



**Minutes of the BOH Finance Committee Meeting
Wednesday, February 14, 2024 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL**

Members Present: Angie Goral; Dr. Helland, Dr. Williams (chair), Dr. Halversen (Vice-Chair)

Members Absent: Bob McCreath, Jim Powers

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

Dr. Williams called the February 14, 2024 meeting to order at 5:37 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the February 14, 2024 Finance Committee meeting agenda which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (4), Nays (0), Absent (2).

2. Approval of January 10, 2024 meeting minutes

Dr. Williams asked for a motion to approve the January 10, 2024 Finance Committee Meeting Minutes which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the January 10, 2024 meeting minutes were approved. Ayes (4), Nays (0), Absent (2).

3. Disposition/Planning 401 Division Property

Dr. Martell reported that the building located at 401 Division Street is almost completely torn down and indicated that another meeting will be scheduled to discuss information learned from Studio GWA and for the BOH to provide guidance moving forward.

4. Financial Statements

Dr. Williams reported that the bank account reconciliations as of January 31, 2024 reflected that the general account had an ending balance of \$1,386,813.09; the lead account had an ending balance of \$5,000.00; the abandoned properties account had an ending balance of \$5,000 and the EPAY account had an ending balance of \$1,443,192.63. Dr. Williams indicated that the resolution of expenditures, statement of fund balance, financial review, balance sheet, revenue & expenditures report, public health emergency minimum reserve graph and accounts receivable reports were all deferred.

5. Major Expenditure Requests:

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for January 2024	\$ 8,964.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (2)
b.	Forest City Diagnostic Imaging	Chest - X-Rays for TB screening	\$ 9,625.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (2)
c.	U of I College of Medicine	Annual Agreement	\$ 8,000.04	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (2)
d.	Target	IPLAN gift card stipend	\$ 5,000.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (2)
e.	IDPH	Lead Risk Assessor Training	\$ 5,000.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (2)

5.b – Dr. Halversen inquired if there has been an increase in the number of TB cases in which Dr. Martell reported that there has not an increase in cases however there has been an increase in TB screenings.

5.d – Dr. Martell reported that the expense is to serve as a stipend for individuals participating in IPLAN focus groups in which the recommended stipend amount was \$25 for each Target gift card.



- 6. **Proposed Contracts and Agreements:** None
- 7. **Executive Session** – None
- 8. **Additions** –None
- 9. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn the Finance Committee Meeting, which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the February 14, 2024 Finance Committee meeting adjourned at 5:46 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date