

**Minutes of the
Winnebago County Board of Health
Tuesday, October 20, 2015 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

PRESENT: Susan Fernandez, Angie Goral, Ronald Gottschalk, John Halversen, David Helland, Luci Hoover, Patricia Lewis, Steven Lidvall, James Powers, Allen Williams, Jaymie Nelson, Robert Wilhelmi

STAFF PRESENT: Lisa Gonzalez, Todd Kisner, Patrick Madigan, Todd Marshall, Sue Fuller, Sandra Martell, Kyle Auman, Karalyn Nimmo, Theresa James, Kim Ponder, Attorney Charlotte LeClercq and John Barlow (recorder)

President James Powers called the meeting to order at 6:40 p.m.

INTRODUCTION OF GUESTS / PUBLIC PARTICIPATION: James Powers introduced Robert Wilhelmi as new Board of Health member. All Board members and WCHD staff introduced themselves and their titles. James Powers also welcomed the guests in attendance: Nathaniel Quinn, UIC-Rockford and Haley, UIC-Chicago Public Health students; WCHD Staff Stephanie McDilda, Amanda Abbott, Victoria Scull, Karen Buck and Karla Chester.

SETTING THE AGENDA: James Powers asked for a motion to set the agenda or amend. John Halverson moved and Luci Hoover seconded to set the agenda, all members voted aye in favor, motion carried.

APPROVAL OF MINUTES: James Powers asked for a motion to approve the minutes. Attorney Charlotte LeClercq noted correction needed to include her in the Staff Present. Patricia Lewis noted correction needed, under the Health Department Highlights, to change the paragraph ending in "we have not heard nothing on" to read "we have not heard anything". Ronald Gottschalk noted correction needed, under Finance, to change "Patrick Madigan is chairing" to read "Patrick Madigan is presenting". Ronald Gottschalk moved and Luci Hoover seconded to approve the corrected September 15, 2015 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

PRESIDENT'S REPORT: President James Powers held a discussion on the Mercy Rockford Health System's presentation given at last month's meeting. He noted that we have not received replies to the inquires that were raised at last month's meeting. Discussion was held on sending a letter of consideration to the IL Health Facilities and Services Review Board addressing our concerns. The consensus of the Board members was to send the letter.

A discussion was also held on a request from the IL Public Health Association to send a letter to the Governor and Legislative representatives addressing the impact caused by the budget impasse on public health. The consensus of the Board members was to draft and send the letter.

WINNEBAGO COUNTY HEALTH DEPARTMENT HIGHLIGHTS: Reports were included in the Board packet for the member's information.

Todd Marshall provided a brief on West Nile Virus surveillance. The program has closed for the year with no human cases. The findings for the year are posted on our website and we are working on our final report to IDPH.

Todd Kisner provided a brief on communicable diseases. We had a pertussis outbreak at Auburn high school that we are still monitoring. We collaborated with the school district to get letters out to the parents; and also sent our CD team out to Jefferson and Auburn high schools and was able to provide 92 TDAP vaccinations to their staffs.

Todd Marshall informed the Board members that we were notified by IDPH that they will no longer provide laboratory testing of nitrates after December 31, 2015. We sent out letters to our Region I health departments notifying them that we are able to conduct this testing for them. Our Lab Supervisor will be retiring during October 2015.

Lisa Gonzalez briefed on the new report presented for our integrated clinic. We are still showing programmatic reports; however we will moving towards a more combined clinical report. The highest volume visits for September was our pediatric immunizations and STI visits.

Kari Nimmo briefed that documentation was resubmitted for the seventeen measures that were reopened by PHAB. Most of the measure discrepancies were due to missing signatures and dates or out of their scope of authority. PHAB is moving away from individual based services to more population based focus. The next step is any requests for additional information and questions for site visit. The projected site visit is between January and March 2016.

Sandra Martell reported that we are starting to receive some federal funds coming through. We have decided that we will no longer accept the Subsequent Pregnancy Grant as it is a competitive grant that we have not heard anything on.

Sandra Martell briefed that we are becoming an active participant of the UIC community IRB.

Sandra Martell also reported that our FY16 County budget was approved as submitted and is in place as of October 1, 2015.

Todd Marshall briefed on the restaurant violations for the month. 6 restaurants reported for hearings for various issues this month. Common discrepancies were handwashing, food temperatures and sanitation/pest control. Clock Tower catering and the Tilted Kilt restaurant were closed due to inadequate refrigeration, food temperatures, no hot water and not submitting required documentation.

EXECUTIVE COMMITTEE:
No Report.

FINANCE COMMITTEE.....No Meeting
 John Halversen is chairing this part of the meeting.

1. Financial Reports:

Various financial reports for the month of September 2015 were presented, reviewed and referred for audit.

Steven Lidvall moved and Allen Williams seconded for approval of the total health fund expenditures for the month of September 2015 as follows:

Health Fund Expenditures..... \$803,946.93

All members voted aye in favor, motion carried.

2. Major Expenditure Requests:

a. EH Custom Data Processing Software	Luci Hoover moved and Steven Lidvall seconded to approve EH Custom Data Processing Software expenditure in the amount of \$30,390.00 with all members voting aye, motion carried.
b. HUD Invoice – Taylor Made Carpentry	Ronald Gottschalk moved and Allen Williams seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$13,288.80 with all members voting aye, motion carried.
c. Case Management Exp. – Dekalb County Health Dept.	Ronald Gottschalk moved and Susan Fernandez seconded to approve the Ryan White expense for Dekalb County in the amount of \$8,481.88 with all members voting aye, motion carried.
d. Flu Vaccine Invoice	Ronald Gottschalk moved and Allen Williams seconded to approve the flu vaccine invoice to Sanofi Pasteur in the amount of \$18,899.26 with all members voting aye, motion carried.
e. Flu Vaccine Invoice	Ronald Gottschalk moved and Allen Williams seconded to approve the flu vaccine invoice to Glaxo Smith Kline in the amount of \$19,116.50 with all members voting aye, motion carried.
f. Contractual APN Services for Clinic	Ronald Gottschalk moved and Susan Fernandez seconded to approve the APN services invoice to Pat Brandon in the amount of \$5,470.00 with all members voting aye, motion carried.
g. IDPH Death Certificate Invoice	Ronald Gottschalk moved and Luci Hoover seconded to approve Death Certificate invoice to IDPH in the amount of \$7,148.00 with all members voting aye, motion carried.
h. Advanced Cleaning Invoice	Ronald Gottschalk moved and Patricia Lewis seconded to approve monthly cleaning services invoice in the amount of \$7,787.00 with all members voting aye, motion carried.

i. Case Management Exp. – Whiteside County Health Dept.	Ronald Gottschalk moved and Susan Fernandez seconded to approve the Ryan White expense for Whiteside County in the amount of \$5,725.00 with all members voting aye, motion carried.
j. Administration IT Services expense	Ronald Gottschalk moved and Patricia Lewis seconded to approve the IT services expense to HIPSKIND in the amount of \$7,590.00 with all members voting aye, motion carried.

3. IDPH Grant Renewals:

a. Illinois Title X Family Planning Program	David Helland moved and Steven Lidvall seconded to approve the Illinois Title X Family Planning Program Grant in the amount of \$266,250.11 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.
b. PHEP Ebola Supplemental	Luci Hoover moved and Patricia Lewis seconded to approve the PHEP Ebola Supplemental Grant in the amount of \$25,603.00 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.
c. Public Health Emergency Preparedness	Ronald Gottschalk moved and Luci Hoover seconded to approve the Public Health Emergency Preparedness Grant in the amount of \$179,331.00 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.
d. Affordable Care Act In-Person Counselor (IPC)	Ronald Gottschalk moved and Allen Williams seconded to approve the Affordable Care Act In-Person Counselor (IPC) Grant in the amount of \$41,190.56 (July 1, 2015 – July 31, 2015), with all members voting aye, motion carried.
d. Safe Drinking Water	David Helland moved and Angie Goral seconded to approve the Safe Drinking Water Grant in the amount of \$12,100.00 (October 1, 2015 – September 30, 2016), with all members voting aye, motion carried.

POLICY COMMITTEE..... September 15, 2015 @ 5:30 p.m.
Angie Goral is chairing this part of the meeting.

1. Approval of Minutes: Angie Goral motioned and Patricia Lewis seconded to approve the September 15, 2015 Policy Committee minutes. With that, all members voted aye, motion carried.

PERSONNEL COMMITTEEOctober 20, 2015 @ 5:30 p.m.
Susan Fernandez is chairing this part of the meeting.

Susan Fernandez briefed that the Personnel Committee met and discussed the requirement for the Administrator’s performance assessment and the supporting and contributing documents. We will also bring back some of the past tools for the evaluation. The Committee will be meeting again in mid-November to review additional documentation.

QUALITY IMPROVEMENT COMMITTEE.....October 20, 2015 @ 6:15 p.m.
Patricia Lewis is chairing this part of the meeting.

Patricia Lewis that the Quality Improvement Committee met and discussed status updates to the Strategic Plan and PHAB accreditation. Multiple meetings are planned to work on the Strategic Plan to ensure alignment with our I-Plan.

NOMINATING COMMITTEENo Meeting
John Halversen is chairing this part of the meeting.

John Halversen briefed that he has spoken to all three officers of the Board and they have agreed to continue to serve in their positions for an additional year. John Halversen motioned and Allen Williams seconded to have James Powers serve as President of the Board, Ronald Gottschalk serve as Vice-President of the Board, and Susan Fernandez serve as Secretary of the Board. All members voted aye in favor, motion carried.

NEW BUSINESS / OTHER MATTERS:

James Powers thanked Kim Ponder, County HR for coordinating the influenza vaccinations for the BOH.

James Powers thanked the guests for attending and informed them that the arrangement of seating for BOH meetings will be changed to a "U" shape to better accommodate guests.

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

a. County Mental Health Advisory Committee Minutes

Angie Goral briefed that we have received approximately 2,000 Community surveys and about 40 Provider/Referent surveys. We will next begin the data analysis and conduct focus groups.

EXECUTIVE SESSION:

An executive session was needed to discuss matters related to personnel at 7:48 p.m. in accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). President James Power moved and Patricia Lewis seconded to go into closed session to discuss matters related to personnel. A roll call was taken with all members voting aye in favor, motion carried.

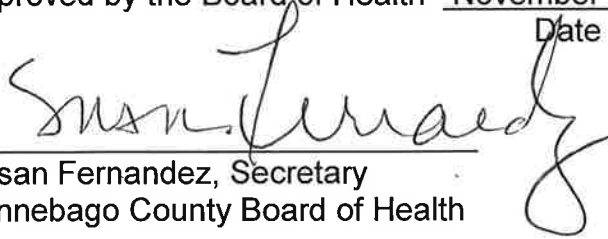
There were no motions or votes taken in executive session and the Executive session ended at 8:22 p.m. Ronald Gottschalk motioned to come out of Executive session and Allen Williams seconded, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:22 p.m. with a motion by Luci Hoover and seconded by Allen Williams, all members voting aye in favor, motion carried.

Approved by the Board of Health November 17, 2015

Date

A handwritten signature in cursive script, appearing to read "Susan Fernandez", written over a horizontal line.

Susan Fernandez, Secretary
Winnebago County Board of Health