

**Winnebago County Board of Health  
Tuesday, June 25, 2013 @ 6:00 p.m., 555 North Court Street  
Winnebago County Health Department**

**PRESENT:** Angie Goral, Dr. John Halversen, Dr. David Helland, Luci Hoover, Ronald Gottschalk, Dr. Patricia Lewis, Dr. Steven Lidvall, Daniel Saavedra

**ABSENT:** James Powers, Ann Thompson-Kelly, Dr. Allen Williams

**STAFF PRESENT:** Mike Bacon, Dee Dunnett, Steve Guedet, Michelle Jahr, Todd Kisner, Attorney Charlotte LeClercq, Larry Swacina

President Steven Lidvall called the meeting to order at 6:00 p.m.

**SETTING THE AGENDA:** Dr. Lewis moved and Angie Goral seconded to accept the agenda as presented, with all members voting aye.

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

**APPROVAL OF MINUTES:** Dr. Lewis moved and Mr. Saavedra seconded to approve the May 21, 2013 Board of Health minutes as presented.

President Lidvall asked about the follow up to the concern Mr. Saavedra expressed at the last Board meeting regarding the tobacco shop in front of a high school in So. Beloit. Mr. Swacina checked on this and the tobacco shop is in compliance with South Beloit's ordinance to prevent sales within 100 feet; the tobacco shop is more than 100 feet away.

**PRESENTATION:** Mr. Bacon, the Center Directors, and Finance Officer presented an overview of the FY2014 proposed budget. Mr. Bacon thanked Michelle Jahr (WCHD's Finance Officer) for her great work in the efforts of putting together the budget process. Mr. Bacon provided background of the financial challenge of public health in general (nationwide and at the local level), and WCHD's over arching themes and priorities as developed through the Board retreat in March 2013. Michelle Jahr provided a review of the FY2014 assumptions (*tax levy, personnel increases - 2 to 4.5% for staff, health insurance increase, staffing reductions*), FY13 and FY14 revenue summary budget, FY14 operating expense and budget shortfall and opportunities to further enhance revenue or cut expenditures to balance out the shortfall. Each Director reviewed specific features, opportunities and issues of their Center's budget.

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

At the request of President Lidvall, Mr. Bacon commented on the statewide In-Person Counselor Grant opportunity that the Department has applied for (in partnership with eleven other entities in the community, with the Health Department being the lead agency) to develop an approach to educate and enroll those who are eligible for coverage under the Affordable Care Act. The initial enrollment period begins October 1. We should hear back regarding the status of the application hopefully sometime in July.

Dee Dunnett provided an overview of the investigation of an active TB case in a high school. Ms. Dunnett expressed her appreciation of staff's effort in this initiative.

**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. Halversen chairing this part of the meeting.

**1. EHI Ordinance Adjustment:**

**Food Permit Adjustment**

Dr. Halversen moved and Dr. Lewis seconded to approve the fee increase for food permits as presented. This fee increase represents a total of 9.9%. Mr. Swacina explained that the permit fee for food sanitation inspections has not increased in the past three years. The fee increase covers all three Classes of food permits. Some of the fees have a larger percent increase, some have a smaller increase and other fees remain the same. These specific changes in fees are intended to reflect the actual cost of providing food inspections. Mr. Swacina further commented that without the increase a portion of the burden of the cost for providing these inspection services will be shifted to the County Property Tax levy. After questions from the Board with staff responding, all members voted aye to approve the food permit fees as presented, motion carried.

**New Registration Fee: Transient Non-Community Drinking Water Supply**

Mr. Swacina explained that the Health Department is reimbursed \$50 from the Illinois Department of Public Health to check the drinking water safety for transient non-community drinking water supplies. The fee reimbursement for checking these drinking water supplies has not increase since 1982. The estimated cost to perform transient non-community drinking water inspections is \$120. Beside the onsite inspection (several or more inspections of the water samples collected are unsatisfactory) WCHD provides a \$15 coliform bacteria and a \$14 nitrate test at no charge as part of the \$50 payment from the State.

WCHD's Environmental Health Center is requesting to establish a registration fee that would be charged every other year, since inspections are only required by the IDPH grant every other year. After discussion regarding the need to cover at least a portion of the actual cost, Ronald Gottschalk moved and Dr. Lewis seconded to approve the establishment of a registration fee for transient non-community drinking water supply in the amount of \$30. All members voted aye, motion carried.

**2. Proposed Budget for FY2014**

The Board heard the FY2014 budget presentation by staff and also received a summary of the budgeted FY2014 revenues and expenses categorized by Center.

Dr. Halversen moved and Dr. Lewis and Angie Goral seconded to approve the Department's FY2014 budget as presented (Revenue \$14,189,699, Expenditures \$14,128,795 – shortfall of \$60,904 between revenue and expenditures). After discussion,

all members voted aye to approve the FY2014 budget, motion carried. WCHD's budget will also need to be approved by the County Board. Mr. Bacon clarified that this budget includes pay increase for staff between 2% and 4.5% - based on market analysis.

**3. Review of Financial Reports:**

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

Dr. Halversen moved and Ronald Gottschalk seconded for approval of total health fund expenditures for the month of May 2013 as follows:

**Health Fund**..... \$1,210,454.66

All members voted aye, motion carried.

**2. Grant Renewals:**

**a. Potable Water Grant Renewal**

Dr. Halversen moved and Angie Goral seconded to approve the Potable Water Grant renewal in the amount of \$13,500 (October 1, 2013 through September 30, 2014). All members voted aye, motion carried.

**b. Lead Poisoning Prevention Case Management Environmental Grant Renewal**

Dr. Halversen moved and Dr. Lewis seconded to the Lead Poisoning Prevention Case Management / Environmental Investigation Grant renewal in the amount of \$26,468 (July 1, 2013 through June 30, 2014). All members voted aye, motion carried.

**c. Oral Health / Dental Sealant Grant Renewal**

Dr. Halversen moved and Dr. Lewis seconded to approve the Oral Health / Dental Sealant Grant renewal in the amount of \$25,500. This grant is an increase in funds of \$6850 over the prior year. After discussion regarding the increase, services provided and providers, all members voted aye, motion carried.

**d. Family Case Management Grant Renewal**

Dr. Halversen moved and Daniel Saavedra seconded to approve the Family Case Management (FCM) Grant renewal in the amount of \$1,048,327 (July 1, 2013 through June 30, 2014). After discussion, with Mr. Bacon stating that the FCM grant received an amendment in 2013 (\$180,000) in support of the Targeted Intensive Case Management Program that was discontinued in 2013 and is now its own separate grant in 2014 (Family Case Management Better Birth Outcomes), all members voted aye to approve the grant renewal, motion carried.

**e. Breastfeeding Peer Counseling Grant Renewal**

Dr. Halversen moved and Angie Goral seconded to approve the Breastfeeding Peer Counseling Grant renewal in the amount of \$3,500 (July 1, 2013 through June 30, 2014). Dr. Halversen asked regarding the reduction in funds for FY14 with Michelle responding that this is the initial amount of the grant and additional

funds should come later in the year, as has happened in the prior years. All members voted aye to approve the grant renewal, motion carried.

**f. Health Child Care Illinois Grant Renewal**

Dr. Halversen moved and Dr. Lewis seconded to approve the Healthy Child Care Illinois Grant renewal in the amount of \$60,000 (July 1, 2013 through June 30, 2014), with all members voting aye, motion carried.

**g. Maternal Infant Early Childhood Home Visiting (MIECHV) Grant Renewal**

Dr. Halversen moved and Luci Hoover seconded to approve the MIECHV Grant renewal in the amount of \$80,000 (July 1, 2013 through June 30, 2014), with all members voting aye, motion carried.

**h. Family Case Management Better Birth Outcomes Grant Renewal**

Dr. Halversen moved and Luci Hoover seconded to approve the Family Case Management Better Birth Outcomes Grant renewal in the amount of \$240,000 (July 1, 2013 through June 30, 2014), with all members voting aye, motion carried.

**i. Addiction Prevention Comprehensive Grant Renewal**

Dr. Halversen moved and Luci Hoover seconded to approve Addiction Prevention Comprehensive Grant renewal in the amount of \$70,000 (July 1, 2013 through June 30, 2014), with all members voting aye, motion carried.

**j. Refugee Health Program Grant Renewal**

Dr. Halversen moved and Dr. Lewis seconded to approve the Refugee Health Program Grant renewal in the amount of \$215,826 (July 1, 2013 through June 30, 2014). After discussion regarding the number of refugees processed and the services provided with Dee Dunnett responding, all members voting aye, motion carried.

**k. WIC Supplemental Nutrition Program Grant Renewal**

Dr. Halversen moved and Dr. Lewis seconded to approve the WIC Supplemental Nutrition Program Grant renewal in the amount of \$1,165,901.12 (July 1, 2013 through June 30, 2014), with all members voting aye, motion carried.

**3. Expenditure Requests**

**a. Repair of Birth Books:**

At the request of Dr. Halversen, an example of one of the birth books in need of repair/rebinding was provided for the Board to examine the condition of the books. Dr. Halversen moved and Ronald Gottschalk and Daniel Saavedra seconded to approve the expenditure of \$15,000 for rebinding of birth books. After discussion regarding binding as opposed to scanning and saving the documents electronically this expenditure was tabled until further research of the scanning option (cost, legality, etc.) can be obtained.

**b. Tobacco Program Ad**

Dr. Halversen moved and Dr. Lewis seconded to approve the Major Expenditure

Request in the amount of \$6804 for gas pump tobacco program ads. The intent of the advertisement is to draw the attention of smokers to local and State smoking cessation programs. Money is budgeted to cover this cost in the Tobacco grant program which starts July 1. After discussion and comments, all members voted to approve the expenditure for this advertisement, motion carried.

**c. Environmental Health Improvement Software**

Dr. Halversen moved and Luci Hoover seconded to approve the Major Expenditure Request in the amount of \$40,490 for environmental health software. Mr. Swacina commented that this expenditure was budgeted and further noted that the Environmental Health Improvement Center currently uses CHAOS software, which is not sustainable and lacks key operating features. The new software will allow for production of reports in the field for customers, no need to duplicate data entry in the office, and the ability to post findings such as food establishment inspections on the Health Department’s website. The maintenance fee is \$17,800 per year and no increase to the maintenance cost for five years was negotiated by Sally Claassen, County Director of Purchasing and Facilities. After Mr. Swacina answered questions from the Board, all members voted aye to approve the software major expenditure request, motion carried.

**d. Contractor Services – Lead Risk Assessment / Inspection**

Dr. Halversen moved and Dr. Lewis seconded to approve the Major Expenditure Request in the amount of \$25,000 for lead risk assessment and inspection services of Innerspace Environmental Assessment. Mr. Swacina commented that this is a budgeted item and that the Department has used this agency’s service for HUD lead grants in prior years. Due to the receipt of a new HUD lead grant, WCHD will need to use outside lead risk assessment and inspection services to supplement internal capacity short-term. All members voted aye to approve the contractor services for lead risk assessment and inspection, motion carried.

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

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

It was the intent of the Personnel Committee to meet on June 12, but this meeting was cancelled due to inclement weather. It is the hopes of the Committee to reschedule this meeting to be held the regular Committee meeting date (second Tuesday of the month, Tuesday, July 9 at 6:30 p.m. Leading Edge will also attend this meeting.

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

**NEW BUSINESS / OTHER MATTERS: NONE**

**UNFINISHED BUSINESS: NONE**

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

Mr. Bacon commented on the outstanding presentation provided by the State Health Director, Dr. LaMar Hasbrouck, at the Black Male Health Community Action Team Luncheon today! This was a well attended, great event!

**EXECUTIVE SESSION: None**

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

Approved by the Board of Health July 16, 2013  
DATE

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Ronald E. Gottschalk, Secretary  
Winnebago County Board of Health