



**Minutes of the BOH Finance Committee Meeting
Wednesday, February 8, 2023 at 5:30 p.m.
Winnebago County Health Department
Room 115 555 North Court Street
Rockford, IL**

Members Present: Dr. Allen Williams (Chair), Dr. John Halversen (Vice-Chair), James Powers; Angie Goral

Members Absent: David Helland, Bob McCreath

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator, James Keeler-Finance Director, Rebecca Lyons Stephanie Bahling Executive Assistant (recorder).

Dr. Williams called the February 8, 2023 meeting to order at 5:47 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the February 8, 2023 Finance Committee agenda in which Jim Powers provided, Dr. Halversen seconded, all were in favor, unanimously approved, motion carried to set the agenda.

2. 555 North Court Bond Repayment: Dr. Martell indicated that the MOU and the bond repayment was presented to County Finance committee as well as the Operations Committee in which they were both passed. Dr. Martell indicated that they questioned whether the BOH could own property indicating that the statute does allow the BOH to own property. Dr. Martell indicated that they were not fond of being co-owners commenting that the MOU was written in their favor. The other concern they had was with capital improvement in which Dr. Martell indicated that she reminded them that the WCHD budgets for capital improvement. Dr. Martell informed the committee that the county would like the BOH to own it in which Dr. Martell reminded them that the bond is bundled with other bonds and if they pull it out there would be challenges for the bond repayment. Dr. Martell reiterated that they passed it through as there is no risk to them. Dr. Martell indicated that at the caucus meeting there were questions regarding if the BOH can own property in which the State's Attorney's office presented the statute which confirmed that the BOH can own property. Dr. Martell indicated that they also questioned how WCHD received the money to repay the bond in which she informed them that the funds come from the collection of rent from grants and tenants and would not come from levy or tax payer dollars. Dr. Martell indicated that they may pull it based on challenges with the bond repayment cycle. Angie indicated that the county doesn't have a good rate on bonds and the amount leftover would be refinanced at a higher rate. Dr. Martell indicated that this would save them \$600,000 which is a good opportunity for them commenting that according to Dave Ricker this would be an opportunity to be reevaluated for a better bond rating. Dr. Martell indicated that Lafa contacted her advising that it appears that they will be holding it over to ask to renegotiate the MOU which indicates that they would be joint owners and that they are responsible for the maintenance of the building and the only budget they wouldn't be responsible for was the capital improvement. Dr. Martell indicated that she doesn't believe they fully understand how the capital improvement works commenting that WHCD puts the money in and it rolls up into their budget. Dr. Martell indicated that there seems to be tension in that they do not understand how the BOH is independent financially a unit of county government. Dr. Martell reported that they didn't believe that the WCHD takes care of 401 Division Street in which she indicated that WCHD pays facilities to maintain the building until it is sold. Angie suggested getting that building re-appraised adding that a developer wanted to come through that area if the city fixes the bridges



to have access to Division Street. Dr. Martell indicated that two of the bridges were owned by the railroad and believed that an agreement had been made. Jim Powers inquired as to what they would want to change on the MOU in which Dr. Martell responded that they want the BOH to own the property. Dr. Martell indicated that the attorneys have indicated that the MOU is in their favor adding that any changes that to it will have to come back in front of the BOH.

3. Financial Statements

Dr. Williams indicated that the resolution of expenditures, statement of fund balance, financial review and balance sheet were all deferred. Dr. Williams indicated that general account had an ending balance of \$661,750.56. Dr. Williams inquired as to the balance sheet in which Jim Keeler indicated that the balance sheet reflects the Munis balance of \$639,882.26 after reconciling items. Dr. Williams reported that the Lead account for January has a balance of \$57,620.50 in which Jim indicated that they received a HUD reimbursement. Dr. Halversen inquired if the HUD grant was a three year grant in which Dr. Martell indicated it was and they just received another HUD grant. Dr. Williams indicated that the January Abandoned properties had an ending of \$5,000.00 and the E-Pay Account has an ending balance of \$741,119.11 commenting that the fund has grown considerably in which Dr. Martell indicated that more people are paying online. Jim Keeler indicated that they have to do an investment transfer to transfer money out of the fund.

4. Major Expenditure Requests

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
4.a	IDPH	IDPH fee for Electronic Filing of Death Certificates for January 2023	\$ 10,640.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
4.b	Rockford Regional Health Council	Annual Membership Dues	\$ 7,250.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
4.c	IDPH	Lead Contractor Approved Provider Training	\$ 8,700.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
4.d	Salvation Army	Preparedness Logistics support	\$ 36,000.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
4.e	Home Depot	Inventory Management Supplies for public health preparedness	\$ 5,200.00	Jim Powers / Angie Goral	All voted in favor, motion carries
4.f	Bulk Container Solutions	Inventory Management Supplies for public health preparedness	\$ 11,000.00	Angie Goral / Dr. Halversen	All voted in favor, motion carries
4.g	Salvation Army	Service Fee for Supplies no covered under current contract	\$ 3,000.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries

Item b - Dr. Williams inquired if the Rockford Regional Health dues went up in which Dr. Martell responded that they had not.

Item c – Dr. Halversen inquired as to what the training is for in which Dr. Martell indicated that it is for vendors who will do lead mediation. She indicated that they want to expand it and WCHD has to provide the training with HUD grant for vendors to replace windows. Dr. Martell indicated that the packet includes information on providers who been certified under the Illinois Department of Public Health to provide the training. Dr. Williams inquired if that was a condition of the HUD grant in which Dr. Martell indicated that she believed it was a condition of one of the line items to increase the number of providers. Dr. Halversen inquired how many are currently being used in which Dr. Martell indicated that they have three that currently work with WCHD.

Item d – Dr. Halversen requested additional information in which Dr. Martell indicated that it is for Preparedness Logistic Support with Salvation Army to house and maintain emergency preparedness supplies including tables, chairs, generators, syringes and air conditioning units. Rebecca added that they also maintain the air conditioners and generators. Angie inquired as to where they store them in which Rebecca indicated that they have a warehouse at the old Circuit City site and provide a separate room to store WHCD supplies. Dr. Martell indicated that they inventoried and tagged everything as well as maintain portable units to ensure they are in working condition. Dr. Martell added that it is the annual maintenance agreement which is \$3000/month for them to store and maintain supplies for emergency preparedness. Dr. Halversen



inquired as to the liability in the event of a fire or accident in which Dr. Martell indicated that reflected that on page 52 of the packet in item 7 of the agreement both WCHD and the Salvation Army has to maintain insurance.

Item e – Dr. Martell indicated that the vendor was Salvation Army however it should have been Uline. Dr. Martell informed the committee that Uline’s quote came in at high and she had requested for additional quotes for the items. Jim indicated that saved approximately \$6000 by going through Home Depot and Bulk Container Solutions. Dr. Martell indicated that there will be additional purchase orders for the different vendors. The only items that will be purchased from Uline were labels and a label maker for \$500.00. Dr. Martell indicated that they will purchase clear collapsible storage containers from Home Depot for \$5200.00. Item f – Dr. Martell indicated that they purchased larger storage containers that can be moved with a forklift from Bulk Storage Solutions. Dr. Williams reflected that the saving was \$6585.00.

Item g – Dr. Martell indicated that the expense for the Salvation Army is for service fees not covered under the current contract. Dr. Halversen inquired as to what the supplies are for in which Dr. Martell explained that when they consolidated the storage areas one area that was not consolidated is the storage held at the Health Department. She indicated that for COVID there was an entire suite for supplies. Dr. Martell explained that this expense would be for Salvation Army to pick up those supplies. Dr. Halversen inquired if it was a one-time expense in which Dr. Martell indicated it was.

- 5. **Proposed Contacts and Agreements - none**
- 6. **Executive Session – None**
- 7. **Additions - None**
- 8. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn, which Jim Powers gave, Angie Goral seconded, all were in favor and the February 8, 2023 Finance Committee meeting adjourned at 6:20 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date