

**Minutes of the BOH Finance Committee Meeting  
Wednesday, October 14, 2020 at 5:30 p.m.  
Zoom Platform**

**Members Present:** Dr. John Halversen, Dr. David Helland, James Powers, Angie Goral  
Dr. Allen Williams joined the meeting at 5:50pm.

**Members Absent:** All present.

**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

Dr. John Halversen called the October 14, 2020 meeting to order at 5:31 pm.

**1. Approval of Agenda**

Dr. John Halversen asked for a motion to approve the October 14, 2020 Finance Committee agenda. Dr. David Helland motioned and James Powers seconded the motion. Unanimously approved, motion carries.

**2. September 2020 Financial Statements - Deferred**

September 2020 Resolution of Expenditures, Statement of Fund Balance, Financial Review, Balance Sheet, Revenue and Expenditure Reports were not available for review at this time.

August 2020 Bank Reconciliations for the General Account were not available for review at this time.

James Keeler indicated that Winnebago County has posted approximately \$840,000 in real estate taxes, which has increased the balance of the Emergency Reserve funds, which is above the minimum established by the Board of Health.

James Keeler reviewed and discussed the September 2020 Bank Reconciliations for the General Account, Lead Account, Abandoned Properties, and State of Illinois E-Pay. No irregularities were noted.

**3. Major Expenditure Requests**

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

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	IDPH fee for Electronic Filing of Death & Birth Certificates for September 2020	\$ 7,444.00	Dr. David Helland / James Powers	All voted in favor, motion carries
Sanofi Pasteur	Private supplies for vaccines for clients not eligible for VFC or Adult 317	\$ 4,445.40	James Powers / Angie Goral	All voted in favor, motion carries
Viken Detection	Lead Paint Analyzer	\$ 16,380.00	James Powers / Dr. David Helland	All voted in favor, motion carries
CDP Inc.	Annual Renewal of Environmental Health Software for 10/1/2020 - 9/30/2021	\$ 32,012.00	Dr. David Helland / James Powers	All voted in favor, motion carries
Winnebago County SWCD	Soil Borings	\$ 3,000.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
IDPH	Expense for an Americorp Employee to work on COVID-19	\$ 5,000.00	Dr. David Helland / Angie Goral	All voted in favor, motion carries
ProPharma USA	Flu vaccines for Winnebago County Department Corrections Vaccination Plan	\$ 35,750.00	Informational	BOH Approved by Electronic Poll 10/1/2020 Aye (8), Nay (1), Non-Vote (0)



#### 4. Proposed Contracts and Agreements

Item	Vendor/Contractor	Sevices/Item	Amount	Total Motion/Seconded	Approved
A	City of Rockford Fire Department	FY21 Tobacco Enforcement Program (TEP) Grant	\$ 9,972.48	Dr. David Helland / Angie Goral	All voted in favor, motion carried

#### 5. Executive Session – None

#### 6. Additions – None

##### November 3rd Election Day Holiday

Dr. Martell stated that the Winnebago County Board did approve as part of the State Mandate that November 3rd as Election Day Holiday and governmental offices will be closed. Dr. Martell indicated that this will have a fiscal impact and will be brought before the Board of Health for approval. Charlotte LeClerc at the State Attorney office is reviewing. Dr. Halversen requested that a breakout of what the cost would look like be provided at the upcoming Board of Health meeting.

##### Halloween Trick or Treat

Dr. Martell indicated that Halloween Guidance is up on WCHD website. Each municipality is holding their own trick or treat event socially distanced.

#### 7. Adjournment

There being no additional business, Vice-Chair, Dr. John Halversen asked for a motion to adjourn the October 14, 2020 Finance Committee meeting. James Powers made a motion to approve adjournment; second motion made by Dr. David Helland. Meeting was adjourned at 5:54 pm.

Approved by the Board of Health

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

October 14, 2020  
 \_\_\_\_\_  
 Date