



**Minutes of the BOH Finance Committee Meeting  
Wednesday, March 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), James Powers; Angie Goral; David Helland, Bob McCreath (Ex-Officio)

**Members Absent:** Dr. John Halversen (Vice-Chair)

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

Dr. Williams called the March 8, 2023 meeting to order at 5:34 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the March 8, 2023 Finance Committee agenda in which Jim Powers provided, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (1)

**2. 555 North Court Bond Repayment:** Dr. Martell reported that they have not received any correspondence from the county administrator or the chairs of the operation committee or the Finance committee regarding the status on the bond payoff. Dr. Martell has discussed it with the Chairman and will be discussing it again however she will be putting it officially in writing to inquire to the county as to what they are asking WCHD to re-negotiate. The committee agreed that a written letter should be sent. Dr. Helland inquired as to who the letters would be sent to in which Dr. Martell indicated that a joint letter will be sent to the Chair of the Operations Committee who is Keith McDonald and the Chair of the Finance committee who John Butitta. Dr. Martell will have it ready for the next board meeting and asked if the committee wanted to see the letter before it is sent or just receive a copy in which they agreed to a copy.

**3. Development of a Financial Dashboard:** Jim Keeler indicated that the financial dashboard is a quality initiative to produce better quality numbers. Jim reported that they provide a financial review of expenses compared to the budget for the time of year into the budget cycle. Jim indicated that they report the revenue that is in line with the time that has expired which is sufficient information. Jim indicated that WCHD has two funding sources which are the levy that the county provides and the other is permits and fees (food permits, birth certificates, inspection fees). Jim commented that there are weaknesses in the general accepted accounting principles and they want to get more precise figures to report. Jim indicated that they will be putting the numbers together to report to the committee next month to see if it is beneficial.

**4. 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 as of February 28, 2023 of \$720,388.93. Dr. Williams reported that the Lead account has a balance of \$201,259.81. Dr. Williams indicated that the abandoned properties as of February 28, 2023 had an ending of \$5,000.00. Dr. Williams reported that as of February 28, 2023 the E-Pay Account has an ending balance of \$755,570.05.



Dr. Williams inquired if there was anything that needed to be shared in which Jim responded that they had moved a considerable amount of money out of the general fund in preparation of paying off the bond. Dr. Williams reported that the revenue & expenditures and the public health emergency reserve have been deferred.

### 5. Major Expenditure Requests

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for February 2023	\$ 6,452.00	Jim Powers/ Dr. Helland	All voted in favor, motion carries
b	IDPH	Mandatory Travel for HUD conference	\$ 15,578.00	Jim Powers/ Dr. Helland	All voted in favor, motion carries

5b. Dr. Martell indicated that it is a mandatory conference for the HUD lead program in which 5 employees will be attending.

### 6. Proposed Contacts and Agreements:

- a. UISOMR – PAA Agreement for Department of Family and Community Medicine Residents: Dr. Martell indicated that there is no cost however it is an agreement in which Dr. Shiller will be serving as the physician for the refugee clients. Dr. Martell indicated that UIC now has a programmatic affiliation agreement (PAA) adding that it is in review as the state’s attorney’s office made some revisions which are being reviewed by the university. Dr. Martell clarified that Dr. Shiller agreed to the agreement. Dr. Helland indicated that item 5 of the agreement was very clear about patient care and education obligations. Dr. Martell indicated under item 4 financial issues that their residency is technically under Swedish American who pays the residents. Dr. Martell indicated that the indemnification between two governmental agencies hold each other harmless. Jim Powers motioned to approve the agreement pending legal review, Dr. Helland seconded, all were in favor and the motion carries. Ayes (5), Nays (0), Absent (1)

### 7. Executive Session – None

8. **Additions** – Dr. Martell indicated that the BOH owns 401 Division Street and the board needs to engage in discussion as to what to do with 401 Division Street. Dr. Williams indicated that he believed that everyone wants to sell the building. He inquired as to how much it would sell for and what would be done with the money adding that it will be big news which will generate questions from the county board. Dr. Williams indicated that the BOH should receive the proceeds from the sale because the BOH owns the building not the county adding that they will want to know what the BOH is doing with the money. Angie indicated that the appraisals that were previously received will need to be updated in which Dr. Martell agreed commenting that they had two done approximately a year ago. Dr. Martell indicated that they had also completed phase one of the environmental study as well. Dr. Martell indicated that the BOH could also rebuild on the property which goes down to the river. Dr. Williams indicated that the Riverview Room has a great view and could see the building being torn down and repurpose the space and suggested condos. Dr. Martell indicated that 401 Division Street will be added as an agenda item at a future meeting.

Jim Powers indicated that votes during the BOH meetings need to be voted as yes or no as well as voted as abstention to ensure votes are correctly counted. Dr. Martell agreed that it needs to be clear so there needs to be ayes, nays and abstention. Dr. Martell indicated that there were also questions about remote participation. She indicated that for remote participation they would need to give advanced notification so it can be set up, then a quorum would need to be established, then the remote participant needs to be voted in and then all votes need to be conducted via roll call to ensure that the participant on remote is voting.



## 9. Adjournment

There being no additional business, Dr. Williams entertained a motion to adjourn, which Dr. Helland gave, Angie Goral seconded, all were in favor and the March 8, 2023 Finance Committee meeting adjourned at 6:03 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date