



**Minutes of the BOH Finance Committee Meeting
Wednesday, June 14, 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 (Ex-Officio); James Powers; Dr. Halversen (Vice-Chair)

Members Absent:

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

Dr. Williams called the June 14, 2023 meeting to order at 5:34 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the June 14, 2023 Finance Committee agenda in which Bob McCreath provided, Angie Goral seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (0)

2. Guidance Regarding WCHD Offices

- a. **555 North Court Bond Repayment:** Dr. Martell informed the committee that a meeting has been set with the County to revisit the bond repayment and MOU. Chairman Chiarelli, County Administrator Pat Thompson, Molly Terronini and Steve Shultz from the county will be attendind and Dr. Williams and Bob McCreath will join Dr. Martell in the meeting. She indicated that the purpose for the meeting is to determine what the county would want to have in the MOU.
- b. **Recommission and Development of 401 Division Street:** Dr. Martell informed the committee that she had begun the discussion regarding 401 Division Street commenting that there is a lot of positive interest. She indicated that GA Architect is interested commenting that they are looking at geothermal energies. The City is interested that WCHD has taken a step to look into developing the property, which fits into their redevelopment timeline. Dr. Martell indicated that there might be interest from the City for 555 N. Court Street.

3. Financial Statements

Dr. Williams indicated that the resolution of expenditures, statement of fund balance, financial review and balance sheet were all deferred. Dr. Martell advised the committee that with Monday being a holiday Finance will try to complete month end however the financial documents may be paper copies provided at the BOH. Dr. Williams indicated that general account had an ending balance as of May 31, 2023 of \$1,335,561.22. Dr. Williams reported that the Lead account has a balance of \$67,524.77. Dr. Williams indicated that the abandoned properties had an ending of \$5,000.00. Dr. Williams reported that as of May 31, 2023 the E-Pay Account has an ending balance of \$900,896.19. Dr. Williams reported that the revenue & expenditures as well as the public health emergency reserve items are deferred.

4. Implementation of cost of living adjustment per budget: Dr. Martell indicated that WCHD will be implementing the 5% cost of living increase effective July 1, 2023 commenting that it was previously budgeted and approved by the BOH. She indicated that CPI is 7.2 commenting that WCHD is not exactly keeping pace however is not falling behind either.

5. Budget Amendments: Dr. Williams indicated that the budget amendment indicates that there is a decrease in salaries, IMRF employer contribution, FICA employer contribution and data processing supplies. He



indicated that there is a slight increase in supplies and advertising and a significant increase in other professional services. Dr. Martell indicated that the other professional services is for HUD such as lead and for advertising promotions. Dr. Martell indicated that the budget amendment neutral affect to the budget it is required to do the line item adjustments. Dr. Halversen inquired about the decrease in salaries and many positions WCHD is down. Dr. Martell indicated that there are 3-4 open positions open adding that supervisors have been instructed to have all open positions filled by end of budget cycle. Dr. Williams entertained a motion to approve the budget amendment, which was provided by Dr. Halversen, seconded by Jim Powers, all were in favor and the budget amendment was approved.

6. 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 May 2023	\$ 7,148.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries
b	U of I College of Medicine	Medical Consultation	\$ 21,420.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
c	Colorwave Graphics	Maternal Child & Health Bus Wrap	\$ 11,325.00	Dr. Halversen / Angie Goral	All voted in favor, motion carries
d	Winnebago County SWCD	Soil Boring Invoice	\$ 3,575.00	Jim Powers / Dr. Helland	All voted in favor, motion carries
e	Sheila Elliott, RN	Tuition Reimbursement	\$ 3,965.00	Dr. Halversen / Dr. Helland	All voted in favor, motion carries

6c. Dr. Martell indicated that funds for the bus wrap were included in the budget amendment that was discussed. Dr. Halversen inquired if there is a way to track the bus wrap to determine if they are effective. Dr. Martell indicated that the bus wrap is a combined messaging initiative with WCHD and the three local hospitals on regarding black maternal health. Dr. Martell indicated that it would be difficult to track however, there will be a QR code that could serve as a tracking mechanism.

6d. Dr. Martell indicated that the funding source should reflect levy and fees.

6e. Jim inquired as to what the reimbursement is for in which Dr. Martell indicated that it is reimbursement post completion they need to encumber the funds so they are available when coursework has been completed. Dr. Halversen noted the miss spelling of Sheila’s first name.

7. Proposed Contracts and Agreements

- a. HPW – MOU – Tobacco Free Community, “Catch my Breath” – Dr. Martell indicated that there is no cost associated with the agreement. It is to implement a “catch my breath” with the Northwest Community Center. It is a prevention program geared toward children adding that it is a peer reviewed, evidence based anti-vaping program. Dr. Williams entertained a motion to approve which was provided by Dr. Halversen, seconded by Angie Goral, all were in favor motion carries.

8. Executive Session – None

9. Additions –None

10. Adjournment

There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the June 14, 2023 Finance Committee meeting adjourned at 5:54 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date