m. Luci Hoover motioned to come out of executive session and Patricia Lewis seconded, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:35 p.m. with a motion by Luci Hoover and seconded by Patricia Lewis, all members voting aye in favor, motion carried.

Approved by the Board of Health July 19, 2016
Date


Susan Fernandez, Secretary
Winnebago County Board of Health