



**Minutes of the  
Winnebago County Board of Health  
Tuesday, May 21, 2024 at 6:30 p.m.  
Winnebago County Health Department  
555 North Court Street, Room 115; Rockford, IL 61103**

**Present:** Bob McCreath, Patricia Lewis, Luci Hoover; Angie Goral, Dr. Helland, Derrick Kunz, Dr. Halversen,

**Absent:** Dr. Williams, Jim Powers, Dr. Minore, Jonathon Logemann, Derrick Kunz

**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 when a quorum had been established at 6:52 p.m.

1. **Introductions of Guest/Public Participation** - none

2. **Setting the Agenda:**

Bob entertained a motion to approve the Tuesday, May 21, 2024 agenda for the Winnebago County Board of Health meeting. Dr. Helland made the first motion; second motion made by Luci Hoover. Unanimously approved, motion carries. Ayes (7), Nays (0), Absent (5).

3. **Approval of BOH Minutes – April 16, 2024**

Bob entertained a motion to approve the April 16, 2024 Board of Health meeting minutes. Dr. Halversen made the first motion to approve the minutes, Dr. Helland seconded, all were in favor. The Board approved the April 16, 2024 meeting minutes. Ayes (7), Nays (0), Absent (5).

4. **Health Department Highlights:** In the interest of time department highlights were not discussed during the meeting.

5. **Presidents Report:** none

6. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee

1. Financial Statements

a. Bank Reconciliations: Dr. Halversen reported the following ending balances as of April 30, 2024, no irregularities were noted:

i. General Account - \$983,061.91

ii. Lead Account - \$118,376.75

iii. Abandoned Properties - \$5,000.00

iv. State of Illinois E-Pay - \$1,586,233.55

b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for April, 2024 is \$847,513.03 and asked for a motion to approve which was provided by Patricia Lewis, seconded by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (5).

c. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance as April 30, 2024 had a balance of \$9,184,784.02, a decrease of \$295,529.32 from the previous month.

d. Financial Review

Dr. Halversen reported that the Financial Review reflected that it was the 7<sup>th</sup> month of Winnebago County's Fiscal Year 2024 and the 10<sup>th</sup> month of the State of Illinois Fiscal Year 2024. Dr. Halversen reported that revenue YTD was budgeted at \$6,310,142, with an actual amount of \$6,308,927 for a variance of \$1,216. Dr. Halversen reported that YTD expenses were budgeted for \$6,589,811 with an actual amount of \$6,604,456 for a variance of (\$14,645).

e. Balance Sheet

Dr. Halversen indicated that the balance sheet for April 2024 was included in the meeting packet. Jim Keeler indicated that the county board approved reimbursing WCHD's budget for the 401 Division Street demolition. Jim also informed the board that there will be three payrolls charged in next month's budget. No irregularities were noted.

f. Revenue and Expenditure Reports

Jim reported that revenue was \$928,214.39 and expenses were \$847,513.03 resulting in revenue being \$80,701.36 higher, primarily due to the sale of food service permits. No irregularities were noted.

g. Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the fund balance is exceeding the minimum reserve amount established by the Board of Health.

h. Accounts Receivable: The accounts receivables were reviewed, Jim noted that WCHD received \$350,000 advanced funds from the SIPA-24 grant and has expended just over \$45,000. No irregularities were noted.

2. Major Expenditure

Dr. Halversen indicated that major expenditures item a – f 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 (7), Nays (0), Absent (5).

Major Expenditure Reports					
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	PHS - Vital Records	IDPH	\$ 8,084.00	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	HA - Administration	Studio GWA	\$ 29,920.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.	PHEP - Emergency Preparedness	Maxair Systems	\$ 199,836.17	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d.	EH - Demolitions	Strong Community Demo	\$ 150,000.00	Angie Goral / Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e.	HA - TIC	Tonier Cain International	\$ 5,175.00	Bob McCreath/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
f.	PHS - Vital Records	International Security Products	\$ 9,179.20	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Included in the ME for PPE Headgear was a budget amendment approved to move funds from the State Operating Grant budget to Other Professional Services. The expense is being funded through IDPH emergency preparedness program.

3. Proposed Contracts and Agreements:

Dr. Halversen indicated that item a-c iv 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 (7), Nays (0), Absent (5)

Item	Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
a.	S. Beloit School District	WIC Nutrition Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	City of Rockford	WIC Nutrition Program	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.i.	Early Head Start	MIECHV Home Visiting Agreement	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.ii.	Easterseals	MIECHV Home Visiting Agreement	Jim Powers/ Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.iii.	Harlem 122	MIECHV Home Visiting Agreement	Bob McCreath/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.iv.	Rockford Public Schools	MIECHV Home Visiting Agreement	Jim Powers/ Dr. Halversen	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.v.	YWCA Northwest Illinois	MIECHV Home Visiting Agreement	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.vi.	BrightPoint	MIECHV Home Visiting Agreement	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

C. Personnel Committee

- 1) Personnel Polices for consideration: Luci reported that items a-d were advanced from committee which would not need a motion or a second just a vote.
  - a. 022-0524-22 – Bereavement Leave Policy: Ayes (7), Nays (0), Absent (5)
  - b. 079-0502-22 – Sick Leave Policy: Ayes (7), Nays (0), Absent (5)
  - c. 088-0430-24 – Personal Leave Policy: Ayes (7), Nays (0), Absent (5)
  - d. 033-0607-22 – Observed Policy: Ayes (7), Nays (0), Absent (5)

D. Policy Committee

- 1) Policies for consideration: Luci reported that items a-b were advanced from committee which would not need a motion or a second just a vote.
  - a. 007-1204-23 – De-escalation Practices Policy: Ayes (7), Nays (0), Absent (5)
  - b. 1132-1214-23 – Client Grievance Policy: Ayes (7), Nays (0), Absent (5)

E. Quality Improvement Committee

- 1) Meeting – May 21, 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 & Charter Updates: Patricia reported that changes had been made to the previously BOH approved Quality Improvement Plan and were shared with the committee. Patricia indicated that the committee was recommending that the board approve the updated plan and entertained a motion to approve the Quality Improvement Plan which was provided by Luci Hoover, seconded by Dr. Helland, all were in favor and the revised quality improvement plan was approved. Ayes (7), Nays (0). Absent (5).
- 3) Quality Improvement Initiatives: Patricia reported that the quality committee received updates on the routine records destruction and the Illinois Breast and Cervical Cancer Program quality improvement plans.

7. New Business/Other Matters: None

8. Correspondence and Information – OSF Saint Anthony College of Nursing: A qualitative Analysis, developing patient-provider relationships through digital pre/postnatal care.

9. Additions - none.

10. Executive Closed Session: Convene in closed session: Bob McCreath entertained a motion to go into executive closed session pursuant to the Illinois Open Meetings Act, as permitted by 5 ILCS 120/2(c)(1) for discussion of threatened litigation. Dr. Helland provided the motion which was seconded by Luci Hoover. A roll call vote was taken: Bob McCreath, Angie Goral, Patricia Lewis, Dr. Helland, Valerie Pobjecky, Dr. Halversen, Luci Hoover all voted to approve going into closed session.

Executive Closed Session: Adjourn Executive Closed Session: Bob McCreath entertained a motion to adjourn executive closed session which was provided by Patricia Lewis, seconded by Luci Hoover: Bob McCreath, Angie Goral,

Patricia Lewis, Dr. Helland, Valerie Pobjecky, Dr. Halversen, Luci Hoover all voted to adjourn executive closed session. No action was taken.

11. Adjournment: With no other business to discuss, Bob entertained a motion to adjourn the May 21, 2024 Board of Health Meeting which was provided by Luci Hoover, second by Dr. Helland. All were in favor and the meeting adjourned at 7:37.

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Winnebago County Board of Health

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Date