



**Minutes of the
Winnebago County Board of Health
Tuesday, April 16, 2024 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Bob McCreath, Dr. Williams, Patricia Lewis, Luci Hoover; Angie Goral, Dr. Helland, Jonathan Logemann; Derrick Kunz, Dr. Minore

Absent: Dr. Halversen, Jim Powers, Valerie Pobjecky

WCHD Staff: Dr. Sandra Martell, Cheryl Floyd, James Keeler, Michael Jarvis, Katie O’Toole, Todd Kisner, Todd Marshall, Patrick Ngum, Cynthia Hall, Rebeca Lyons, Tiffany Levine, **Stephanie Bahling (recorder)**

Attorney: SA Charlotte Hoss

WCHD Support: none

Bob McCreath called the meeting to order at 6:30 p.m.

- 1. **Introductions of Guest/Public Participation** - none
- 2. **Setting the Agenda:**

Bob entertained a motion to approve the Tuesday, April 16, 2024 agenda for the Winnebago County Board of Health meeting. Luci Hoover made the first motion; second motion made by Dr. Williams. Unanimously approved, motion carries. Ayes (9), Nays (0), Absent (3).

- 3. **Approval of BOH Minutes – March 19, 2024**

Bob entertained a motion to approve the March 19, 2024 Board of Health meeting minutes. Angie Goral made the first motion to approve the minutes, Patricia Lewis seconded, all were in favor. The Board approved the March 19, 2024 meeting minutes. Ayes (9), Nays (0), Absent (3).

- 4. **Health Department Highlights:** Dr. Martell reported that there has not been any cases of measles reported in Winnebago County.
- 5. **Presidents Report:** none
- 6. **Committee Reports:**
 - A. Executive Committee – No meeting
 - B. Finance Committee
 - 1. Financial Statements

- a. Budget Amendments: Item I was advanced by the Finance Committee
 - i. Fund 78000/Amendment #2 – Jim reported that the budget amendment is to charge the 555 fund and credit the health fund for the cost of the demolition of the property at 401 Division Street. Dr. Martell reminded the board that the budget amendment was advanced from committee and did not need a motion or second, just a vote. All were in favor and budget amendment #2 was approved. Ayes (9). Nays (0), Absent (3).
 - ii. Fund 60100/Amendment #3 – Jim reported that budget amendment #3 moves funds within line items for property demolitions and purchasing STI kits supported by grant funding. Dr. Williams entertained a motion to approve which was provided by Dr. Minore, seconded by Luci Hoover. All were in favor and budget amendment #3 was approved. Ayes (9), Nays (0), Absent (3).
- b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for March, 2024 is \$795,829.85 and asked for a motion to approve which was provided by Dr. Helland,

seconded by Dr. Minore, all were in favor, unanimously approved, motion carries. Ayes (9), Nays (0), Absent (3).

c. Statement of Fund Balance

Dr. Williams reported that the Statement of Fund Balance as March 31, 2024 had a balance of \$9,113,670.50, a decrease of \$366,642.84.

d. Financial Review

Dr. Williams reported that the Financial Review reflected that it was the 6th month of Winnebago County's Fiscal Year 2024 and the 9th month of the State of Illinois Fiscal Year 2024. Dr. Williams reported that revenue YTD was budgeted at \$5,408,694, with an actual amount of \$5,353,241 for a variance of \$55,453. Dr. Williams reported that YTD expenses were budgeted for \$5,648,410 with an actual amount of \$5,719,884 for a variance of (\$71,474).

e. Balance Sheet

Dr. Williams indicated that the balance sheet for March 2024 was included in the meeting packet. Jim Keeler indicated that food service permits were being processed. No irregularities were noted.

f. Bank Reconciliations

Dr. Williams reported the March 2024 ending balances reviewed by the Finance Committee for the following:

I.	General Account	\$778,950.19
II.	Lead Account	\$278,019.53 (included HUD deposit)
III.	Abandoned Properties	\$5,000.00
IV.	E-Pay	\$1,540,651.58

No irregularities were noted.

g. Revenue and Expenditure Reports

No irregularities were noted.

h. Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the reserve amount is exceeding the minimum reserve amount established by the Board of Health however is less than 2023.

i. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

2. Major Expenditure

Dr. Williams indicated that major expenditures item a – d were approved/advanced from committee and do not need a motion or a second, just a vote, all were in favor, and the major expenditures were unanimously approved. Ayes (9), Nays (0), Absent (3).

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)

3. Proposed Contracts and Agreements:

Dr. Williams indicated that item a-b were approved/advanced from committee and does not need a motion or a second, just a vote, all were in favor, and the agreement was unanimously approved. Ayes (9), Nays (0), Absent (3)

Item	Vendor/Contractor	Services/Item	Motion/Seconded	Approved
a.	Health Protection	Project of the Quad Cities	HIV Care & Support Services	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	Health Promotion & Wellness	UW Health	WIC Education & Outreach	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

4. Funding to support proposal for consultant to address access and coordination of mental and behavioral health services. Dr. Martell reported that the mayor and the chairman convened a task force outside of the Winnebago County Mental Health Board to review gaps for services and treatment. She acknowledged that individuals do not have access to services and there is not a coordinated entity within the community for individuals to go for services. The request is for funding for a consultant to determine a process and best practices for providing mental health services in the community. Luci made a motion to support the proposal for a consultant to address access and coordination of mental and behavioral health services. Bob McCreath seconded, all were in favor and the motion was approved. Ayes (9), Nays (0), Absent (3).
- C. Policy Committee – No Meeting
- D. Personnel Committee: No Meeting
- E. Quality Improvement Committee
 - 1) Meeting – April 16, 2024: Patricia indicated that the quality committee met prior to the Board of Health Meeting however did not have a quorum.
 - 2) 2024 Quality Improvement Plan: Patricia reported that Patrick provided an overview of the Quality Improvement plan which would need to be approved by the board. Pat entertained a motion to approve the Quality Improvement Plan which was provided by Dr. Williams, seconded by Luci Hoover, all were in favor and the quality improvement plan was approved. Ayes (9), Nays (0). Absent (3).
7. New Business/Other Matters: None
8. Correspondence and Information – none.
9. Additions - none.
10. Executive Closed Session – none.
11. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn the April 16, 2024 Board of Health Meeting which was provided by Dr. Helland, second by Dr. Williams. All were in favor and the meeting adjourned at 7:03.

Winnebago County Board of Health

Date