

**Winnebago County Board of Health  
Tuesday, July 16, 2013 @ 6:30 p.m., 555 North Court Street  
Winnebago County Health Department**

**PRESENT:** Angie Goral, Dr. David Helland, Luci Hoover, Ronald Gottschalk, Dr. Steven Lidvall, James Powers

**ABSENT:** Dr. John Halversen, Dr. Patricia Lewis, Daniel Saavedra, Ann Thompson-Kelly, Dr. Allen Williams

**STAFF PRESENT:** Mike Bacon, Judy Box-Brown, Dee Dunnett, Lisa Gonzalez, Steve Guedet, Michelle Jahr, Attorney Charlotte LeClercq

President Lidvall asked about the status of the Board member appointed to fill the open position on the Board, with Mr. Bacon commenting regarding the changeover in staff which has caused a delay in the scheduling process of appointments. Judy Box-Brown did check with the County this week, and the process is moving forward.

The Board discussed the issues of a “quorum” as defined in the Board of Health Bylaws. With the understanding of the Bylaws that a quorum was present, the meeting was called to order.

President Steven Lidvall called the meeting to order at approximately 6:45 p.m.

**SETTING THE AGENDA:** Jim Powers moved and Luci Hoover seconded to accept the agenda as presented, with all members voting aye.

**INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION:** None

**APPROVAL OF MINUTES:** Angie Goral moved and Jim Powers seconded to approve the June 25, 2013 Board of Health minutes as presented. All members voted aye, motion carried.

**PRESENTATION:** Lisa Gonzalez, Family Health Services Director, provided an update of the Maternal Infant Early Childhood Home Visiting (MIECHV) Program designed to strengthen and coordinate pregnant and early childhood involvement by linking families to quality early childhood programs that promote health, safety, development, and strong parent-child relationships. Ms. Gonzalez commented on the coordinated intake process for clients, referral to partner agencies, numbers served, etc.

Ms. Gonzalez highlighted the separately funded Community System Development part of the MIECHV program. The overall goal of the Community System Development is to look at the system of care for the prenatal through age five population and identify gaps in that system and strategic plans to address those gaps.

**ADMINISTRATOR / CENTER REPORTS:** Center reports were included in the Board packet for the member’s information.

Mr. Bacon mentioned the air quality monitoring report as part of the Environmental Health Center report and the Health Protection and Promotion report regarding public health concerns when attending fairs and recommended preventive measures regarding H3N2v.

President Lidvall asked about the criteria for air quality monitoring. Larry Swacina wasn't present to answer this question, but will be at the next Board meeting to follow up with the answer.

Dee Dunnnett informed the Board of the investigation of an outbreak of local *Pseudomonas aeruginosa* infection cases involving ear piercing at a local tattoo parlor.

**FINANCE COMMITTEE**..... The Finance Committee did not have a separate Committee meeting this month; therefore the following Finance business was conducted at the full Board meeting, with Dr. Lidvall chairing this part of the meeting, in the absence of Finance Chair Dr. Halversen

**1. Review of Financial Reports:**

Various financial reports for the month of June 2013 were presented, reviewed and referred for audit.

Dr. Lidvall thanked Michelle Jahr for the user-friendly financial reports and made comments regarding the Department's expense budget as we are three-quarters of the way through the budget year.

Jim Powers moved and Dr. Helland seconded for approval of total health fund expenditures for the month of June 2013 as follows:

**Health Fund**..... \$879,809.96

After Michelle Jahr answered a question from the Board regarding the health fund amount, all members voted aye, motion carried.

**1. Grant Renewals:**

**a. DCFS Health Works Contract Renewal**

Dr. Helland moved and Luci Hoover seconded to approve the DCFS Health Works Contract renewal in the amount of \$153,533 (July 1, 2013 through June 30, 2014). All members voted aye, motion carried.

**2. Major Expenditure Requests:**

**a. Scanning of Birth Books:**

The repair of birth books was tabled at last month's Board meeting. Since that time and at the request of the Board, research has been done regarding scanning the birth books as opposed to repairing / rebinding the books. Michelle Jahr commented that scanning will be an opportunity to go paperless and staff will be

able to easily search records. Scanning all of the birth books will be a multi-year project, for now scanning will include birth books from 1950-1976. The Board asked regarding the quality / readability of the scanned document. Staff feels that since the process will be a high-quality scan by a professional company this should not be a problem. After further discussion, Jim Powers moved and Ronald Gottschalk seconded to approve the amount of \$16,000 to scan the birth records, with all members voting aye, motion carried.

**b. Tobacco Program**

Dr. Helland moved and Ronald Gottschalk seconded to approve the budgeted expenditure in the amount of \$7,360 as payment to the City of Rockford Police Department for their assistance and support in completing tobacco compliance checks. All members voted to approve the payment, motion carried.

**c. Sealing and Striping Parking Lot (401 Division Street)**

Luci Hoover moved and Dr. Helland seconded to approve the expenditure in the amount of \$6,230 for sealing and striping the parking lot at 401 Division Street. Staff commented that the work on the parking lot has been deferred for a number of years and with the condition of the lot it's felt that this work can't be deferred any further. After staff answered questions regarding line item budget, long-term condition of the lot, all members voted aye to approve the expenditure to seal and restripe the parking lot, motion carried.

**d. Replacement of Garbage Dumpster Enclosure (401 Division Street)**

Angie Goral moved and Dr. Helland seconded to approve the expenditure in the amount of \$5,652 to replace the garbage dumpster enclosure at 401 Division Street. Mr. Bacon commented that the condition of the enclosure is in very bad shape and unserviceable at this point. Steve Guedet commented that the City code has specific requirements regarding materials used for structures of this type, but using the material specified by the code would increase the expenditure significantly (more than double). The company that would be doing the work of enclosing the dumpsters feels that they can get a waiver from the City regarding the specific material. After further discussion and questions regarding the budget all members voted aye to approve the expenditure to replace the garbage dumpster enclosure, motion carried.

**e. MUNIS Dashboard**

Dr. Helland moved and Jim Powers seconded to approve the expenditure in the amount of \$8,225.00 for MUNIS (County finance software) conversion. Michelle Jahr explained that this is a budgeted expenditure and the Department would like to implement the dashboard version of MUNIS which would be an easier transition for users. All members voted aye to approve the MUNIS dashboard expenditure, motion carried.

**f. Computer Lease**

Dr. Helland moved and Ronald Gottschalk seconded to approve the expenditure of \$224,750 for a five year computer lease (\$160,000 for 185 computers [hardware

only] and \$64,750 for software [185 computes at \$350 each]). Steve Guedet and Michelle Jahr commented that for the past several years we have budgeted for computer lease cost as an approach to have a more predictable cost and to insure our computer equipment is current. The least cost is budgeted except for the difference between the new lease (\$44,950) and the current lease (\$42,305). All members voted aye to approve the computer lease expenditure, motion carried.

**4. Revised Fee Schedule**

Dr. Helland moved and Ron Gottschalk and Jim Powers seconded to approve the proposed fee changes as presented (medical, laboratory, clinical and pharmacy costs). Client affordability and the methodology regarding fee adjustments (increases and decreases) were discussed. After staff answered questions from the Board, all members voted aye to approve the fee schedule as presented, motion carried.

**POLICY COMMITTEE**.....No Meeting

**PERSONNEL COMMITTEE** .....July 9 (unofficial meeting)

A quorum was not present at the Personnel Committee meeting on July 9, therefore no official minutes were taken but notes from the meeting was shared with the Board. The main items discussed were succession planning and leadership development.

**QUALITY IMPROVEMENT COMMITTEE**.....No Meeting

The Quality Improvement Committee has a meeting scheduled for next Tuesday, July 23 at 12 noon, to be held at the College of Medicine. The Committee will meet with the in-house Quality Council Team. A reminder will be sent out to the Committee members.

**NEW BUSINESS / OTHER MATTERS:**

To address the issue of Board of Health members' access to health department facilities for after-hour meetings, Steve Guedet suggested swipe cards be provided to the Board. Board members were in favor of this suggestion.

**UNFINISHED BUSINESS: NONE**

**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 7:45 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). President Steve Lidvall moved and Angie Goral seconded to go into closed session. A roll call vote was taken, with all members voting aye.

The meeting adjourned executive session at approximately 8:05 p.m. and continued with regular session with no action being taken in executive session.

**ACTION TAKEN AFTER RECONVENING REGULAR SESSION:**

Dr. Helland moved and Luci Hoover seconded to authorize Administration to secure the services of Leading Edge Consultants to work with the Department's leadership and Board to develop a succession plan for key leadership positions. All members voted aye, motion carried.

There being no further business, the meeting adjourned at 8:10 p.m.

Approved by the Board of Health August 20, 2013  
DATE

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Ronald E. Gottschalk, Secretary  
Winnebago County Board of Health