



**Minutes of the BOH Finance Committee Meeting
Wednesday, October 13, 2021 at 5:30 p.m.
Zoom Platform**

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

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

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator, James Keeler-Finance Director; Christina Washington-Recorder.

Dr. John Halversen called the October 13, 2021 meeting to order at 5:45 pm.

1. Approval of Agenda

Dr. John Halversen asked for a motion to approve the October 13, 2021 Finance Committee agenda. James Powers motioned and Dr. David Helland seconded the motion. Unanimously approved, motion carries.

2. September 2021 Financial Statements - Deferred

September 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 \$471,317.02, Lead Account balance is \$5,000.00, Abandoned Properties balance is \$5,000.00, and Bank E-Pay balance is \$364,586.11. No irregularities were noted.

3. Major Expenditure Requests

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

Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
3.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for September 2021	\$ 9,552.00	James Powers / Angie Goral	All voted in favor, motion carries
3.b	CDP Inc.	Annual Software Services regarding Environmental Health permitting, billing, inspection, and tracking	\$ 32,012.00	James Powers / Angie Goral	All voted in favor, motion carries
3.c	Cyracom	Translations Services used for numerous WCHD programs	\$ 22,999.00	James Powers / Angie Goral	All voted in favor, motion carries
3.d	Winnebago County Soil and Water Conservation District (SWCD)	Soil Boring Fees	\$ 5,200.00	James Powers / Angie Goral	All voted in favor, motion carries
3.e	Mendelssohn	Renwal of Parking Lease Agreement	\$ 21,600.00	James Powers / Angie Goral	All voted in favor, motion carries
3.f	ADAPT Pharma	Narcan Spray for Narcan Training	\$ 53,100.00	James Powers / Angie Goral	All voted in favor, motion carries
3.g	Time Clock Plus (TCP)	Time Clock Plus Users Licenses (140)	\$ 3,360.00	James Powers / Angie Goral	All voted in favor, motion carries
3.h	Victoria Sager	Tuition Reimbursement - MPH per tuition reimbursement policy	\$ 3,328.22	James Powers / Angie Goral	All voted in favor, motion carries
3.i	ProPharma	Flu Vaccine	\$ 5,580.00	James Powers / Angie Goral	All voted in favor, motion carries
3.j	ProPharma	Flu Vaccine - Flucelvax 73 Units	\$ 20,367.00	Robert McCreath / Dr. David Helland	All voted in favor, motion carries



4. Proposed Contracts and Agreements

The following Proposed Contracts and Agreements are recommended for approval to the Board of Health:

Item	Vendor/Contractor	Services/Item	Amount	Total Motion/Seconded	Approved
4.a	WCHD MIECHV	WCHD Internal Program collaboration between WIC and MIECHV to promote WIC enrollment	\$ -	James Powers / Dr. David Helland	All voted in favor, motion carries
4.b	WCHD BBO	WCHD Internal Program collaboration between WIC and BBO to promote WIC enrollment	\$ -	Dr. David Helland / Angie Goral	All voted in favor, motion carries
4.c	WCHD Healthworks	WCHD Internal Program collaboration between WIC and Healthworks to promote WIC enrollment	\$ -	Dr. David Helland / Angie Goral	All voted in favor, motion carries
4.d	Victory Outreach Church of Rockford	Drug Overdose Prevention Program (DOPP)	\$ -	James Powers / Angie Goral	All voted in favor, motion carries
4.e	Oak Street Health	Drug Overdose Prevention Program (DOPP)	\$ -	Dr. David Helland / Angie Goral	-
4.f	Youth Services Network (YSN)	FY2021-2022 Network Linkage Agreement	N/A	James Powers / Angie Goral	All voted in favor, motion carries

5. Executive Session – None

6. Additions - None

7. Adjournment

There being no additional business, Dr. John Halversen asked for a motion to adjourn the October 13, 2021 Finance Committee meeting. Angie Goral made a motion to approve adjournment; second motion made by James Powers. Meeting was adjourned at 6:40 pm.

Approved by the Board of Health

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

Date