



**Minutes of the BOH Finance Committee Meeting
Wednesday, January 10, 2024 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL**

Members Present: Dr. Allen Williams (Chair), Dr. Helland, Bob McCreath (Ex-Officio); James Powers; Dr. Halversen (Vice-Chair)

Members Absent: Angie Goral

WCHD Staff Present: Todd Marshall Director of Environmental Health, James Keeler-Finance Director, Stephanie Bahling Executive Assistant (recorder).

Dr. Williams called the January 10, 2024 meeting to order at 5:31 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the January 10, 2024 Finance Committee agenda which was provided by Jim Powers, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (1)

2. Disposition/Planning 401 Division Property

Todd Marshall reported that WCHD is still in the process of preparing for the demolition of the building located at 401 Division street. He indicated that there have been some barriers that WCHD has had to overcome however everything has been approved and he is working with the contractor to move forward with the demolition. Todd informed the committee that WCHD continues to work with Gary Anderson and Studio GWA regarding WCHD needs for the new building.

3. Consideration of Offer for Right of Way and Temporary Easement for 555 N. Court Street: Todd Marshall indicated that WCHD received notification that Church Street will change from a one-way to a two-way adding that the City of Rockford would need to acquire 50 square feet of right of way. The documentation reflected that City of Rockford has agreed to pay WCHD \$900 for the right of way and due to the financial aspect, the Finance committee would need to consider recommending approval to the BOH. A motion to approve was provided by Dr. Halversen, seconded by Bob McCreath, all were in favor and the motion was approved. Ayes (5), Nays (0), Absent (1).

4. 2024 Minimum Wage Increase Discussion: Jim Keeler informed the committee that minimum wage increased to \$14.00/hour effective January 1, 2024. Jim indicated that the current lowest paid position is at \$13.65/hour and to avoid salary compression everyone’s salary would increase by 35 cents per the compensation plan. Jim indicated that he will be processing the increases which were budgeted and the expense will be approximately \$6000/month.

5. Financial Statements:

a. Bank Reconciliations

i. General Account

- a) November 2023 - \$1,128,080.03
- b) December 2023 - \$1,288,752.39

ii. Lead Account

- a) November 2023 - \$284,405.17
- b) December 2023 - \$5,000.00

iii. Abandoned Properties

- a) November 2023 - \$5,000.00
- b) December 2023 - \$5,000.00

iv. State of Illinois E-Pay

- a) November 2023 - \$1,053,854.54



b) December 2023 - \$1,419,414.68

- b. **Resolution of Expenditures** – Dr. Williams reported that the November resolution of expenditures was \$795,115.80. Jim Powers made a motion to approve the expenditures which was seconded by Dr. Helland, all were in favor and the expenditures were approved. Ayes (5), Nays (0), Absent (1). Dr. Williams reported that the December resolution of expenditures were deferred.
- c. **Statement of Fund Balance** – Dr. Williams reported that the November statement of fund balance was \$9,587,625.56 and December was deferred.
- d. **Financial Review** – Dr. Williams reported that it is the 2nd month of Winnebago County’s fiscal year and the 5th month of the state of Illinois for November indicating that revenue was budgeted at \$1,802,898.00, actual was \$1,611,785.00 with a variance of \$191,113.00. Expenses were budgeted at \$1,882,803.00, actual & encumbered were \$1,544,425.00 with a variance of \$338,378.00. Dr. Williams reported that the December report was deferred.
- e. **Balance Sheet** – Dr. Williams reflected that the balance sheet is as stated in the packet, December is deferred.
- f. **Revenue and Expenditure Reports** - Dr. Williams reflected that the revenues and expenditures were as stated in the packet, December is deferred.
- g. **Public Health Emergency Reserve Minimum Graph** – Dr. Williams reflected that the fund balance is above the emergency reserve minimum, December is deferred.
- h. **Accounts Receivable** – Jim Powers indicated that WCHD received lien payment fund on demolition property, December is deferred. No irregularities were noted.

6. 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 November 2023	\$ 7,284.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
b	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2023	\$ 6,844.00	Dr. Halversen / Bob McCreath	All voted in favor, motion carries
c	Northern Illinois Public Health Consortium	Membership Dues 2024	\$ 5,000.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
d	Rockford Regional Health Council	Membership Dues 2024	\$ 7,250.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
e	Viken Detection	XRF Analyzer Resource - Viken Detection - resourcing service	\$ 3,950.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries

Item e: Dr. Williams indicated that it is a lead paint analyze, Todd Marshall added that it has a radio-active source that identifies lead through several sources. Todd indicated that their XRF is working however it is slowing down which delays the time it takes for inspections.

7. Proposed Contracts, Agreements & Policies:

- a. MOU: Harm Reduction Site Agreement Template: Dr. Williams entertained a motion to approve the template which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the MOU template was approved. Ayes (5), Nays (0), Absent (1).
- b. MOU: Stepping Stones – Drug Overdose Prevention Program: Dr. Williams entertained a motion to approve which was provided by Dr. Halversen seconded by Jim Powers, all were in favor and MOU was approved. Ayes (5), Nays (0), Absent (1).
- c. MOA: IBCCP provider agreement template: Dr. Williams entertained a motion to approve the MOA template for IBCCP providers which was provided by Dr. Helland, seconded by Jim Powers, all were in favor and the MOA template was approved. Ayes (5), Nays (0), Absent (1).
- d. 065-0419-16 - Cell Phone Policy: Jim Keeler indicated that the policy is being updated to increase Tier 1 reimbursement to \$36 and Tier 2 reimbursement to \$42 per month based on the consumer price index. Dr. Williams entertained a motion to approve which was provided by Dr. Halversen, seconded by Bob McCreath, all were in favor and cell phone policy was approved. Ayes (5), Nays (0), Absent (1)

8. Executive Session – None



9. **Additions** –Dr. Helland inquired if the recent asylum seeker plane that landed in Rockford involved WCHD in which Todd Marshall responded that WCHD was made aware of the landing however there wasn't a need for WCHD involvement.

10. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Dr. Helland, seconded by Bob McCreath, all were in favor and the January 10, 2024 Finance Committee meeting adjourned at 6:11 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date