



**Minutes of the BOH Finance Committee Meeting
Wednesday, September 6, 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 September 6, 2023 meeting to order at 5:32 pm.

1. Approval of Agenda

Dr. Williams asked for a motion to approve the September 6, 2023 Finance Committee agenda with the notation that the bank reconciliation items listed on the agenda as deferred have been provided as handouts for the meeting. Dr. Halversen provided, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (0)

2. Disposition/Planning 401 Division Property

Dr. Martell reported that she has not received the information regarding the scope of the work from Gary Anderson which she will follow-up with him. She indicated that demolition of the property is out for bid.

3. Revised FY2024 Budget

Jim Keeler reported that the Winnebago County Finance committee has cut the health departments FY2024 levy by \$273K. Jim indicated that there was a \$205K deficit prior to the levy cut which results in a \$478K deficit for the year. Dr. Martell informed the committee that she and Jim met with Finance Director Steve Shultz and County Administrator Patrick Thompson requesting that the health departments levy be restored however the budget was passed with the levy decrease. Dr. Martell discussed the levy decrease with County Chairman Chiarelli who suggested having the board of health Finance chair reach out to Finance Director Steve Shultz. Dr. Williams indicated that he would meet with them and to advise him what has been set up commenting that WCHD BOH has been fiscally responsible and saved the county \$250K by paying off the bond and in return having the budget reduced by \$273K.

4. Financial Statements

Dr. Williams indicated that the financial statements were not available. Dr. Williams reported that the general account had an ending balance as of August 31, 2023 of \$1,827,513.71. Dr. Williams indicated the beginning balance for the Lead account was \$115,887.06 and an ending balance is \$209,148.35. Dr. Williams reported that the E-Pay account reflected a decrease from \$993,859.58 to \$993, 732.45. The abandoned property report reflected an ending balance of \$5,000. Dr. Williams 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 August 2023	\$ 7,408.00	Jim Powers / Dr. Halversen	All voted in favor, motion carries
b	Illinois Collaboration on Youth for Trauma	Trauma Informed Care training	\$ 30,000.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
c	Teletask Messenger	Teletask Messenger - text messaging to WIC clients	\$ 5,410.00	Dr. Helland / Jim Powers	All voted in favor, motion carries
d	Rockford Police Department	Tobacco Enforcement Checks	\$ 11,051.60	Dr. Halversen/ Dr. Helland	All voted in favor, motion carries
e	Time Clock Plus	Timekeeping software Annual License	\$ 3,918.60	Dr. Helland / Jim Powers	All voted in favor, motion carries
f	Web3 Meta Growth (formerly Chundersoft)	Website Support and Maintenance	\$ 5,100.00	Dr. Helland / Jim Powers	All voted in favor, motion carries

6. Proposed Contracts and Agreements: Dr. Williams indicated that all the contracts are for the tobacco enforcement program.

- a. Contract – TEP City of Rockford – Dr. Halversen motioned to approve, seconded by Dr. Helland, all were in favor, motion carries. Ayes (6), Nays (0), Absent (0)
- b. Contract – TEP Loves Park - Dr. Halversen motioned to approve, seconded by Dr. Helland, all were in favor, motion carries. Ayes (6), Nays (0), Absent (0)
- c. Contract – TEP WCSO – Machesney Park - Dr. Halversen motioned to approve, seconded by Dr. Helland, all were in favor, motion carries. Ayes (6), Nays (0), Absent (0)
- d. Contract – TEP Roscoe - Dr. Halversen motioned to approve, seconded by Dr. Helland, all were in favor, motion carries. Ayes (6), Nays (0), Absent (0)
- e. Contract – TEP South Beloit - Dr. Halversen motioned to approve, seconded by Dr. Helland, all were in favor, motion carries. Ayes (6), Nays (0), Absent (0)

7. Executive Session – None

8. Additions –None

9. Adjournment

There being no additional business, Dr. Williams entertained a motion to adjourn, which was provided by Dr. Helland, seconded by Jim Powers, all were in favor and the September 6, 2023 Finance Committee meeting adjourned at 6:17 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date