



**Minutes of the BOH Finance Committee Meeting
Wednesday, March 10, 2021 at 5:30 p.m.
Zoom Platform**

Members Present: Dr. John Halversen, Chair, Dr. David Helland, James Powers, Angie Goral.

Members Absent: Dr. Allen Williams (Ex-Officio).

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator (joined at 5:49p.m.), James (Jim) Keeler-Director of Finance, Todd Marshall-Director of Environmental Health, Christina Washington-Recorder.

Dr. John Halversen called the March 10, 2021 meeting to order at 5:38 pm.

1. Approval of Agenda

Dr. John Halversen asked for a motion to approve the March 10, 2021 Finance Committee agenda. James Powers motioned and Dr. David Helland seconded the motion. Unanimously approved, motion carries.

2. February 2021 Financial Statements - Deferred

February 2021 Resolution of Expenditures, Statement of Fund Balance, Financial Review, Balance Sheet, Bank Revenue and Expenditure Reports, Public Health Emergency Reserve Minimum Graph, and Accounts Receivable were not available for review at this time. Bank Reconciliations for the General Account balance is \$627,279.09, Lead Account balance is \$176,448.53, Abandoned Properties balance is \$30,694.77, and Bank E-Pay balance is \$821,743.16. No irregularities were noted.

3. Major Expenditure Requests

The following Major Expenditures were recommended for approval to the Board of Health:

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for February 2021	\$ 8,424.00	James Powers / Dr. David Helland	All voted in favor, motion carries
b	Rockford Regional Health Council	2021 Membership Dues	\$ 7,250.00	Dr. David Helland / James Powers	All voted in favor, motion carries
c	ADAPT Pharma	Narcan Nasal Spray (708 doses)	\$ 53,100.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
d	CDW-Government	Two Surface Pro computers / Establishing Breastfeeding Peer Counselor Program	\$ 4,839.22	James Powers / Dr. David Helland	All voted in favor, motion carries

b. James Powers indicated that it is important as a Health Department to be part of activities that are carried out by the Rockford Regional Health Council. For us not to participate would leave a gap and is in favor of approving 2021 Membership Dues for Rockford Regional Health Council. Dr. David Helland emphasized that with the current medical crisis as we move forward in the next year that collegiality it is going to be even more important.



4. Proposed Contracts and Agreements

Item	Vendor/Contractor	Services/Item	Amount	Total Motion/Seconded	Approved
a	Rockford Environmental Science Academy (RESA) Middle School	Teen Pregnancy Prevention Program (TPP)	\$ -	Dr. David Helland / James Powers	All voted in favor, motion carried
b	Eisenhower Middle School	Teen Pregnancy Prevention Program (TPP)	\$ -	James Powers / Angie Goral	All voted in favor, motion carried
c	UIC College of Nursing	Women's Health Nurse Practitioner Services	\$ 89,000.00	Angie Goral / James Powers	All voted in favor, motion carried
d	Live R.E.A.L. Charity Foundation	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / Angie Goral	All voted in favor, motion carried
e	City of Rockford Fire Department	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / Angie Goral	All voted in favor, motion carried
f	UIC College of Medicine	Medical Health Officer (CN-0040028)	\$ 36,000.00	Dr. David Helland / James Powers	All voted in favor, motion carried

c. Dr. Martell indicated UIC College of Nursing agreement is regarding PHS Nurse Practitioner and the corrected amount is \$89,000.00. Angie Goral made first motion to approve the corrected amount of \$89,000.00. Second motion made by James Powers. Corrected amount of \$89,000.00 unanimously approved. Motion carries.

5. Resolution to Suspend Annual Food and Beverage Permits

Todd Marshall provided a brief overview and a brief Q&A took place amongst BOH Finance Committee members, Todd Marshall and Dr. Sandra Martell.

The Illinois Restaurant Association estimates that 20% of food establishments are expected to close due to COVID-19 related economic impacts and the food services sector experienced the most job losses. Category I facilities, as defined in the Food Code, were most impacted. WCHD recognizes the significant impact COVID-19 has had on its food establishments and is committed to providing some financial relief to Category I facilities that have been negatively impacted by the COVID-19 pandemic. WCHD with (financial) support from Winnebago County Board recommends approval of the waiver of 2021 Annual Permit Fees for Category 1 facilities.

Dr. Martell indicated that with the recent COVID-19 Response Act there is funding for local government and made the case for a little more of the equity consideration for both Category I.

Dr. David Helland made a motion to approve Resolution to Waive 2021 Annual Food and Beverage Permit Fees for Category I Facilities. Second motion was made by James Powers. Unanimously approved. Motion carries.

6. Executive Session – None

7. Additions – None

8. Adjournment

There being no additional business, Chair, Dr. John Halversen asked for a motion to adjourn the March 10, 2021 Finance Committee meeting. Angie Goral made a motion to approve adjournment; second motion made by James Powers. Meeting was adjourned at 6:26 pm.

Approved by the Board of Health

Interim Secretary, Dr. Patricia Lewis
Winnebago County Board of Health

03/16/2021
Date