



**Minutes of the
BOH Finance Committee Meeting
Wednesday, March 11, 2020 at 6:00 p.m.
555 North Court, Room 203, Rockford, IL**

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

Members Absent: Dr. Allen Williams Ex-Officio, Jaymie Nelson

WCHD Staff Physically Present: Dr. Sandra Martell-Public Health Administrator, James (Jim) Keeler-Director of Finance

The meeting was called to order at 6:15 pm.

1. Approval of Agenda

Dr. John Halversen asked for a motion to approve the March 11, 2020 Finance Committee agenda. James Powers motioned and Angie Goral seconded the motion, with that all members voted in favor, motion carried.

2. Resolution of Expenditures

Deferred

February 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 after the month end closure procedures.

Bank Reconciliations were reviewed for General Account, Lead Account, Abandoned Properties, and State of Illinois E-pay were reviewed and no irregularities noted. Signatures and authorities for the Illinois E-pay account have been resolved.

3. Major Expenditure Requests

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	Electronic Filing Fee – death certificates	\$ 7,168.00	Dr. David Helland / Angie Goral	All voted in favor, motion carried.
Pool Administrators	Ryan White Part B medical and dental services	\$ 11,268.95	Dr. David Helland / James Powers	All voted in favor, motion carried
Service Express	Annual maintenance WCHD IT servers	\$ 4,464.00	Dr. David Helland / James Powers	All voted in favor, motion carried.
Time Clock Plus	Annual membership dues	\$ 4,472.00	Dr. David Helland / James Powers	All voted in favor, motion carried.



4. Proposed Contracts and Agreements

None

5. Cost of Living Adjustment COLA

Jim Keeler went through an analysis of the proposed cost of living increase of 3% of wages effective April 1, 2020 based upon background information, finance and budgetary consideration and market and economic conditions. Dr. Halversen had inquired if 3% at this time was enough. Dr. Martell stated a compensation structure update would be forthcoming and that would be advisable to adhere to the 3% increase for the immediate future.

6. Accounts Receivable

Accounts receivable report through February 29, 2020 was reviewed and discussed. No irregularities were noted. Jim Keeler had indicated we were bringing our reimbursements up to date.

7. Executive Session – None

8. Additions – None

9. Adjournment

There being no additional business, Vice-Chair, Dr. John Halversen asked for a motion to adjourn the March 11, 2020 Finance Committee meeting. James Powers made a motion to approve adjournment; second motion made by Angie Goral. Meeting was adjourned at 6:50 pm.

Approved by the Board of Health



Secretary

Winnebago County Board of Health

May 19, 2020
DATE