



**Minutes of the BOH Finance Committee Meeting
Wednesday, August 9, 2023 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 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 August 9, 2023 meeting to order at 5:35 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the August 9, 2023 Finance Committee agenda in which Jim Powers provided, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (1)

2. Approval of Meeting Minutes – July 12, 2023

Dr. Williams entertained a motion to approve the July 12, 2023 meeting minutes which was provided by Bob McCreath, seconded by Jim Powers, all were in favor, unanimously approved, motion carries and the July 12, 2023 meeting minutes were approved. Ayes (5), Nays (0), Absent (1)

3. Disposition/Planning 401 Division Property

Dr. Martell reported that they have gone through the asbestos process for 401 Division Street and the next step is to get bids for the building demolition. She indicated that Gary Anderson from Studio GWA would like to meet with the Finance Committee to discuss the plans for 401 Division Street. Dr. Williams reminded the committee that the intent for the building is that it would be energy sufficient with solar, geo thermal to minimize utility costs. It was determined that the meeting with Gary Anderson would be scheduled for August 22, 2023 at 2:00 which worked for most of the committee members. Dr. Williams suggested ahead of the meeting for Dr. Martell to determine WCHD employee needs for the new building. He also suggested inquiring about available rebates and tax credits. Dr. Halversen suggested also gathering the square footage for 555 N. Court Street, the current building at 401 Division Street as well as the square footage of a health department of similar size with a community kitchen. Dr. Martell indicated that the board members have also been invited to attend a tour of the remodeled courthouse in Woodstock.

4. Financial Statements

Jim Keeler indicated that the resolution of expenditures, statement of fund balance, financial review and balance sheet were all deferred. Jim reported that the general account had an ending balance as of July 31, 2023 of \$1,755,613.88. Jim indicated the beginning balance for the Lead account was \$5,000 and a payment of \$93,261.69 was received and the ending balance is \$98,261.69. Dr. Martell noted a forty-cent discrepancy in the credit and debit amount in the lead account in which Jim indicated he would look into. Jim indicated that there was no activity in the abandoned property account and the balance remains at \$5,000. Jim reported that the E-Pay account for the web-based credit card payments earned interest of 5% which totaled \$4,315.37. The account has an ending balance of \$969,951.07. Jim reported that the revenue & expenditures report, accounts receivable report and the public health emergency reserve are all deferred.

5. 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 July 2023	\$ 5,552.00	Dr. Halversen / Jim Powers	All voted in favor, motion carries
b	Zully Vock	Infant Mental Health Consultant providing ongoing support to IGROW staff	\$ 14,400.00	Jim Powers / Dr. Helland	All voted in favor, motion carries

5b. Dr. Halversen inquired as to additional information on infant mental health consultant in which Martell responded that WCHD is required to provide the service who works with both providers and families. She indicated that it is children with special needs and the consultation is integrated with home visiting program. Jim Keeler reported that fiscally the funds are set aside in the grant for the expense which is determined by the use for the services.

A major expenditure was listed on the Finance Committee Agenda for DCC Marketing for the IGROW website management that did not meet the “over \$3,000” requirement for board approval which did not require a vote. Dr. Halversen inquired with the increase in expenditures if the board should revisit raising the amount that requires board approval. Dr. Martell indicated that she believed the amount is based on the federal rules and regulations. She indicated that outside auditors noted it as a “finding” and the was then lowered from \$5,000 to \$3,000. Jim Keeler indicated that he will review with Baker Tilly (the outside auditors) to confirm.

- 6. Proposed Contracts and Agreements- None** Dr. Martell indicated that an agreement for WIC to have space at the S. Beloit High School will be presented at the BOH meeting commenting that no funding expenses are associated with the agreement.
- 7. Executive Session – None**
- 8. Additions –** Dr. Martell reminded the committee that the September meeting will be moved up to September 6, 2023. She informed them that the bank reconciliations will not be available due to the Labor Day holiday. She indicated that she will review major expenditures and may just present everything at the BOH meeting.
- 9. Adjournment**

There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Dr. Helland, seconded by Bob McCreath, all were in favor and the August 9, 2023 Finance Committee meeting adjourned at 6:05 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date