



**Minutes of the BOH Finance Committee Meeting  
 Wednesday, June 12, 2024 at 5:30 p.m.  
 Winnebago County Health Department  
 Room 221 555 North Court Street  
 Rockford, IL**

**Members Present:** Dr. Williams (chair), Dr. Helland, Jim Powers, Angie Goral; Dr. Halversen (vice-chair)

**Members Absent:** Dr. Minore, Jonathan Logemann, Bob McCreath

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

Dr. Williams called the June 12, 2024 meeting to order at 5:44 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the June 12, 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 (5), Nays (0), Absent (3).

**2. Approval of May 8, 2024 meeting minutes**

Dr. Williams asked for a motion to approve the May 8, 2024 Finance Committee Meeting Minutes which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the May 8, 2024 meeting minutes were approved. Ayes (5), Nays (0), Absent (3).

**3. Financial Statements**

Dr. Williams reported that the bank account reconciliations as of May 31, 2024 the general account had an ending balance of \$1,266,585.13; the lead account had an ending balance of \$139,261.13; the abandoned properties account had an ending balance of \$5,000 and the EPAY account had an ending balance of \$1,635,979.41. 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.

**4. Major Expenditure Requests:**

Major Expenditure Reports				
Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
IDPH	IDPH fee for Electronic Filing of Death Certificates for May 2024	\$ 7,868.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Winnebago County SWCD	Soil boring limitations for septic systems	\$ 3,250.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Simple Health Kit	Purchase home STI testing Kits	\$ 5,500.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Winnebago County Treasurer	2023 Real Estate Taxes	\$ 5,409.34	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)



### 5. Proposed Contracts and Agreements:

Vendor/Contractor	Sevices/Item	Motion/Seconded	Approved
Agreement WCHD & Boone Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Agreement WCHD & Stephenson Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Agreement WCHD & Whiteside Co.	Summer Foods Program	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Agreement WCHD & Ogle Co.	Summer Foods Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Agreement WCHD & Dekalb Co.	Summer Foods Program	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
Agreement WCHD & Lee Co.	Summer Foods Program	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
MOU - Rosecrance	Catch my Breath Campaign	Dr. Helland/ Dr. Halversen	All in favor, motion carries Ayes (5), Nays (0), Absent (3)
MOU - TASC (Treatment Alternatives for Safe Communities)	Harm Reduction Program	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (3)

**6. Policies for Consideration - None**

**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. Helland, seconded by Dr. Halversen, all were in favor and the June 12, 2024 Finance Committee meeting adjourned at 5:58 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date