



**Minutes of the BOH Finance Committee Meeting  
Wednesday, July 12, 2023 at 5:30 p.m.  
Winnebago County Health Department  
555 North Court Street  
Room 221  
Rockford, IL**

**Members Present:** Angie Goral; Robert McCreath (Ex-Officio); Dr. John Halversen (Vice-Chair); James Powers

**Members Absent:** Dr. David Helland; Dr. Allen Williams

**WCHD Staff Present:** Dr. Sandra Martell-Public Health Administrator (recorder); James Keeler-Finance Director

Dr. J. Halversen called the July 12 2023 meeting to order at 5:42 pm.

**1. Approval of Agenda**

Dr. Halversen asked for a motion to approve the July 12, 2023 Finance Committee agenda. James Powers motioned and R. McCreath seconded the motion. Unanimously approved, motion carried to set the agenda.

**2. Approval of Meeting Minutes**

- a. June 14, 2023 – Dr. Halversen asked for a motion to approve the minutes of the June 14, 2023 Finance Committee. A. Goral motioned and R. McCreath seconded. Minutes were unanimously approved without revisions by all members present.
- b. June 28, 2023 – Dr. Halversen asked for a motion to approve the minutes of the June 28, 2023 Finance Committee. J. Powers motioned and A. Goral seconded. Minutes were unanimously approved without revisions by all members present.

**3. Bond Repayment for 555 North Court Street**

The repayment for the Bond issued to purchase 555 North Court Street was reviewed. The Resolution to repay the bond had been voted upon by the Board of Health as a committee of the whole via email poll. The repayment had been approved unanimously by all Board of Health members. The Resolution was advanced to the Winnebago County Board. The Finance Committee of the Winnebago County Board reviewed and recommended the approval of the Resolution at their Finance Committee on July 6, 2023. The Winnebago County Board will be considering the bond repayment resolution on July 13, 2023. President McCreath, County Board Member A. Goral, and J. Keeler, Director of Finance will be attending the meeting to respond to any questions.

**4. FY2024 Health Department Budget for Adoption**

J. Keeler and Dr. Martell presented the FY2024 Budget and Narrative. Overview was provided regarding potential decrease to health department levy being proposed by Winnebago County Finance Director, S. Schultz based on analysis conducted by former Finance Director, Dave Rickert and their interpretation of the public health reserve. J. Keeler has identified an error in the initial calculation. Dr. Martell reviewed that Public Health reserve was an Emergency reserved based on \$25.00 per capita and was not an operating reserve. This proposed decrease has not been officially communicated to the Public Health Administrator but



was discussed at the July 13, 2023 Finance Committee meeting. Dr. Martell has requested a meeting with S. Schultz to discuss. There is an anticipated modest increase in the local health protection grant but the amount has not been determined. Suggestions were made by members of the Finance Committee present regarding narrative and including funding sources for additional positions. Dr. Halversen asked for a motion to recommend adoption of the FY2024 budget as presented with modifications to the narrative. J. Powers motioned; A. Goral and R. McCreath seconded. With that all members present voted unanimously to advance the FY2024 budget to the Board of Health for adoption.

**5. June 2023 Financial Statements**

June 2023 Resolution of Expenditures, Statement of Fund Balance, Financial Review, Balance Sheet, Revenue and Expenditure Reports; Public Health Emergency Reserve Minimum Graph; and Accounts Receivable were not available for review at this time due to month end close date of June 15, 2023. Bank Reconciliations for the General Account, Lead Account, Abandoned Properties, and State of Illinois E-Pay were reviewed. J. Keeler reported that there had been an error in booking of funds in the amount of \$367,960.12 to the General Account which has been corrected.

**6. Major Expenditure Requests**

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	Electronic Filing Fee – death certificates	\$ 6,884.00	J. Powers/A. Goral	All present voted in favor, motion carried.
Adobe	Adobe products licensing including Pro; Photoshop, InDesign, and Stock Image	\$ 11,875.44	R. McCreath/A. Goral	All present voted in favor, motion carried.
Northern Illinois Service Co.	Demolition of 7xx Gold River (Timberlane Trailer Park)	\$ 162,00.00	J. Powers/A. Goral	All present voted in favor, motion carried.
Winnebago County SWCD	Soil borings	\$ 5,525.00	R. McCreath/A. Goral	All present voted in favor, motion carried.
To be bid out.	Demolitions	\$ 17,810.06	R. McCreath/A. Goral	All present voted in favor, motion carried.

**7. Proposed Contracts and Agreements – None**

**8. Executive Session – None**

**9. Additions –None**



## 10. Adjournment

There being no additional business, Dr. Halversen asked for a motion to adjourn the July 12, 2023 Finance Committee. J. Powers motioned and R. McCreath seconded. All members present voted aye. Meeting was adjourned at 6:40 pm.

Approved by the Board of Health

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Secretary  
Winnebago County Board of Health

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Date