

**Minutes of the
BOH Finance Committee Meeting
Wednesday, August 12, 2020 at 5:30 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

Jaymie Nelson called the July 15, 2020 meeting to order at 5:37 pm.

1. Approval of Agenda

Jaymie Nelson asked for a motion to approve the August 12, 2020 Finance Committee agenda. James Powers motioned and Dr. John Halversen seconded the motion. Unanimously approved, motion carries.

2. June 2020 Financial Statements

Jim Keeler indicated that the Resolution of Expenditures, Statement of Fund Balance, Financial Review, Balance Sheet, and the Bank Reconciliation General Account for July/2020 were deferred.

Bank reconciliations for the Lead Account, Abandoned Properties, and State of Illinois E-Pay was reviewed and discussed. No irregularities were noted.

Jim Keeler indicated that the Revenue and Expenditure reports for June/2020 were deferred.

The Public Health Emergency Reserve Minimum Graph, Accounts Receivable for July/2020 were deferred.

3. Major Expenditure Requests

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	IDPH fee for Electronic Filing of Death Certificates for July	\$ 7,652.00	James Powers / Dr David Helland	All voted in favor, motion carries
WC SWCD	Soil Borings	\$ 3,600.00	Dr. David Helland / James Powers	All voted in favor, motion carries
Teletask	Messenger Service - Texting for WIC client appointments	\$ 3,115.00		All voted in favor, motion carries
International Security Products	Security Paper for Birth & Death Certificates	\$ 6,599.36	James Powers / Dr. David Helland	All voted in favor, motion carries
Time Clock Plus	Cloud Licenses	\$ 3,171.54	James Powers / Dr. David Helland	All voted in favor, motion carries
CDW-G	48 Port Computer Switch	\$ 10,613.22	Dr. David Helland / James Powers	All voted in favor, motion carries
R & S	Antibiotics for supply cache	\$ 6,397.50	Dr. David Helland / James Powers	All voted in favor, motion carries

4. Proposed Contracts and Agreements

Funding Source	Description of Services	Fiscal Period	Original Amount	Total	Total Motion/Seconded	Approved
N/A	UIC Student placement in a practice setting	N/A	-	-	Dr. John Halversen / James Powers	All voted in favor, motion carried
IDPH	Planning Deliverables - Population Vaccinations vs COVID-19	N/A	\$ 24,000.00	\$ 24,000.00	Dr. John Halversen / Dr. David Helland	All voted in favor, motion carried



5. FY2021 Budget Presentation

Dr. Sandra Martell and Jim Keeler provided the FY2021 Budget Presentation. Members and staff had a brief discussion on the final version of FY2021 Budget Presentation which will be presented to the full Board of Health on August 18, 2020.

6. FY2021 Budget Summary

a) Position Control - Adoption

Jim Keeler reference the FY2021 WCHD Position Control which has 112 FTE positions and 5 part-time positions for a total budget of \$5,663,525.13. Phasing in Contact Tracing Program which has 51 FTE positions for a total budget of \$2,340,503.65.

A brief Q&A and discussion was held regarding the FY2020 permanent position wages, cola and Contact Tracing position.

Jaymie Nelson entertains a motion to approve the Position Control. First motion was made by Angie Goral, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

This will be brought to the full Board of Health for consideration on August 18, 2020.

b) Revenue & Expenses – Health Fund - Adoption

Jim Keeler provided a brief overview and brought attention to the LOCAL Cure Funding which is the recent addition of revenue for FY2021. The FY2021 revenue is approximately \$14,383,482.00. The FY2021 expenses is approximately \$14,326,867.00.

A brief Q&A & discussion took place amongst board members and WCHD staff regarding revenue and expenses for FY2021.

Jaymie Nelson entertains a motion to approve the Health Fund. First motion was made by James Powers, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

This will be brought to the full Board of Health for consideration on August 18, 2020.

c) Revenue & Expenses – 555 Building Fund - Adoption

Jim Keeler provided a brief overview of the FY2021 555 Building Fund. The project FY20 revenue is in the amount of \$9,727,250.00, expenditures in the amount of \$9,212,368.00 which leaves a surplus of \$514,882.00.

Jim Keeler indicated for FY2021 the proposed revenue is in the amount of \$14,383,482.00, expenditures in the amount of \$14,326,867.00 which leaves a surplus of \$56,615.00.

Jaymie Nelson entertains a motion to approve the 555 Building Fund. First motion was made by Dr. John Halversen, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

This will be brought to the full Board of Health for consideration on August 18, 2020.

7. Executive Session – None

8. Additions – None

9. Adjournment

There being no additional business, Chair, Jaymie Nelson asked for a motion to adjourn the August 12, 2020 Finance Committee meeting. James Powers made a motion to approve adjournment; second motion made by Angie Goral. Meeting was adjourned at 6:49 pm.

Approved by the Board of Health

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

08/18/2020

Date