



**Minutes of the BOH Finance Committee Meeting  
Wednesday, September 11, 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, Angie Goral; Dr. Halversen (vice-chair)

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

**WCHD Staff Present:** James Keeler-Finance Director, Stephanie Bahling Executive Assistant (recorder).

Dr. Williams called the September 11, 2024 meeting to order at 5:45 pm.

**1. Approval of Agenda**

Dr. Williams asked for a motion to approve the September 11, 2024 Finance Committee meeting agenda which was provided by Dr. Halversen, seconded by Helland, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (4), Nays (0), Absent (3).

**2. Approval of August 14, 2024 meeting minutes**

Dr. Williams asked for a motion to approve the August 14, 2024 Finance Committee Meeting Minutes which was provided by Dr. Helland, seconded by Dr. Halversen, all were in favor and the August 14, 2024 meeting minutes were approved. Ayes (4), Nays (0), Absent (3).

**3. Financial Statements**

Dr. Williams reported that the bank account reconciliations as of August 31, 2024 for the general account had an ending balance of \$835,381.75; the lead account received a deposit and had an ending balance of \$69,446.38; the abandoned properties account had an ending balance of \$5,000.00 and the EPAY account had an ending balance of \$1,759,854.45. Dr. Williams indicated that resolution of expenditures, statement of fund balance, financial review, balance sheet, revenue & expenditures report, public health emergency reserve graph and accounts receivable reports were all deferred.

**4. Major Expenditure Requests:**

		<b>Winnebago County Health Department</b>			
		<b>Board of Health Meeting</b>			
		<b>Proposed Major Expenditures in excess of \$3,000</b>			
		<b>Month of: September 2024</b>			
<b>Item</b>	<b>Vendor/Contractor</b>	<b>Services/Item</b>	<b>Amount</b>	<b>Motion/Second</b>	<b>Approved</b>
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for July 2024	\$ 6,420.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
b.	Archive Social - CIVICPLUS	Social Media Archiving	\$ 7,188.00	Dr. Halversen/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)



### 5. Proposed Contracts and Agreements:

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	Illinois Public Health Association	SYFS25 Regional HIV Prevention Contract	N/A	N/A

- a. HP: SFY25 Regional HIV Prevention Contract Award Notice: Jim Keeler reported that this is a new agreement in which WCHD is a sub recipient and this item is on the agenda for informational purposes only. Jim reported that the amount of the award was \$67,994.77 commenting that it was an increase from last year’s award.

### 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. Helland, seconded by Dr. Halversen, all were in favor and the September 11, 2024 Finance Committee meeting adjourned at 5:57 pm. Ayes (4), Nays (0), Absent (3).

Approved by the Board of Health

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Winnebago County Board of Health

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Date