



## BOARD OF HEALTH: FINANCE COMMITTEE

**Date of Meeting:** May 10, 2023

**Time of Meeting:** 5:30 pm – 6:30 pm

**Location of Meeting:** 555 North Court Street, Room 115; Rockford, IL 61103

**Board Committee Members:** Dr. Allen Williams-Chair, Dr. John Halversen-Vice-Chair, Angie Goral, Dr. David Helland, James Powers, and Robert McCreath (Ex-Officio)

**WCHD Participants:** Dr. Sandra Martell – Public Health Administrator, James Keeler - Director of Finance; Stephanie Bahling – Executive Assistant (recorder)

Agenda Item	Time	Sponsor
1. Approval of May 10, 2023 Agenda	1 min	A. Williams
2. Guidance Regarding WCHD Offices <ul style="list-style-type: none"> <li>a. 555 North Court Bond Repayment</li> <li>b. Recommission and Development of 401 Division</li> </ul>		
3. Development of Financial Dashboard		
4. Financial Statements <ul style="list-style-type: none"> <li>a. Resolution of Expenditures - <i>Deferred</i></li> <li>b. Statement of Fund Balance - <i>Deferred</i></li> <li>c. Financial Review - <i>Deferred</i></li> <li>d. Balance Sheet - <i>Deferred</i></li> <li>e. Bank Reconciliations <ul style="list-style-type: none"> <li>i. General Account</li> <li>ii. Lead Account</li> <li>iii. Abandoned Properties</li> <li>iv. State of Illinois E-Pay</li> </ul> </li> <li>f. Revenue and Expenditure Reports - <i>Deferred</i></li> <li>g. Public health Emergency Reserve Minimum Graph - <i>Deferred</i></li> <li>h. Accounts Receivable - <i>Deferred</i></li> </ul>	10 min	A. Williams
5. Major Expenditure Requests <ul style="list-style-type: none"> <li>a. PHS: VR – Electronic Filing Fee for April 2023 Death Certificates</li> <li>b. PHS: VR – ISP-Illinois Vital Record Security Paper</li> <li>c. PHEP: Fisher Scientific – Vaccine Storage Monitoring system</li> <li>d. PHEP: Helmer Scientific Vaccine Refrigerator and Under Counter Vaccine Freezer</li> </ul>	30 min	A. Williams
6. Proposed Contracts and Agreements <ul style="list-style-type: none"> <li>a. HP – MOU – Ryan White HOPWA related Services – Project of the Quad Cities</li> <li>b. EH – Grant Agreement Between WCHD &amp; County of Boone</li> <li>c. EH – Grant Agreement Between WCHD &amp; County of DeKalb</li> <li>d. EH – Grant Agreement Between WCHD &amp; County of Lee</li> <li>e. EH – Grant Agreement Between WCHD &amp; County of Ogle</li> <li>f. EH – Grant Agreement Between WCHD &amp; County of Stephenson</li> </ul>		

g. EH – Grant Agreement Between WCHD & County of Whiteside

7. Executive Sessions	0 min	S. Martell
8. Additions	5 min	A. Williams
9. Adjournment	1 min	A. Williams