



**Minutes of the BOH Finance Committee Meeting
Wednesday, November 8, 2023 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL**

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

Members Absent:

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

Dr. Williams called the November 8, 2023 meeting to order at 5:36 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the November 8, 2023 Finance Committee agenda which was provided by Dr. Halversen, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (0)

2. Disposition/Planning 401 Division Property

Dr. Martell reported that Studio GWA came out and are surveying staff on planning forward. Continue to work on the demolition, working with the City of Rockford on how they demo property. Dr. Martell indicated that there is a transformer that they are going to demo around rather than removing which would hold up the process. The transformer is being encased by Comed and if WCHD rebuilds there the transformer can serve as a secondary use of power for the property. Dr. Martell indicated that since the property is over an acre that WCHD needs a special plan submitted by the contractor indicating that any run-off will go into the river or storm systems. Dr. Martell indicated that they she had some preliminary discussion with the Rockford Housing Authority to inform them what WCHD is doing and inquired if they would be interested in partnering with WCHD for the community center in which they are.

3. Financial Statements

Dr. Williams indicated that the financial statements for the resolution of expenditures, statement of fund balance, financial review and balance sheets were all deferred. Dr. Williams reported that the general account has a current balance of \$904,223.80 a slight increase. Dr. Williams indicated the Lead account had a beginning balance of \$98,261.29 and an ending balance of \$196,305.06. Dr. Williams reported that the abandoned properties fund has the minimum balance of \$5,000 to keep the account open. Dr. Williams indicated that the E-Pay account fund has a balance of \$1,035,719.40. Dr. Williams reported that the revenue & expenditures report, the public health emergency reserve and accounts receivable are all deferred.

4. 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 August 2023	\$ 6,952.00	Dr. Helland / Angie Goral	All voted in favor, motion carries
b	Qualtrics	Software Renewal	\$ 256,690.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
c	Zoom	Subscription Renewal 30 licenses	\$ 5,999.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
d	University of Illinois College of Medicine	Professional Healthcare Services	\$ 8,000.04	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
e	National Cinemedia	Digital media advertising campaign - Health Equity	\$ 3,000.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
f	N Trak Group	401 Division Demolition Additional Expenses	\$ 8,520.00	Dr. Helland / Angie Goral	All voted in favor, motion carries



Item e: Dr. Martell reported that this expenditure is for the PAVE grant a vaccine equity grant to increase vaccination rates. The expenditure is to provide advertising during the Beyonce' film with targeted advertising that will reach multi-generational audience. The WCHD PAVE grant targets the African-American population in which this provides a different opportunity to reach that population. The advertising will be at both AMC theatres and will be shown on 16 screens and will run from 12/1-12/14/2023. Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Angie Goral and all were in favor and the major expenditure was approved for \$30000.00 Ayes (6), Nays (0), Absent (0). In reviewing the supporting documentation in the finance meeting packet Dr. Halversen questioned the amount of the expenditure. After discussion it was determined the correct amount of the major expenditure should be \$3000.00. The major expenditure chart included in the November 11, 2023 Finance agenda contained an error as it indicated that the expense was \$30,000. Dr. Helland made a motion to rescind the vote, which was seconded by Dr. Halversen, all were in favor and the previous vote was rescinded Ayes (6), Nays (0), Absent (0). Dr. Williams entertained a motion to approve the amended amount of \$3000.00 for National Cinemedia which was provided by Dr. Halversen, seconded by Jim Powers, all were in favor, motion carries Ayes (6), Nays (0), Absent (0).

Item f: 401 Division Demolition Additional Expenses: Dr. Martell indicated that the additional expense covers the water disconnection which requires capping off the water line to the main and the Silt Fence for storm water pollution prevention totaling \$8,520.00.

5. Proposed Contracts and Agreements:

- a. Agreement: Professional Health Services Agreement with U of I Annual Agreement: Dr. Martell indicated that this was approved as a major expenditure and a vote was not necessary.
- b. Agreement: Illinois Public Health Association & WCHD Subaward Agreement: Dr. Martell indicated that this agreement is for HIV prevention services. This is a sub-contract agreement in which the State awards the main contract to IPHA and IPHA sub-contracts with WCHD. Dr. Williams entertained a motion to approve which was provided by Dr. Halversen seconded by Dr. Helland, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0).
- c. Contract: Lead Mitigation Work, extended Contract – Stene's Contractors – Dr. Martell indicated that the lead mitigation contracts (items f3-fg) are all being extend for an additional three months which will allow for bids to go out and additional vendors to be selected to do lead mitigation work. All that is being requested is an extension to the current contracts. Dr. Williams entertained a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0)
- d. Contract: Lead Mitigation Work, extended Contract – CMM Environmental - Dr. Williams entertained a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0)
- e. Contract: Lead Mitigation Work, extended Contract – Gerke Enterprises - Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Jim Powers, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0)
- f. Contract: Lead Mitigation Work, extended Contract – Arc Environmental - Dr. Williams entertained a motion to approve which was provided by Jim Powers, seconded by Bob McCreath, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0)
- g. Contract: Lead Mitigation Work, extended Contract – Taylor Made Carpentry - Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and motion carries. Ayes (6), Nays (0), Absent (0)

6. Executive Session – None

7. Additions –None

8. Adjournment



There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Jim Powers, seconded by Angie Goral, all were in favor and the November 8, 2023 Finance Committee meeting adjourned at 6:07 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date