



**Minutes of the BOH Finance Committee Meeting
Wednesday, April 12, 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; Dr. Halversen (Vice-Chair)

Members Absent: Dr. Helland, Bob McCreath (Ex-Officio)

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

Dr. Williams called the April 12, 2023 meeting to order at 5:31 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the April 12, 2023 Finance Committee agenda in which Jim Powers provided, Angie Goral seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (4), Nays (0), Absent (2)

2. 555 North Court Bond Repayment: Dr. Martell reported that she had requested that the bond repayment be on the last county board operation's committee meeting agenda however, it was not on the agenda. Her intention was to get additional information on what it would take for them to consider paying off the bond. Dr. Martell indicated that she wanted to the board to consider the option of perhaps reclaiming 401 Division Street clarifying reclaiming as in demolish it and do a capital build. Dr. Martell indicated that it is a great location adding that the railroad will be fixing the bridges. Dr. Martell shared ideas such as the first floor being for client services overseeing the riverfront. The second floor could be a commercial kitchen available to the community for "start-ups". The second floor would also have space for community meetings. Dr. Martell indicated that the WCHD all-staff meetings occur off-site which costs money for space rental. Dr. Martell indicated that the third floor would be for administrative office space. She indicated that the building would have solar panels for energy efficiency. Dr. Williams indicated that grant funding may be available for building a "green" building. Dr. Martell indicated that no decisions need to be made however just wanted the committee to start thinking of options. Dr. Williams inquired as to the cost of demolition of 401 Division Street commenting that there may be asbestos. Dr. Martell indicated that she would need to look into it along with determining who other investors are that might be interested. Dr. Martell indicated that the money set aside for the bond repayment would be available to use toward the expenses. Dr. Martell indicated that currently WCHD pays rent as well as pays for parking and 401 Division Street has parking which would be expenses would be saved. Dr. Halversen inquired as to what happens with the current building (555 N. Court Street) in which Dr. Martell indicated WCHD would move. Dr. Halversen inquired if there were any requirements to follow in which Jim Keeler indicated whatever is included in the lease in which Dr. Martell commented that WCHD does not have a current lease. Jim Powers inquired as to who potential partners would be in which Dr. Martell indicated Fordham Forward and Jim Keeling. Dr. Martell indicated that she would like to build a community center commenting that there is nothing available in that area of town. She indicated that the building is prime real estate on the river and wanted the committee to think of other options rather than continuing to try and pursue repaying the bond. Dr. Williams agreed that it is worth taking to the board for further discussion. He indicated that they would need a motion from the board to move forward with getting bids to tear it down and meeting with architects to get estimated expenses. Jim Keeler inquired as to what the committee would hope the outcome would be in which Dr. Halversen responded getting permission to move forward with the next stage of the process for the demolition. Dr. Halversen inquired if Jim Keeler could have the financial expense information associated with 555 N. Court Street available to present to the BOH in which Jim said



he would.

3. Development of a Financial Dashboard: Jim Keeler indicated that the financial dashboard is a quality initiative to produce better quality numbers – Presentation attached.

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 March 31, 2023 of \$898,752.95. Dr. Williams reported that the Lead account has a balance of \$201,259.81. Dr. Williams indicated that the abandoned properties had an ending of \$5,000.00. Dr. Williams reported that as of March 31, 2023 the E-Pay Account has an ending balance of \$825,702.49. Dr. Williams reported that the revenue & expenditures as well as the public health emergency reserve items are 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 March 2023	\$ 8,208.00	Jim Powers / Angie Goral	All voted in favor, motion carries
b	Winnebago County SWCD	Soil Analysis	\$ 4,225.00	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
c	Viken Detection	XRF Analyzer Repair Maint.	\$ 4,990.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries
d	FFF Enterprises	Annual Influenza Vaccines	\$ 19,981.70	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
e	UIC College of Medicine	Professional Contractual Svs.	\$ 72,879.00	Dr. Halversen/ Jim Powers	All voted in favor, motion carries
f	Sorenson Comm (SCIS)	Interpreting Services	\$ 4,200.00	Jim Powers/ Dr. Halversen	All voted in favor, motion carries

5c. Dr. Martell indicated that it is the lead analyzer device used to determine lead concentration which has a broken strap that needs repaired.

5e. Dr. Martell indicated that the committee initially approved Purchase Order 2023-12 in January for \$52,085.00. The expense was for the IPLAN support assisting with the community health assessment and focus groups as part of the community health themes and strengths. Dr. Martell indicated that they had to postpone it. Dr. Martell wants to increase the amount of focus hard to reach population. Dr. Martell indicated that resulted in an increase of \$20,000 from the original purchase order however, it extends over two years. Dr. Martell indicated that the initial purchase order will be rescinded and an updated one provided.

5f. Dr. Martell indicated that it is for American Sign Language services used for press conferences and if needed within the office or other events where WCHD presents. Dr. Martell indicated that they estimated using 20 hours over the course of the year. She indicated that the standard service is \$3/minute.

6. Proposed Contacts and Agreements - none

7. Executive Session – None

8. Additions –None

9. Adjournment

There being no additional business, Dr. Williams entertained a motion to adjourn, which Dr. Halversen gave, Angie Goral seconded, all were in favor and the April 12, 2023 Finance Committee meeting adjourned at 6:24 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date