



**Minutes of the BOH Finance Committee Meeting  
Wednesday, March 13, 2024 at 5:30 p.m.  
Winnebago County Health Department  
Room 221 555 North Court Street  
Rockford, IL**

**Members Present:** Dr. Williams (chair), Dr. Halversen (Vice-Chair), Bob McCreath, Dr. Helland, Jim Powers, Angie Goral

**Members Absent:** Dr. Minore

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

Dr. Williams called the March 13, 2024 meeting to order at 5:40 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the March 13, 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 (6), Nays (0), Absent (1).

**2. Approval of February 14, 2024 meeting minutes**

Dr. Williams asked for a motion to approve the February 14, 2024 Finance Committee Meeting Minutes which was provided by Jim Powers, seconded by Dr. Halversen, all were in favor and the February 14, 2024 meeting minutes were approved. Ayes (6), Nays (0), Absent (1).

**3. Disposition/Planning 401 Division Property**

Dr. Martell reported that Studio GWA is seeking guidance from the BOH in regards to the next step in the planning process for WCHD. Specifically, Studio GWA seeks direction from the board whether to move forward with planning development of the property located at 401 Division Street or if they should pursue other locations for WCHD. After discussion the finance committee agreed that it would be best to continue the planning to develop the property at 401 Division Street. Dr. Williams entertained a motion in which Dr. Halversen made a motion that the consensus of the finance committee was to recommend to the board that Studio GWA move forward with planning the development of 401 Division Street as the future location for the Winnebago County Health Department. Dr. Helland seconded the motion, all were in favor and the motion was approved Ayes (6), Nays (0), Absent (1)

**4. Financial Statements**

Dr. Williams reported that the bank account reconciliations as of February 29, 2024 reflected that the general account had an ending balance of \$477,393.92; the lead account had an ending balance of \$164,642.78 which included a deposit of \$159,642.78; the abandoned properties account had an ending balance of \$5,000 and the EPAY account had an ending balance of \$1,465,146.92. 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 February 2024	\$ 7,728.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	Salvation Army	Contract Renewal - Storage facility - emergency preparedness.	\$ 36,000.00	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.	Home Performance Coalition	Grant Mandated Lead Training	\$ 3,780.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)



**6. Proposed Contracts and Agreements:**

Item	Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
a.	Patagonia Health	Electronic Patient Consent Forms - Monthly Subscription \$176/month \$2112.00 Annually	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

6.a – Dr. Martell indicated that although the annual expense was under \$3,000, the agreement included a financial component therefore needed to be presented to the Finance Committee for approval. Dr. Halversen inquired if signing the agreement would lock WCHD into a price in which Dr. Martell reported that it would be a 12-month agreement.

**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 Jim Powers, all were in favor and the March 13, 2024 Finance Committee meeting adjourned at 6:21 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date