



**Minutes of the
Winnebago County Board of Health
Tuesday, March 18, 2025 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, Dr. Williams, James Powers, Derrick Kunz, Angie Goral, Lori Thompson, Dr. Helland, Bob McCreath

Absent: Jonathon Logemann, Valerie Pobjecky, Dr. Minore, Penny Lechtenberg

WCHD Staff: Dr. Sandra Martell, Cheryl Floyd, James Keeler, Michael Jarvis, Katie O'Toole, Todd Kisner, Todd Marshall, Patrick Ngum, Cynthia Hall, Rebeca Lyons, Tiffany Levine, Stephanie Bahling (recorder)

Attorney: SA Kimberly Kovanda

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:35 p.m.

1. Introductions of Guest/Public Participation – None

2. Approval of the Agenda: March 18, 2025

Dr. Williams entertained a motion to approve the Tuesday, March 18, 2025 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Bob McCreath, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).

3. Approval of BOH Minutes – February 18, 2025

Dr. Williams entertained a motion to approve the February 18, 2025 Board of Health meeting minutes. Jim Powers made the first motion, Dr. Helland seconded, all were in favor and the February 18, 2025 Board of Health Minutes were approved. Ayes (8), Nays (0), Absent (4).

4. Presentation:

- a. IPLAN 2025-2030: Patrick Ngum reported that the Quality Committee received an update on the IPLAN. He indicated that WCHD staff have been involved in updating the IPLAN (Illinois Project for Local Assessment Needs) to understand the needs of the community. Patrick indicated that there are 3 key assessments for the IPLAN, the community partner assessment, the community status assessment and the community context assessment. Patrick indicated that through these assessments WCHD identified that Maternal and Child Health, Mental and Behavioral Health and Violence were the top three priority needs for community residents. Patrick indicated that the social determinants of health were the key drivers for those priorities which he reported remained the same from the previous IPLAN assessment. Cynthia indicated that the IPLAN was included in the packet however the supplementary reports were not and were available in binders for board members to review. Katie highlighted information for the three health priorities including the goals for each priority which are outlined as follows:
 - Maternal and Child Health: By 2030, increase the development of family infrastructure that supports the optimal development of children in all families, especially families experiencing the negative social determinants of health.
 - Mental Behavioral Health: By 2030, improve the mental health of the community through promotion of positive coping and self-care skills, resilience, and prevention of serious mental health issues including substance use and associated impacts.
 - Violence: By 2030, decrease the incidence of personal, family, and community violence with targeted focus on areas suffering from unequal rates of violent acts.
- b. Approval by Board of Health for Submission of the IPLAN to the Illinois Department of Public Health: Dr. Williams reported that the Quality Committee approved the IPLAN advancing it to the full board for a vote to approve

submitting it to the Illinois Department of Public Health. All were in favor and the IPLAN was approved to submit. Ayes (8), Nays (0), Absent (4).

5. **Presidents Report** – No report

6. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee – No meeting

1. Financial Statements:

a) Bank Reconciliations: Dr. Halversen reported the following ending bank balances as of February 28, 2025, no irregularities were noted:

i. General Account - \$1,726,193.92

ii. Lead Account - \$194,725.68

iii. Abandoned Properties - \$5,000.00

iv. State of Illinois E-Pay - \$1,902,335.20

b) Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for February 28, 2025 are \$963,172.27 and asked for a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (4).

c) Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance as of February 28th, 2025 had a balance of \$8,971,098.51.

d) Financial Review

Dr. Halversen reported that the Financial Review reflected that it was the 5th month of Winnebago County's Fiscal Year 2025 and the 8th month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$4,764,884, with an actual amount of \$4,587,634 for a deficit of \$177,250. The report reflected that YTD expenses were budgeted for \$5,054,269 with an actual amount of \$4,793,143 for a variance of \$261,125.

e) Balance Sheet

Dr. Halversen indicated that the balance sheet for February 28, 2025 was included in the meeting packet. Jim Keeler reported that accounts receivable increased due to the payments received from the local health protection grant. There were no irregularities to note.


f) Revenue and Expenditure Reports

Dr. Halversen indicated that the revenue and expenditure report was included in the meeting packet. No irregularities were noted.


g) Public Health Emergency Reserve Minimum Graph was reviewed which reflects that the fund balance was even with 2024 however is exceeding the minimum reserve amount established by the Board of Health.

h) Accounts Receivable: Dr. Halversen noted that a schedule of grant utilization report was included in the packet along with the accounts receivables which were reviewed. No irregularities were noted.

2. Major Expenditure: Major expenditures were reviewed and Dr. Halversen indicated that all major expenditures would need a motion, second and a vote which is recorded in the chart below.

		 Winnebago County Health Department			
		Board of Health Meeting			
		Proposed Major Expenditures in excess of \$3,000			
		Month of: March, 2025			
Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for February 2025	\$ 7,728.00	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (8), Nays (0), Absent (4)
b.	Salvation Army	Temperature Controlled Storage & Logistics Support	\$ 3,600.00	Dr. Helland/ Lori Thompson	All in favor, motion carries Ayes (8), Nays (0), Absent (4)
c.	Home Performance Coalition	Training - Healthy Homes National Conference	\$ 14,850.00	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (8), Nays (0), Absent (4)

3. Proposed Contracts and Agreements: Contracts and agreements were reviewed and Dr. Halversen indicated that all contracts and agreements would need a motion, second and a vote which is recorded in the chart below.

		<div><div></div><div>Winnebago County Health Department</div></div>		
		Board of Health Meeting		
		Proposed Contracts and Agreements		
		Month of: March, 2025		
Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a.	Collective Event Space	MOU: WCHD & Remedies	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (8), Nays (0), Absent (4)
b.	Washington Park Community Center	Contract - Tobacco Enforcement Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (8), Nays (0), Absent (4)

4. Status of Budget Amendment 2025-2 – Birth Equity Innovation Seeds Grant: Jim Keeler reported that the Birth Equity Innovation Seeds Grant budget amendment was submitted to the county for approval. Jim indicated that the County Finance committee members have questions regarding the budget amendment. Jim reported that there is no cost to the county associated with the grant/budget amendment and he will be attending the County Finance Committee Meeting on Thursday to answer any questions they may have.

C. Personnel Committee – no meeting:

D. Policy Committee – no meeting

E. Quality Improvement Committee

- 1) Meeting – March 18, 2025: Dr. Williams reported that the quality committee met prior to the Board of Health Meeting and received updates on improving collaboration to address strategic initiatives and routine records destruction and archiving.
- 2) Quality Improvement Plan Initiatives Update
 - a) Improving Collaboration to Address Strategic Initiatives
 - b) Routine Records Destruction & archiving
- 3) Program Reviews for Filing: Dr. Williams reported that the Quality Committee received program review updates on Better Birth Outcomes & High-Risk Infant Follow-up. Dr. Williams indicated that approval for both reports were advanced from committee therefore only need a board vote to approve filing the reports.
 - a) Better Birth Outcome (BBO) – the board voted to approve, Ayes (8), Nays (0), Absent (4).
 - b) High Risk Infant Follow-Up (HRIF) – the board voted to approve, Ayes (8), Nays (0), Absent (4).

7. New Business/Other Matters: None

8. Correspondence and Information: None

9. Additions - None

10. Executive Closed Session: None

11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the March 18, 2025 Board of Health Meeting which was provided by Dr. Helland, second Dr. Halversen. All were in favor and the meeting adjourned at 7:17.