



**Minutes of the BOH Finance Committee Meeting
Wednesday, October 11, 2023 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL**

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

Members Absent: Dr. Allen Williams (Chair)

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

Dr. Halversen called the October 11, 2023 meeting to order at 5:29 pm.

1. Approval of Agenda

Dr. Halversen asked for a motion to approve the October 11, 2023 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

Dr. Martell reported that an electronic transformer was located on the property which WCHD is working with Com Ed to have it removed. Dr. Martell indicated that on October 19, 2023 the leadership team is meeting with GWA to assess WCHD needs. She indicated that GWA will do a walk-through of the building from 11:00 to 12:00 to determine how centers currently function and then the meeting will start at 12:00. Dr. Martell informed the committee that they are welcome to join the meeting.

3. Financial Statements

Dr. Halversen indicated that the financial statements for the resolution of expenditures, statement of fund balance, financial review and balance sheets were all deferred. Dr. Halversen reported that the general account has a current balance of \$1,942,666.97 a nearly \$12,000 increase. Jim Keeler indicated that the general account fund is accumulating funds commenting that funds can be transferred to the E-Pay account which receives higher interest rate. After discussion it was determined that Jim Keeler has the authority to move money between funds. Dr. Halversen indicated the Lead account has a balance of \$209,148.35 commenting that no funds were received and no withdrawals were made. Dr. Halversen reported that the abandoned properties fund has the minimum balance of \$5,000. Dr. Halversen indicated that the E-Pay account fund has a balance of \$1,016,869.99. Dr. Halversen reported that the revenue & expenditures report, the public health emergency reserve and accounts receivable are all deferred.

4. Major Expenditure Requests: The Winnebago County SWCD Soil Analysis July bill was voted on via poll vote.

Major Expenditure Reports				
Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	IDPH fee for Electronic Filing of Death Certificates for September 2023	\$ 7,232.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
EH - Winnebago County SWCD	Soil Analysis - July Bill	\$ 4,075.00	Poll Vote: Ayes (7), Nays (0), Absent (2)	Motion carries
EH - Winnebago County SWCD	Soil Analysis - September Bill	\$ 4,075.00	Dr. Helland / Jim Powers	All voted in favor, motion carries

5. Proposed Contracts and Agreements: Dr. Halversen.

a. Contract – Ogle County Health Department Tuberculosis – Dr. Martell indicated that the Ogle County Health Department does not have the medical clinic to provide the treatment for tuberculosis.

Included in the packet is the agreement and the amount that the Ogle County Health Department



would pay per procedure. Dr. Martell explained that Ogle would refer the client to WCHD. WCHD has a contract with Swedish American to take the X-Ray and Dr. Schiller would order the medicine and tests. There is no additional expense for WCHD the agreement is in place to recoup the cost to provide the service. Dr. Halversen asked for a motion to approve which was provided by Jim Powers and seconded by Dr. Helland, all were in favor, motion carries. Ayes (5), Nays (0), Absent (1)

- b. Resolution – Strong Communities Grant – Certificate of Incumbency – Dr. Martell indicated that WCHD applied for the Strong Communities Grant independent of the County using WCHD’s SAM’s and FEIN number. Dr. Martell indicated that the BOH needs to accept the funding through the resolution and grant the certificate of incumbency which allows Dr. Martell and Jim Keeler the authority to manage the grant fiscally. Dr. Martell indicated that the resolution was voted in via poll vote as the paperwork needed to be submitted to the Illinois Housing Development Authority by October 6, 2023. Dr. Martell indicated that it was a unanimous vote to accept the grant. Ayes (9), Nays (0), Absent (0)

6. Executive Session – None

7. Additions –None

8. Adjournment

There being no additional business, Dr. Halversen entertained a motion to adjourn, which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the October 11, 2023 Finance Committee meeting adjourned at 5:48 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date