



**Minutes of the BOH Finance Committee Meeting  
Wednesday, August 14, 2024 at 5:30 p.m.  
Winnebago County Health Department  
Room 221 555 North Court Street  
Rockford, IL**

**Members Present:** Dr. Williams (chair), Dr. Helland, Jim Powers, Angie Goral; Dr. Halversen (vice-chair)

**Members Absent:** Bob McCreath (Ex-Officio), Dr. Stephen Minore, Jonathan Logemann

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

Dr. Williams called the August 14, 2024 meeting to order at 5:37 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the August 14, 2024 Finance Committee meeting agenda which was provided by Dr. Helland, seconded by Jim Powers, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (4), Nays (0), Absent (3).

**2. Approval of July 10, 2024 meeting minutes**

Dr. Williams asked for a motion to approve the July 10, 2024 Finance Committee Meeting Minutes which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the July 10, 2024 meeting minutes were approved. Ayes (4), Nays (0), Absent (3).

**3. Financial Statements**

Dr. Williams reported that the bank account reconciliations as of July 31, 2024 for the general account had an ending balance of \$627,227.71; the lead account had an ending balance of \$111,372.78; the abandoned properties account had an ending balance of \$5,000.00 and the EPAY account had an ending balance of \$1,729,343.46. Dr. Williams indicated that resolution of expenditures for July totaled \$883,418.99 and entertained a motion to approve which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the resolution of expenditures were approved. Ayes (5), Nays (0), Absent (2). Dr. Williams indicated that the statement of fund balance as of July 31, 2024 was (196,583.08). The financial review report reflected that it was the 10<sup>th</sup> month of WCHD's fiscal year and the 1<sup>st</sup> month of the State of Illinois fiscal year with YTD budgeted revenue of \$9,472,689, YTD actual revenue of \$9,453,854 representing a variance of \$18,835. YTD expenses totaled \$9,872,216 with actual & Encumbered totaling \$9650,437 with a variance of \$221,779. Dr. Williams indicated that the balance sheet was included in the packet with no irregularities being reported. The public health emergency minimum reserve graph was reviewed with the fund balance exceeding the minimum requirement. The accounts receivable report was reviewed with no irregularities being reported.



#### 4. Major Expenditure Requests:

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for July 2024	\$ 7,640.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
b.	Web3 Meta Growth	Igrow Website Redesign	\$ 5,532.00	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
c.	Winnebago County SWCD	Invoice for performing soil analysis for septic systems to ensure groundwater protection & increased fee schedule	\$ 4,400.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
d.	Time Clock Plus	Annual Greement	\$ 4,338.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
e.	IDPH	Refund SIPA Grant Interest	\$ 8,612.68	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)

c. Dr. Martell explained that the Winnebago County Soil & Water Conservation District submitted a letter outlining an increased fee structure. She indicated that WCHD will not be able to absorb the increased expense and will require an ordinance change through Winnebago County.

#### 5. Proposed Contracts and Agreements:

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a.	Northern Illinois University	Internship Agreement	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
b.	Dept. of Public Health	Medical Cannabis Patient Registry	Dr. Halversen/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)
c.	HUD	Lead Contractor Bids - Lead Mitigation Program	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (5), Nays (0), Absent (2)

- a. Dr. Martell explained that there are no fees associated with the agreement. WCHD is serving as intern practice site for NIU students seeking a degree in environmental health.
- b. Dr. Martell explained that the agreement is a renewal for WCHD to continue to serve as a medical cannabis patient registration site.
- c. Dr. Martell explained that the contractor bidding process was reviewed and revised to include a negotiated price schedule based on an open bid process. The goal is to ensure that mitigation jobs are awarded and completed in a timely manner and is intended to eliminate possible backlogs in the process.

6. Policies for Consideration - None

7. Executive Session – None

8. Additions –None

9. Adjournment

There being no additional business, Dr. Williams entertained a motion to adjourn the Finance Committee Meeting, which was provided by Dr. Halversen, seconded by Dr. Helland, all were in favor and the August 14, 2024 Finance Committee meeting adjourned at 5:58 pm. Ayes (5), Nays (0), Absent (2).

Approved by the Board of Health

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Winnebago County Board of Health

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Date