

**Minutes of the  
Winnebago County Board of Health  
Tuesday, July 21, 2015 @ 6:30 p.m., 555 North Court Street  
Winnebago County Health Department**

**PRESENT:** Angie Goral, Allen Williams, John Halversen, David Helland, Sue Fernandez, Ronald Gottschalk, Patricia Lewis, Steven Lidvall, James Powers

**ABSENT:** Luci Hoover

**STAFF PRESENT:** Lisa Gonzalez, Patrick Madigan, Todd Kisner, Todd Marshall, Sue Fuller, Sandra Martell, Kyle Auman, Karalynn Nimmo, John Barlow (recorder)

President James Powers called the meeting to order at 6:38 p.m.

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

**SETTING THE AGENDA:** President James Powers asked for a motion to set the agenda or amend. Ron Gottschalk moved and Patricia Lewis seconded to set the agenda, all members voted aye in favor, motion carried.

**APPROVAL OF MINUTES:** President James Powers asked for a motion to approve the minutes. Ron Gottschalk moved and Allen Williams seconded to approve the June 16, 2015 Board of Health Minutes. With that, all members voted aye in favor, motion carried.

**PRESIDENT'S REPORT:** President James Powers spoke on meeting with County Chairman on nomination for new Board of Health member. Jaymie Nelson, Administrator and General Manager at Giovanni's will be voted on at the County Board meeting July 23, 2015 for new Board of Health member. He also spoke with Jim Ryan, City Administrator on the City's Board of Health (BOH) replacement. Mr. Ryan will be submitting name of Rob Wilhelmy to be nominated for replacement.

**PRESENTATION:** None.

**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. We received 1<sup>st</sup> positive dead bird (grackle) with virus and confirmed with the state on July 1, 2015; which is earlier than previous years. Mosquito traps have been set up and larvicide has been passed out to our municipalities for their catch basins.

Todd Kisner provided a brief on a case of wound botulism that we received. We went into incident command and alerted the 1<sup>st</sup> responders, IDPH and CDC. Majority of wound botulism comes from heroin users utilizing "Black tar" heroin. Case turned out to be a lab misread and not to be wound botulism; however was a good drill and education for us. Todd Kisner also informed that we have immunized 62 of our MSM population for Meningitis.

Sue Fuller provided a brief on NHANES. NHANES is now in town. Six Community leaders received examinations today and official examinations will start tomorrow. The goal is to conduct 498 examinations. Examinations are extensive based off of age and gender and utilize the latest technology.

Todd Marshall provided a brief on the Business First Initiative. This is a joint venture with Winnebago County and City of Rockford Building and Zoning, Small Business Development and Rock River Reclamation district. This venture is to assist future food business owners and educating them through the process of opening and to help economic development.

Theresa James provided a brief on our Emergency Operations Plan (EOP). Our previous EOP was not cohesive with the city and county plans. We have coordinated with the city and county during their EOP revisions and we all three now mesh together coherently. The plan was also simplified and has decreased in size. The EOP is Homeland Security compliant.

Lisa Gonzalez discussed the Winnebago County Leadership training just completed. This is part of our workforce development for our employees. Training was conducted by Winnebago County HR in 10/12 session over a 4 month period. The leadership topics ranged from basic to advanced and enables employees to gain external exposure with our county agencies.

Kari Nimmo provided a brief on our Clinic Flow Quality Improvement. The goal of the clinic flow project was get client visits under 90 minutes. Goal was reached in June at 1 hour, 12 minutes. The clinic flow team was pleasantly surprised at results.

Todd Marshall briefed on the restaurant violations for the month. 1 restaurant (Swedish Pancake) reported for hearings due to insect infestation. They brought in a professional pest management team to create an intensive plan and they have improved leaps and bounds. They have been very professional and proactive in handling situation.

**EXECUTIVE COMMITTEE:**

No Report.

**FINANCE COMMITTEE.....Jul 21, 2015 @ 5:00 p.m.**

John Halverson is chairing this part of the meeting.

**1. Financial Reports:**

Various financial reports for the month of June 2015 were presented, reviewed and referred for audit. Transfer of levy dollars has not yet occurred.

John Halverson moved and Steve Lidvall seconded for approval of the total health fund expenditures for the month of June 2015 as follows:

**Health Fund Expenditures..... \$1,018,545.97**

All members voted aye in favor, motion carried.

Discussion was held on the increase of insurance 9% for FY2016. This is a similar jump that other counties and governmental agencies are experiencing.

**2. Major Expenditure Requests:**

Steve Lidvall moved and Patricia Lewis seconded to approve all major expenditures listed in report. All members voted aye in favor, motion carried.

**3. Grant Renewals:**

Discussion was also held on the lack of state budget. The grants we have been receiving are not guaranteed. Letter from IDPH was presented to provide their status on the budget and grants. Grant renewals will only be provisionally approved at this time and will be reviewed again once finalized at state level. Further discussion will be held in executive session on how to manage the situation.

<b>a. IDHS-Healthy Child Care Illinois</b>	David Helland moved and Allen Williams seconded to provisionally approve the Healthy Child Care Illinois Contract in the amount of \$60,000.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>b. IDPH-Refugee Health Program</b>	Patricia Lewis moved and Steve Lidvall seconded to provisionally approve the Refugee Health Program Grant in the amount of \$215,826.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>c. IDHS-Breastfeeding Peer Counseling</b>	David Helland moved and Steve Lidvall seconded to provisionally approve the Breastfeeding Peer Counseling Contract in the amount of \$3,500.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>d. IDHS-Supplemental Nutrition Program for Women, Infants and Children (WIC)</b>	David Helland moved and Patricia Lewis seconded to provisionally approve the WIC Contract in the amount of \$1,090,850.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>e. IDHS-Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Community Systems Development Contract</b>	Patricia Lewis moved and David Helland seconded to provisionally approve the MIECHV Systems Development Contract in the amount of \$80,000.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>f. IDHS-Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program Contract</b>	Susan Fernandez moved and Patricia Lewis seconded to provisionally approve the MIECHV Program Contract in the amount of \$92,547.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.

<b>g. IDCFS-Health Works Lead Agency</b>	Ron Gottschalk moved and Allen Williams seconded to provisionally approve the Health Works Lead Agency Contract in the amount of \$197,720.80 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>h. IDHS-Family Case Management</b>	Ron Gottschalk moved and Patricia Lewis seconded to provisionally approve the Family Case Management Contract in the amount of \$936,635.61 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>i. ILCC-Tobacco Enforcement Program</b>	Ron Gottschalk moved and Susan Fernandez seconded to provisionally approve the Tobacco Enforcement Program Contract in the amount of \$19,360.00 (Aug 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>j. IDPH-Illinois Tobacco Free Communities</b>	Ron Gottschalk moved and Allen Williams seconded to provisionally approve the Illinois Tobacco Free Communities Grant in the amount of \$99,404.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>k. IDPH-Illinois Title X Family Planning</b>	Ron Gottschalk moved and Patricia Lewis seconded to provisionally approve the Illinois Title X Family Planning Grant in the amount of \$234,303.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>l. IDPH-Pre-School Vision and Hearing</b>	Ron Gottschalk moved and Susan Fernandez seconded to provisionally approve the Pre-School Vision and Hearing Grant in the amount of \$15,232.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>m. IDPH-Teen Pregnancy Prevention</b>	Ron Gottschalk moved and David Helland seconded to provisionally approve the Teen Pregnancy Prevention Grant in the amount of \$155,000.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.
<b>n. IDPH-Subsequent Pregnancy Prevention</b>	Ron Gottschalk moved and Patricia Lewis seconded to provisionally approve the Subsequent Pregnancy Prevention Grant in the amount of \$107,000.00 (July 1, 2015 – Jun 30, 2016), with all members voting aye, motion carried.

Todd Marshall presented to the board the proposed fee changes in the food program. Discussion was held on why we are remaining below the averages of the counties analyzed. Analysis was calculated based on worst case scenario for drive time and mileage; and we do not want to hurt economic development. Steve Lidvall asked for a motion to approve the proposed fee changes with the caveat for next year, the proxy is changed from seating to meals served. Steve Lidvall moved and Ron Gottschalk seconded to approve the proposed fee changes. With that, all members voted aye, motion carried.

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

Angie Goral is chairing this part of the meeting.

**1. Approval of Minutes:** Angie Goral asked for a motion to approve the Jun 16, 2015 minutes. Angie Goral moved and Allen Williams seconded to approve the June 16, 2015 Policy Committee Minutes. With that, all members voted aye, motion carried.

**PERSONNEL COMMITTEE** ..... No Meeting

Patricia Lewis is chairing this part of the meeting.

**1. Approval of Minutes:** Patricia Lewis asked for a motion to approve the June 16, 2015 minutes. Ron Gottschalk moved and Allen Williams seconded to approve the Jun 16, 2015 Personnel Committee Minutes. With that, all members voted aye, motion carried.

**QUALITY IMPROVEMENT COMMITTEE**..... Jul 21, 2015 @ 5:30 p.m.

Patricia Lewis is chairing this part of the meeting.

Patricia Lewis presented the Quality Improvement Plan for FY2016 and the Workforce Development Plan to the board and recommended the approval of the plans. Patricia Lewis moved and Steve Lidvall seconded to approve the Quality Improvement Plan. With that, all members voted aye, motion carried. Patricia Lewis moved and Steve Lidvall seconded to approve the Workforce Development Plan. With that, all members voted aye, motion carried.

**NEW BUSINESS / OTHER MATTERS:** July 23, 2015 WCHD will be hosting a Tabletop Exercise with city and county emergency management agencies.

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

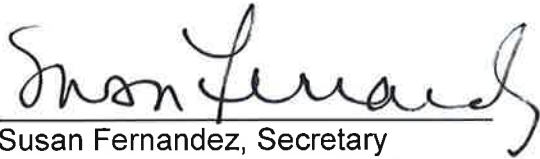
- a. County Mental Health Advisory Committee Minutes
- b. Letter from Congresswoman Cheri Bustos
- c. Letter and Certificate from United Way of Rock River Valley
- d. Letter of Appreciation from Rock River Valley Blood Center

**EXECUTIVE SESSION:**

An executive session was needed to discuss matters related to personnel at 8:25 p.m. in accordance with the Open Meeting Act Chapter 5 ILCS 120/2 (c) (1). President James Power moved and Ron Gottschalk 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. Ron Gottschalk motioned to come out of Executive session and Patricia Lewis seconded, all members voted aye in favor, motion carried.

There being no further business, the meeting adjourned at approximately 8:53 p.m. with a motion by Ron Gottschalk and seconded by David Helland, all members voting aye in favor, motion carried.

Approved by the Board of Health 8/18/2015  
Date



Susan Fernandez, Secretary  
Winnebago County Board of Health