



**Minutes of the
BOH Finance Committee Meeting
Wednesday, June 10, 2020 at 6:00 p.m.
Zoom Platform**

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

Members Absent: Dr. Allen Williams Ex-Officio

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator, James (Jim) Keeler-Director of Finance, Katherine O’Toole-Director of Communications and Public Information, Christina Washington-Recorder

The meeting was called to order at 6:06 pm.

1. Approval of Agenda

Jaymie Nelson asked for a motion to approve the June 10, 2020 Finance Committee agenda. Dr. David Helland motioned and Dr. John Halversen seconded the motion, with that all members voted in favor, motion carried.

2. Resolution of Expenditures

Deferred

Mr. Keeler stated the WCHD Expenditures for April 2020 was in the amount of \$638,672.06. First motion made by Dr. David Helland, second motion made by Dr. John Halversen. Unanimously approved, motion carries.

April 2020 Financial Statements

Deferred items: Statement of Fund Balance, Financial Review, Balance Sheet, Revenue and Expenditure Reports, and Public Health Emergency Reserve Minimum Graph. These items will be reviewed at the Full Board of health on June 16, 2020

Bank Reconciliations were reviewed for General Account, Lead Account, Abandoned Properties, and State of Illinois E-pay were reviewed and no irregularities noted.

3. Major Expenditure Requests

| Vendor/Contractor | Services/Item | Amount | Motioned/Seconded | Approved |
|--|--|------------|-----------------------------------|-------------------------------------|
| IDPH | Electronic Filing Fee – death certificates | \$7,056.00 | Dr. John Halversen / James Powers | All voted in favor, motion carried. |
| Winnebago County Soil and Water Conservation District (SWCD) | Soil Borings | \$3,650.00 | James Powers / Angie Goral | All voted in favor, motion carried |
| CDW-Government | Surface pro Laptop Computers | \$3,491.27 | James Powers / Dr. David Helland | All voted in favor, motion carried |



| Vendor/Contractor | Services/Item | Amount | Motioned/Seconded | Approved |
|----------------------|--|------------|-----------------------------------|------------------------------------|
| Clarke Environmental | Mosquito Larvicide | \$3,830.93 | James Powers / Dr. David Helland | All voted in favor, motion carried |
| KMK Media Group | Website Hosting & Support | \$4,220.00 | James Powers / Dr. David Helland | All voted in favor, motion carried |
| Lamar Advertising | Digital Billboards for HTC Census 2020 | \$5,000.00 | Dr. John Halversen / James Powers | All voted in favor, motion carried |

4. Proposed Contracts and Agreements - None

5. Grant Received through May 31, 2020

Grants received were reviewed and discussed. No action taken. This will be brought to the full Board of health for consideration on June 16, 2020.

| Grant # | Funding Source | Description of Services | Fiscal Period | Amount SFY2020 | Amount SFY2019 | Difference | Levy Support |
|------------|--------------------------------------|-------------------------------|---------------------------|----------------|----------------|----------------------------------|--------------|
| FCSQ01114 | Department of Human Services (DHS) | WIC | 07-01-2020 to 06-30-2021 | \$19,315.00 | \$59,905.00 | Dr. David Helland / James Powers | \$0.00 |
| New | Department of Human Services (DHS) | Breast Feeding Peer Counselor | 07-01-2020 to 06-30-2021 | \$90,000.00 | **New** | \$90,000.00 | \$0.00 |
| FCSYU05077 | Department of Human Services (DHS) | High Risk Infant Follow-up | 07-01-2020 to 06-30-2021 | \$210,000.00 | \$210,000.00 | \$0.00 | \$0.00 |
| FCSYU03501 | Department of Human Services (DHS) | Better Birth Outcomes | 07-01-2020 to 06-30-2021 | \$248,000.00 | \$248,000.00 | \$0.00 | \$0.00 |
| FCSYK03578 | Department of Human Services (DHS) | Refugee Health Services | 07-01-2020 to 06-30-2021 | \$171,000.00 | \$93,195.00 | \$77,805.00 | \$0.00 |
| FCSYP05348 | Department of Human Services (DHS) | Teen Pregnancy Prevention | 07-01-2020 to 06-30-2021 | \$204,711.75 | \$89,524.00 | \$115,187.75 | \$0.00 |
| FCSYV04111 | Department of Human Services (DHS) | MIECHV | 07-01-2020 to 06-30-2021 | \$112,723.00 | \$112,723.00 | \$0.00 | \$0.00 |
| 07680095H | Illinois Department of Public Health | COVID19-20 Crisis Grant | 03.-16-2020 to 03-15-2021 | \$22,220.00 | | | |
| | | | | | | | |



| Grant | Funding Source | Description of Services | Fiscal Period | Amount SFY2020 | Amount SFY2019 | Difference | Levy Support |
|--------------|--------------------------------------|-------------------------------------|--------------------------|----------------|----------------|----------------|--------------|
| 201-USBA4-00 | Illinois Emergency Management Agency | Public Assistance Grant | 01-20-2020 to continuing | 75% eligible | \$0.00 | \$0.00 | \$0.00 |
| | Illinois Department of Public Health | COVIDCT-21 | 06-01-2020 to 05-31-2021 | \$4,255,712.29 | \$0.00 | \$4,255,712.29 | \$0.00 |
| 43CZ0578 | Department of Human Services (DHS) | SOR State Opioid Response | 07-01-2020 to 06-30-2021 | \$300,000.00 | \$300,000.00 | \$0.00 | \$0.00 |
| 43CZ03249 | Department of Human Services (DHS) | Substance Abuse Prevention Recovery | 07-01-2020 to 06-30-2021 | \$152,866.00 | \$152,866.00 | \$0.00 | \$0.00 |
| 43CZ03460 | Department of Human Services (DHS) | Tobacco Enforcement Program | 07-01-2020 to 06-30-2021 | \$22,220.00 | \$21,230.00 | \$990.00 | \$0.00 |

6. Audits and Responses Illinois Department of Human Services

a) Policies

i. Sub-recipient Monitoring Policy

Jim Keeler referred to the draft Sub-recipient Monitoring Policy and provided a brief overview. Dr. David Helland motioned to move to the full Board of Health on June 16, 2020. Second motion made by Dr. John Halversen. Unanimously approved, motion carries.

b) Corrective Action Plan to Audit by Illinois Department of Human Services

Dr. Sandra Martell indicated the Sub-recipient Monitoring Policy was in response to the audit finding.

7. Executive Session – None

8. Additions – None

9. Adjournment

There being no additional business, Chair, Jaymie Nelson asked for a motion to adjourn the June 10, 2020 Finance Committee meeting. Dr. John Halversen made a motion to approve adjournment; second motion made by James Powers. Meeting was adjourned at 6:54 pm.

Approved by the Board of Health

06/16/2020
DATE

Interim Secretary Dr. Patricia Lewis
Winnebago County Board of Health