

**Corrected Minutes of the  
Winnebago County Board of Health  
Tuesday, April 19, 2016 @ 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, Robert Wilhelmi and Jaymie Nelson

**Staff Present:** Todd Kisner, Lisa Gonzalez, Patrick Madigan, Todd Marshall, Sue Merchen, Sandra Martell, Kyle Auman, Karalyn Nimmo, Theresa James, Kim Ponder, and John Barlow (recorder)

President James Powers called the meeting to order at 6:31 p.m.

**Introduction of Guests / public Participation:** No guests present.

**Setting the Agenda:** James Powers asked for a motion to set the agenda or amend. Luci Hoover moved and Angie Goral 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. Patricia Lewis moved and David Helland seconded to approve the March 15, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

**Presidents Report:** James Powers welcomed back Steven Lidvall and Angie Goral. James Powers also mentioned that all Board members will be required to complete Open Meetings Act training electronically as this is an annual requirement. Discussion was held on the best time of year to conduct the training and it was determined that the training would be conducted now, and future training would be done each October.

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

Todd Marshall provided a brief on the neighborhood code enforcement. WCHD is working with waste disposal companies to assist a specific unincorporated area on the west side with disposal services. WCHD will also work with the neighborhood group to schedule a meeting with the residents of the area. This is being done to beautify the area along with vector prevention. Environmental Health is also working to create a county wide mosquito plan; partnering with the municipalities and neighborhood groups to assist with surveillance/abatement.

Todd Kisner briefed that the Shigella community task force met for the first time on March 22, 2016 and again last week. Dr. Mark Dworkin gave a presentation on Shigellosis and control measures. The task force consisted of a diverse group with 2 school districts, daycares, hospitals and academia. The next meeting is scheduled for May 4, 2016.

Todd Kisner informed the Board members that the influenza activity is declining. He also stated that of the 12 requests submitted for Zika testing, 8 negative results have been received back. The turnaround time for the results is approximately one month.

Sue Merchen provided a brief on the regional PIO workgroup's coordinated news release that was sent to the media addressing the impact the state budget impasse was having on their departments. Ogle, Boone, and Winnebago County Health departments were all interviewed on TV/radio and letters were sent to the editorial boards.

Theresa James briefed on the Winnebago County tornado drill large scale exercise conducted on February 19, 2016. This enabled the staff to receive invaluable training functioning as part of an Emergency Operations Center (EOC).

Theresa James also informed the Board about the Active Shooter training conducted with our staff on March 11, 2016. The Sherriff's office, Rockford Police Department, Rock Valley College and Rockford chaplains participated in the exercise. This enabled all participants to train in the event of an actual active shooter incident. A hotwash on the exercise was conducted at the conclusion to gain observations and inputs from all participants.

**EXECUTIVE COMMITTEE:** James Powers informed the Board members the UIC Research day was held last week and Qing Wang was the awardee for the Public Health Practices award. Her research was Qualitative Analysis of Barriers to Healthy Living in Rural Stephenson and Carroll Counties, Illinois.

James Powers briefed that a motion from the Personnel Committee was approved by the Executive Committee. The motion was that the Board hire Terry White for investigation of a personnel issue. The contract should not exceed 10 hours at \$100/hour with the findings to be reported to the Personnel Committee. Luci Hoover moved and Allen Williams moved for approval of the motion. With that, all members voted aye in favor, motion carried.

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

**1. Financial Reports:**

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

Steven Lidvall moved and Angie Goral seconded for approval of the total health fund expenditures for the month of March 2016 as follows:

**Health Fund Expenditures**..... \$703,935.02

All members voted aye in favor, motion carried.

**2. Major Expenditure Requests March 2016:**

<b>a. IDPH Vital Records Invoice-March</b>	Steven Lidvall moved and Luci Hoover seconded to approve the Vital Records March invoice for IDPH in the amount of \$8,308.00 with all members voting aye, motion carried.
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<b>b. Advanced Cleaning Invoice</b>	Allen Williams 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.
<b>c. Family Planning – Nurse Practitioner</b>	Luci Hoover moved and Allen Williams seconded to approve Nurse Practitioner invoice for Pat Brandon in the amount of \$6,150.00 with all members voting aye, motion carried.
<b>d. Case Management Exp. – DeKalb County Health Dept.</b>	Patricia Lewis moved and Susan Fernandez seconded to approve the Ryan White expense for DeKalb County in the amount of \$8,513.50 with all members voting aye, motion carried.
<b>e. HUD Invoice – Arcos Environmental</b>	Steven Lidvall moved and Allen Williams seconded to approve the HUD invoice for Arcos Environmental in the amount of \$15,000.00 with all members voting aye, motion carried.
<b>f. HUD Invoice – Arcos Environmental</b>	Steven Lidvall moved and Allen Williams seconded to approve the HUD invoice for Arcos Environmental in the amount of \$9,775.00 with all members voting aye, motion carried.
<b>g. HUD Invoice – Arcos Environmental</b>	Steven Lidvall moved and Allen Williams seconded to approve the HUD invoice for Arcos Environmental in the amount of \$10,356.00 with all members voting aye, motion carried.
<b>h. HUD Invoice – Taylor Made Carpentry</b>	Patricia Lewis moved and Luci Hoover seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$10,502.00 with all members voting aye, motion carried.
<b>i. HUD Invoice – Taylor Made Carpentry</b>	Steven Lidvall moved and Luci Hoover seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$10,428.00 with all members voting aye, motion carried.
<b>j. HUD Invoice – Taylor Made Carpentry</b>	Patricia Lewis moved and Susan Fernandez seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$14,043.00 with all members voting aye, motion carried.
<b>k. HUD Invoice – Taylor Made Carpentry</b>	Luci Hoover moved and Patricia Lewis seconded to approve the HUD invoice for Taylor Made Carpentry in the amount of \$5,795.00 with all members voting aye, motion carried.
<b>l. HUD Invoice – Gerke Enterprises</b>	Steven Lidvall moved and Luci Hoover seconded to approve the HUD invoice for Gerke Enterprises in the amount of \$7,369.00 with all members voting aye, motion carried.
<b>m. HUD Invoice – Gerke Enterprises</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the HUD invoice for Gerke Enterprises in the amount of \$5,775.80 with all members voting aye, motion carried.
<b>n. Case Management Exp. – Pool Admin</b>	Luci Hoover moved and Allen Williams seconded to approve the Ryan White expense for Pool Admin oral health care billings in the amount of \$6,600.68 with all members voting aye, motion carried.



<b>o. Case Management Exp. – Whiteside County Health Dept.</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the Ryan White expense for Whiteside County in the amount of \$5,662.00 with all members voting aye, motion carried.
<b>p. Case Management Exp. – Project of the Quad Cities</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the Ryan White expense for The Project of the Quad Cities in the amount of \$47,386.56 with all members voting aye, motion carried.
<b>q. Rockford Health Council (RHC) Membership Dues</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the RHC membership dues in the amount of \$6,798.00 with all members voting aye, motion carried.
<b>r. Patagonia Invoice</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the monthly maintenance contract invoice for Patagonia in the amount of \$5,387.20 with all members voting aye, motion carried.
<b>s. ThermoFisher Scientific Lead Analyzer</b>	Luci Hoover moved and Allen Williams seconded to approve the ThermoFisher Scientific Lead Analyzer resourcing expense in the amount of \$6,785.00 with all members voting aye, motion carried.
<b>t. Northern IL Public Health Consortium (NIPHC) Membership Dues</b>	Steven Lidvall moved and Luci Hoover seconded to approve the NIPHC membership dues in the amount of \$5,073.20 with all members voting aye, motion carried.

### 3. IDPH Grant Renewals:

<b>a. Ebola Supplemental</b>	Steven Lidvall moved and Patricia Lewis seconded to approve the Ebola Supplemental Grant Amendment in the amount of \$25,603.00 (July 1, 2015 – June 30, 2017), with all members voting aye, motion carried.
<b>b. Vaccines for Children (VFC)</b>	Steven Lidvall moved and Susan Fernandez seconded to approve the Vaccine for Children Grant in the amount of \$30,000.00 (January 1, 2016 – December 31, 2016), with all members voting aye, motion carried.
<b>c. Family Planning Title X</b>	Patricia Lewis moved and Steven Lidvall seconded to approve the Family Planning Grant in the amount of \$199,687.58 (July 1, 2015 – June 30, 2016), with all members voting aye, motion carried.

**4. NOFA – Lead Hazard Reduction (LHRD) Grant:** Todd Marshall briefed that the Health department is putting together a grant request for the LHRD Grant which will total \$2.5 million. The grant will also include a Healthy Homes incentive and we currently employ two healthy home specialists.

**POLICY COMMITTEE**..... April 19, 2016 @ 5:30 p.m.  
Angie Goral is chairing this part of the meeting.

**1. Cellphone Policy:** Angie Goral briefed that this was an adopted recommendation from the March 15, 2016 Board of Health as a cost saving measure. The Policy Committee motioned for approval of the Cellphone policy as written. With that, all members voted aye in favor, motion carried.

**PERSONNEL COMMITTEE** .....April 18, 2016 @ 5:30 p.m.  
Luci Hoover is chairing this part of the meeting.

1. Luci Hoover briefed that the Personnel Committee is currently working on the Public Health Administrators performance review.

**QUALITY COMMITTEE**.....March 29, 2016 and April 11, 2016 @ 12:30 p.m.  
Patricia Lewis is chairing this part of the meeting.

1. **File of Approved Minutes:** Minutes from March 29, 2016 meeting were presented for the Board for file. Minutes were approved by the Quality Committee members on April 11, 2016.

2. **Strategic Plan Executive Summary:** Patricia Lewis notified the Board that the Quality Committee motioned approval of the Strategic Plan Executive Summary to the Board. With that, all members voted aye in favor, motion carried.

3. **Board of Health Committee Grid – Delegation of Assignments:** Patricia Lewis presented the BOH Committee grid to the Board members. The Quality Committee is sending the grid and their respective charters to the Committees for review.

4. **Quality Charter:** Patricia Lewis briefed that the Quality committee adopted their Charter at the April 11, 2016 meeting.

5. **I-PLAN Logo and Branding:** Suggestions were received from health departments that recently completed I-Plan to brand the I-Plan to gain better community involvement. An I-Plan steering committee member created a logo and brand which was presented for review to the Committee members titled “Wellness Focused Winnebago County”.

Patricia Lewis asked for a motion for adoption of the I-Plan logo. Steven Lidvall moved and John Halversen seconded to approve the logo and branding. With that, all members voted aye in favor, motion carried.

**NEW BUSINESS / OTHER MATTERS:** James Powers notified the Board member of the resignation of Lisa Gonzalez (Family Health Services Director). Lisa Gonzalez will be moving on to fill the Administrator position at the Dekalb County Health Department.

**EXECUTIVE SESSION:**

An executive session was needed to discuss matters related to personnel at 7:52 p.m. In accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1)., James Powers 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.

The Executive session ended at 8:25 p.m. Luci Hoover motioned to come out of Executive session and Patricia Lewis seconded, all members voted aye in favor, motion carried.

Upon conclusion of the executive session, Luci Hoover moved and Dr. Lewis seconded a motion that:

- 1) Terry White be authorized to move forward immediately to look into recent personnel complaints, report his findings to the Personnel Committee, make recommendations to the Personnel Committee and the Board of Health based on those findings, and have a preliminary cap of twenty hours at \$100.00 an hour to provide those services.
- 2) The Board of Health initiate a process to review the compensation levels for Director level personnel at the Winnebago County Department of Health.

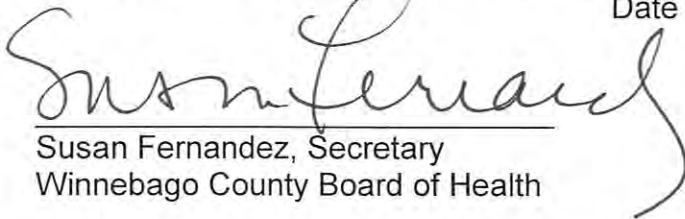
With that, all members voted aye in favor, motion carried.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at approximately 8:27 p.m. with a motion by Luci Hoover and seconded by Ronald Gottschalk, all members voting aye in favor, motion carried.

Approved by the Board of Health May 17, 2016

Date

  
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Susan Fernandez, Secretary  
Winnebago County Board of Health