



**Minutes of the BOH Finance Committee Meeting  
Wednesday, May 10, 2023 at 5:30 p.m.  
Winnebago County Health Department  
Room 115 555 North Court Street  
Rockford, IL**

**Members Present:** Dr. Allen Williams (Chair), Angie Goral; Dr. Helland, Bob McCreath

**Members Absent:** (Ex-Officio); James Powers; 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 May 10, 2023 meeting to order at 5:35 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the May 10, 2023 Finance Committee agenda in which Bob McCreath provided, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (4), Nays (0), Absent (2)

**2. Guidance Regarding WCHD Offices**

- a. **555 North Court Bond Repayment:** Dr. Martell reminded the committee to have a more detailed discussion on whether the committee wants Dr. Martell to continue to pursue the bond repayment. Dr. Williams indicated that he isn't interested in pursuing the bond repayment in which Angie indicated that her concern was longer the bone repayment is put off the more it is costing in interest. Jim agreed indicating that WCHD is funding the 555 fund and if they pay off the bond it would save interest. Dr. Martell inquired if the committee wanted her to revisit the MOU with the county and own this building as well. Angie indicated that the building wouldn't be sold until 401 Division Street was complete. Jim indicated that the bond repayment was 1.4 million dollars in which Dr. Martell indicated there would be \$600,000 remaining, which would be enough to tear down 401 Division Street. Dr. Williams indicated that if the funding is available to do both and the sell 555 N. Court when it is no longer needed. It was decided that Dr. Martell would revisit the repayment of the bond and both Bob McCreath and Dr. Williams would accompany her to the meeting with the county. Dr. Williams entertained a motion to revisit the 555 N. Court Bond repayment, which was provided by Bob, seconded by Dr. Helland all were in favor and the motion was approved. Ayes (4), Nays (0), Absent (2).
- b. **Recommission and Development of 401 Division Street:** Dr. Martell inquired as to the next steps to take in regards to recommissioning 401 Division Street with the goal to develop the land as discussed for a multi-use community center in addition to public health offices. Dr. Williams indicated that the community public health needs would be located on the first floor. A community resource facility would be located on the second floor, which would also be used for meeting for the staff saving money on renting facilities. Dr. Williams indicated that the third floor would be used for the public health offices. The building will be eco-friendly with the use of solar panels and charging stations. Dr. Williams entertained a motion for Dr. Martell to begin the process of determining the expense to



demolishing and redeveloping 401 Division Street, which was provided by Dr. Helland, seconded by Angie all were in favor and the motion was approved. Ayes (4), Nays (0), Absent (2).

**3. Development of a Financial Dashboard:** Jim Keeler indicated that he did not have an update to report.

**4. Financial Statements**

Dr. Williams indicated that the resolution of expenditures, statement of fund balance, financial review and balance sheet were all deferred. Dr. Williams indicated that general account had an ending balance as of April 30, 2023 of \$1,173,933.42. Dr. Williams reported that the Lead account has a balance of \$77,725.87. Jim indicated that there was a deposit from HUD. Dr. Williams indicated that the abandoned properties had an ending of \$5,000.00 and inquired if there will be an increase in funding now that the weather is warming up in which Dr. Martell indicated there would be as there is a trailer park on the south side of Rockford. Dr. Williams reported that as of April 30, 2023 the E-Pay Account has an ending balance of \$859,465.26. Dr. Williams reported that the revenue & expenditures as well as the public health emergency reserve items are 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 April 2023	\$ 7,544.00	Dr. Helland / Bob McCreath	All voted in favor, motion carries
b	ISP-Vital Record Security Paper	Birth & Death Cert. paper	\$ 8,738.05	Bob McCreath / Dr. Helland	All voted in favor, motion carries
c	Fisher Scientific	Upgrade -Vaccine Storage Monitoring System	\$ 11,380.38	Angie Goral / Dr. Helland	All voted in favor, motion carries
d	Helmer Scientific	vaccine refrigerator & freezer	\$ 11,545.43	Dr. Helland / Bob McCreath	All voted in favor, motion carries

5c. Dr. Martell indicated that all the vaccine refrigerators are being moved to one monitoring system.

**6. Proposed Contracts and Agreements**

- a. HP – MOU – Ryan White HOPWA related Services – Project of the Quad Cities: Dr. Martell indicated that this is for housing opportunities for persons living with aids. Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Bob, all were in favor motion carries.
- b. EH – Grant Agreement WCHD & County of Boone: Dr. Martell indicated that items 6b-6g are agreements to provide the summer food inspections adding that WCHD receives money from the Illinois State Board of Education for the summer program. The program feeds the kids over the summer months. WCHD has agreements with the county health departments who will conduct the inspections for their counties. WCHD has agreements with all the counties in region one. Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Bob, all were in favor motion carries.
- c. EH – Grant Agreement WCHD & County of DeKalb: Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Angie, all were in favor motion carries.
- d. EH – Grant Agreement WCHD & County of Lee: Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Bob, all were in favor motion carries.
- e. EH – Grant Agreement WCHD & County of Ogle: Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Angie, all were in favor motion carries.
- f. EH – Grant Agreement WCHD & County of Stephenson: Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Bob, all were in favor motion carries.
- g. EH – Grant Agreement WCHD & County of Whiteside: Dr. Williams entertained a motion to approve which was provided by Dr. Helland, seconded by Angie, all were in favor motion carries.



- 7. **Executive Session** – None
- 8. **Additions** –None
- 9. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn, which Dr. Helland gave, Bob McCreath seconded, all were in favor and the May 10, 2023 Finance Committee meeting adjourned at 5:59 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date