



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

**Members Present:** Dr. Williams (chair), Dr. Minore, Bob McCreath, Dr. Helland, Jim Powers, Angie Goral

**Members Absent:** Dr. Halversen (vice-chair)

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

Dr. Williams called the April 10, 2024 meeting to order at 5:35 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the April 10, 2024 Finance Committee meeting agenda which was provided by Jim Powers, 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 March 13, 2024 meeting minutes**

Dr. Williams asked for a motion to approve the March 13, 2024 Finance Committee Meeting Minutes which was provided by Dr. Helland, seconded by Jim Powers, all were in favor and the March 13, 2024 meeting minutes were approved. Ayes (6), Nays (0), Absent (1).

**3. Cash Position Discussion and Direction – 555 North Court Fund**

The Finance Committee discussed the expense associated with the demolish of the building located at 401 Division Street, an expense which was not a budgeted expense. After the discussion, Dr Minore made a motion to present a budget amendment to the County Board which transfers the building demolition expense from the 555 building fund budget to WCHD’s health fund budget. The motion was seconded by Jim Powers, all were in favor and the motion carried. Ayes (6), Nays (0), Absent (1).

**4. Financial Statements**

Dr. Williams reported that the bank account reconciliations as of March 31, 2024 reflected that the general account had an ending balance of \$778,950.19; the lead account had an ending balance of \$278,019.53; the abandoned properties account had an ending balance of \$5,000 and the EPAY account had an ending balance of \$1,540,651.58. 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	Motioned/Seconded	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for March 2024	\$ 6,508.00	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	Public Health Accred. Board	Annual Accreditation	\$ 5,600.00	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	FFF Enterprises	Annual Flu Vaccines	\$ 15,203.07	Dr. Helland/ Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	Ironwood Environmental	Asbestos inspections for Demolitions	\$ 6,750.00	Dr. Helland/ 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.	The Project of The Quad Cities	Ryan White: HIV care and Support Services	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	UWHealth	HPW: WIC Education & Outreach	Dr. Minore/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Item a – Dr. Williams indicated that the contract with The Project of the Quad Cities is federally funded. Dr. Martell added that the Project of the Quad Cities received the federal grant and sub-contracts with WCHD. Item b – Dr. Martell indicated that there are no cost factors associated with the WIC education & outreach program agreement with UWHealth reporting that WCHD staff register clients for the program on-site at the hospital.

- 7. **Policies for Consideration** - None
- 8. **Executive Session** – None
- 9. **Additions** –None
- 10. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn the Finance Committee Meeting, which was provided by Dr. Minore, seconded by Bob McCreath, all were in favor and the April 10, 2024 Finance Committee meeting adjourned at 6:00 pm.

Approved by the Board of Health

\_\_\_\_\_  
Winnebago County Board of Health

\_\_\_\_\_  
Date