

**Minutes of the
Winnebago County Board of Health
Tuesday, July 19, 2016 @ 6:30 p.m., 555 North Court Street
Winnebago County Health Department**

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

Absent: Dr. John Halversen, Susan Fernandez, James Powers, and Dr. David Helland

Staff Present: Patrick Madigan, Todd Marshall, Dr. Sandra Martell, Charlotte LeClercq, and John Barlow (recorder)

President Ronald Gottschalk called the meeting to order at 6:30 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. Luci Hoover moved and Dr. Patricia Lewis 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. Dr. Patricia Lewis moved and Luci Hoover seconded to approve the June 21, 2016 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

Presentation: Sandra Martell gave a presentation on the Community Health Status Assessment and the health issues were prioritized by the Board members utilizing the prioritization matrix.

President's Report: Ronald Gottschalk appointed Dr. Steven Lidvall as the Nominating Committee to present a slate of candidates for Board officers at the October 2016 meeting.

Ronald Gottschalk asked for a motion to appoint Dr. Allen Williams as Vice President of the Board of Health for the remainder of the term. Luci Hoover moved and Jaymie Nelson seconded to approve the appointment. With that, all members voted aye in favor, motion carried.

Ronald Gottschalk presented the Board of Health Annual Summary of Actions for 2015 to the Board members for review and revise. No changes were made.

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

Todd Marshall provided an overview vector surveillance. WCHD confirmed the first positive pool for West Nile Virus in Machesney Park last week and received the 2nd positive pool today (July 19, 2016) in south Rockford. Social media and media interview will be used to inform and educate the public on prevention and control measures

Todd Marshall provided an update on the Robey Avenue contamination of wells with E-Coli. All condemnations on impacted homes that were connected to city water were lifted. The final home that was in process of being flipped was tested when it reconnected to its local well. E-Coli was present, the home has been condemned, and the owner is connecting to city water.

Todd Marshall informed the Board members that Environmental Health (EH) will be receiving 100 radon kits from IEMA (Illinois Emergency Management of Illinois Environmental Protection Agency EPA). WCHD will charge \$10.00 per kit to recover cost and enable sustainability. The homeowner will submit the test kit to the identified laboratory via mail. The sample will be tracked by serial number which will allow EH to have the ability to obtain the results of the testing electronically.

Todd Marshall briefed a complaint had been received regarding an event sponsored by a local charitable organization. The event was held at an unlicensed food establishment at which there were reportedly no bathrooms or running water. Fifteen (15) vendors participated in the event and did not obtain the required permit per Winnebago County ordinance. Notices have been developed will be sent out to the vendors fining them \$150.00 (cost of late permit) for failure to obtain proper permit.

Sue Merchen provided information on the national HIV testing day conducted on June 27, 2016. Outreach was conducted by sending out a press release, utilizing social media and conducting three media interviews. Fourteen (14) individuals participated in the testing.

Dr. Sandra Martell informed the Board members of the trip to New Orleans as part of the peer exchange with the City of New Orleans/New Orleans Health Department. This trip was coordinated through the Rockford Police Department in response to recommendations from the analysis conducted. The NOLA for life is focused on violence prevention and is coordinated through the health department as part of their community health improvement plan. The Early childhood programs provided in partnership with local Universities focusing on infant attachment and parenting were reviewed specifically by Dr. Martell.

Dr. Martell briefed the Board that PHAB Action Plans on being worked and are on target for submittal next month. The action plans will be taken to the next Board of Health (BOH) Quality Committee scheduled for August 16, 2016.

Ronald Gottschalk inquired about the posting of food scores. Todd Marshall briefed that a Quality Improvement team is being established to address this. The team will include consumers, vendors and WCHD staff. This will address not only posting of food scores; but also consistency of inspections and education for vendors and public. Jaymie Nelson volunteered to participate as a member of the Quality team.

Ronald Gottschalk praised the involvement of WCHD with the Prairie Road Pump Neighborhood Association. Todd Marshall stated that the presentation was well attended and provided the community members with neutral venue to discuss the water system. WCHD facilitated discussion which included the issue with the water system, solution options to address and resources for them to utilize. An engineer has agreed to to assist them with the IEMA loan and installation of new storage tank.

Sandra Martell noted the inclusion of the 2015-2016 Influenza Surveillance Report for the Board members review.

EXECUTIVE COMMITTEE: Ronald Gottschalk presented and asked for a motion to adopt the Executive Committee Charter. Luci Hoover moved and Dr. Allen Williams seconded to adopt the charter. With that, all members voted aye in favor, motion carried.

FINANCE COMMITTEEMeeting July 13, 2016
Dr. Steven Lidvall is chairing this part of the meeting.

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

Dr. Allen Williams moved and Dr. Patricia Lewis seconded for approval of the total health fund expenditures for the month of June 2016 as follows:

Health Fund Expenditures..... \$ 706,465.87

All members voted aye in favor, motion carried.

2. Major Expenditure Requests: The June 2016 major expenditures were reviewed and approved by the Finance Committee at the July 13, 2016 meeting. Dr. Steven Lidvall provided a brief description on the expenditures and asked for a motion to approve the 13 major expenditures as listed in the financial packet. Jaymie Nelson moved and Luci Hoover seconded to approve the expenditures. With that, all members voted aye in favor, motion carried.

Dr. Steven Lidvall asked for a motion to approve the four proposed major expenditures as listed in the financial packet. Jaymie Nelson moved and Dr. Allen Williams seconded to approve the expenditures. With that, all members voted aye in favor, motion carried.

3. Grant Renewals: The June 2016 grants were reviewed and approved by the Finance Committee at the July 13, 2016 meeting. Dr. Steven Lidvall provided a brief description on the grants asked for a motion to approve the 6 grants as listed in the financial packet. Luci Hoover moved and Dr. Patricia Lewis seconded to approve the grants. With that, all members voted aye in favor, motion carried.

4. Financial Recommendation: The recommendation to suspend the remaining furlough date of September 2, 2016 was reviewed. The Finance Committee recommended suspending the final furlough date of September 2, 2016. Dr. Patricia Lewis moved and Dr. Allen Williams seconded to suspend the last furlough date. With that, all members voted aye in favor, motion carried.

5. Adoption of Policy – Expenditure Approval Authorities: Dr. Steven Lidvall briefed that the policy had been reviewed by the Finance Committee; however the States Attorney has not reviewed. Policy approval was tabled until next Board meeting pending review by the States Attorney.

6. Draft Proposed FY2017 Budget and Narrative: The draft budget narrative and budget was presented. The Finance Committee and Board are encouraged to review and submit any changes. The Finance Committee will approve and recommend adoption at the regularly scheduled August Finance Committee meeting with presentation to the full Board on August 16, 2016.

POLICY COMMITTEE.....Meeting June 22, 2016

Ms. Angie Goral is chairing this part of the meeting.

1. Approval of Minutes: Angie Goral asked for a motion to approve the June 22, 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. Charter Adoption: Angie Goral presented and asked for a motion to adopt the Policy Committee Charter. Dr. Patricia Lewis moved and Dr. Allen Williams seconded to adopt the charter. With that, all members voted aye in favor, motion carried

3. Adoption of Policy – Public Participation at Board of Health Meeting: Angie Goral briefed that the policy has been reviewed by the Policy Committee; however the committee will review changes made to the policy and review at next Policy Committee meeting for approval to the Board.

PERSONNEL COMMITTEENo Meeting

Ms. Luci Hoover is chairing this part of the meeting.

QUALITY COMMITTEE.....No Meeting

Dr. Patricia Lewis is chairing this part of the meeting.

1. Next Quality Committee meeting will be scheduled for August 16, 2016.

NEW BUSINESS / OTHER MATTERS: None.

CORRESPONDENCE AND INFORMATION: The minutes from the Mental Health Advisory Committee were included.

EXECUTIVE SESSION:

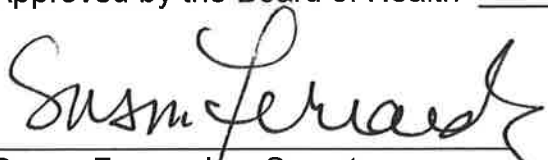
An executive session was needed to discuss matters related to personnel at 8:03 p.m. In accordance with the Opens Meeting Act Chapter 5 ILCS 120/2 (c) (1). President Ronald Gottschalk asked for a motion to move to executive session, Dr. Allen Williams moved and Angie Goral seconded to go into closed session to discuss matters related to personnel. A roll call vote was taken with members voting aye 6-0 in favor, motion carried.

The executive session ended at 8:45 p.m. Dr. Allen Williams motioned to come out of executive session and Dr. Patricia Lewis seconded, all members voted aye in favor, motion carried.

ADJOURNMENT:

There being no further business, the meeting adjourned at approximately 8:46 p.m. with a motion by Luci Hoover and seconded by Jaymie Nelson, all members voting aye in favor, motion carried.

Approved by the Board of Health 8.16.2016
Date



Susan Fernandez, Secretary
Winnebago County Board of Health