



**Minutes of the BOH Finance Committee Meeting  
Wednesday, June 28, 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; Bob McCreath (Ex-Officio); Dr. Halversen (Vice-Chair)

**Members Absent:** Dr. Helland; James Powers

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

Dr. Williams called the June 28, 2023 meeting to order at 5:32 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the June 28, 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 (3), Nays (0), Absent (3)

**2. Resolution Authorizing Use of Surplus Funds to Pay off the Bond on 555 North Court:** Dr. Williams entertained a motion to approve the resolution to pay off the bond on 555 N. Court Street, which was received by Angie Goral, seconded by Bob McCreath. Jim Keeler indicated that when the bond was refinanced it was for \$2,020,000.00. He indicated that there should have been principal payments of \$170,000 in 2020, \$165,000 in 2021 and \$175,000 in 2022. He indicated those amounts adds up to \$510,000 and on June 30, 2023 they should be paying the interest current. Dr. Martell indicated that the figure on the resolution (\$1,766,020) was provided by Spear Financial as the amount of the bond payoff. She inquired if Jim was questioning the amount in which he indicated that he believed the amount would be less. Dr. Martell indicated that the committee could approve the resolution up to \$1,766,020 and Jim could validate the amount. The entire board would then vote via poll vote to approve the resolution on Thursday, June 29<sup>th</sup>. Dr. Martell indicated that the time line would be to meet with County Finance committee meeting on July 5<sup>th</sup> and then they would meet with the county board on July 13<sup>th</sup>. Dr. Martell indicated that the payoff date is July 12<sup>th</sup> however Spear Financial indicated that they would honor July 13<sup>th</sup> as the bond payoff date. Dr. Martell noted in the resolution that indicates that the property would be deeded to the BOH and there would be no MOU or MOA. Dr. Martell indicated that Charlotte drafted the Resolution for WCHD and Lafakeria Vaughn will draft the counties based on WCHD's. Dr. Martell indicated that the resolution references that statute that allows the BOH to own property. With no further discussion Dr. Williams took the vote, all were in favor, unanimously approved, motion carried to approve the resolution authorizing use of surplus funds to pay off the bond on 555 North Court Street. Ayes, (3), Nays (0), Absent (3).

**3. FY2024 Budgets**

**a. Health Department:** Jim provided a schedule of revenue for 2024 compared to 2023 commenting that revenue will be down slightly due to not having the Crisis Grant or contact tracing grants which expired. He indicated that the partner equity for vaccination and the remainder of the mass vaccination grant which will lapse into the 2024 budget and be available. The budget provided for review does not include the SIPA grant, which is approximately \$80K/year that needs to be added to the schedule. Dr. Martell indicated that the SIPA grant is intended to rebuild public health infrastructure. Dr. Martell indicated that the other grant that they have the preliminary amount on is the local health protection grant. Jim indicated that he has it budgeted as level however there should



be an increase in that grant. Dr. Martell indicated that they were able to legislate and receive an additional \$6,000,000 for all the health departments and she is not sure what the increased dollar amount will be adding that the grants will start July 1<sup>st</sup>.

Jim included a list of WCHD head count by position for personnel cost and cost associated for 104 employees and includes a 5% COLA increase July 1, 2024. The total would be \$6,706,128. Jim indicated that they now have an advanced practice nurse on staff rather than contracting which is a benefit. He indicated that there is also an extra inspector for the lead program. Jim indicated that the budget includes 100 full-time positions and 4 part time positions: an event food service, two breastfeeding positions and a part time APN also serving as an APN coach.

Jim indicated that the expenses include the wages of \$6.7 million. Jim reported that the formula for IMRF has changed to 1.7% which is quite a decrease. Jim indicated that some of the FICA expense is within grants and others such as admin, which are funded through the county. Jim indicated that here are several other estimates for expenses. Jim indicated that the building rental which is budgeted for \$216K representing an average of what the 555 Fund has spent. Jim indicated that if the bond is paid off that line item won't be needed however there will need to be a budget to cover repairs, utilities and cleaning expenses. Dr. Martell inquired if a capital improvement budget was included in which Jim indicated not yet. Dr. Martell suggested a capital improvement budget to be used for improvement such as carpet on the first floor.

Jim inquired if the demolition of 401 Division Street is going to occur this year and if it will be pricy. Dr. Martell indicated that they are working on getting quotes to demo 401 Division Street; they are doing a title search, working on disconnects and asbestos removal, which will be handled by WCHD's current vendor and will cost approximately \$5,000.00. Dr. Martell indicated that the next step would be to have it sent out for bid.

Dr. Martell inquired if there were significant variations in the budget in which Jim indicated that there is a sizeable increase in other professional services, which should be contractors for HUD. Dr. Martell indicated that the expenses roll into the grant budgets. Dr. Martell suggested to take line items out that WCHD no longer collects. Jim indicated that revenue from interest rates have increased. Jim reiterated that the \$80K is currently not included in the budget and he will be going through the expenses and do a capital budget for the building.

- b. **555 North Court Street:** Jim indicated that the 555 Fund would produce a surplus that would be used to pay on the bond. He indicated that the county would send the money to the bond repayment fund. Jim indicated that the County will making an adjustment at they had not been doing that for approximately 6 years. Jim indicated that the county would be making an adjustment of \$1.4 million dollars, which will leave nearly \$600K cash in the fund resulting in a fund balance of \$2,645,000. Jim indicated that with the nearly \$600K the remaining \$1,125,000 will come from WCHD funds. Jim indicated when concluded the consolidated fund balances would be \$12,722,832.00. Dr. Halversen inquired if the county agrees with the figures in which Jim indicated that they verified the payout and received notification of the adjustment today.

Dr. Halversen apologized for being late and inquired how the meeting went with the county. Dr. Williams indicated that the Finance committee chair recommended that the county move forward with no MOU and that the BOH would own the building. Dr. Halversen inquired if there were any concerns on being able to sell the building in which Dr. Martell indicated that when she met with the city they expressed possible interest in the building for their human services department. Dr. Williams indicated that there is \$600K in escrow to pay on the bond. Dr. Williams shared with Dr. Halversen that WCHD will have a capital improvement plan for 555 to maintain parking lot, blacktop, redoing the lines and carpets etc. Dr. Martell suggested skipping the pre-scheduled July 5<sup>th</sup> meeting since the budget is further along. Dr. Martell reiterated the timeline to get the resolution to County Finance on July 5<sup>th</sup>, the County Board on July 13<sup>th</sup>. Dr. Williams reiterated that the vote will be done as a poll vote.



- 4. **Executive Session – None**
- 5. **Additions –None**
- 6. **Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Bob McCreath, seconded by Angie Goral, all were in favor and the June 28, 2023 Finance Committee meeting adjourned at 6:21 pm.

Approved by the Board of Health

\_\_\_\_\_

Winnebago County Board of Health

\_\_\_\_\_

Date