



Minutes of the BOH Finance Committee Meeting
Wednesday, April 9, 2025 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL

Members Present: Dr. Williams (Ex-Officio), Angie Goral; Dr. Halversen (Chair), Jim Powers, Bob McCreath, Dr. Helland

Members Absent: Dr. Stephen Minore, Jonathan Logemann

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

Dr. Halversen called the April 9, 2025 meeting to order at 5:36 pm.

1. Approval of Agenda

Dr. Halversen asked for a motion to approve the April 9, 2025 Finance Committee meeting agenda which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (3).

2. Financial Statements

Dr. Halversen that the bank account reconciliations as of March, 2025 for the general account had an ending balance of \$1,961,772.93; the lead account had an ending balance of \$120,841.71; the abandoned properties account had an ending balance of \$5,000.00 and the EPAY account had an ending balance of \$1,971,394.35. Dr. Halversen 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. Jim Keeler reported that the grant utilization report was developed to provide a monthly update on grant funding utilization and includes the utilization percentage rate compared to the expected utilization percentage rate. The award expiration date on the report was noted as some grants awards do not expire until 2026 and 2027. Jim reported that the report is current through February and would be updated with March figures for the upcoming board of health meeting.

3. Major Expenditure Requests:

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for March 2025	\$ 8,428.00	Bob McCreath/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
b.	FFF Enterprises	Annual Flu Vaccines	\$ 8,691.90	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
c.	Rx & Illicit Drug Conference	Registration, Airfare & Lodging for DOPP required conference in Nashville, TN	\$ 8,749.26	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
d.	Lochness Medical	Harm reduction testing strips	\$ 4,050.00	Bob McCreath/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)

3b. It was clarified that the flu vaccine purchase would be for the upcoming 2025-26 flu season.

3c. Dr. Martell explained that attending the national training conference is grant requirement in which the new DOPP staff and their supervisor will be attending

3d. Dr. Martell explained that the test strips will be included in the harm reduction kits testing for the presence Xylazine, Fentanyl & Nitazene.

**4. Proposed Contracts and Agreements:**

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a.	University of Illinois-College of Medicine	Program Affiliation Agreement for Residents	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (2)

4a. Dr. Martell explained that the agreement allows UIC residents on site for training purposes. Currently residents work with Dr. Schiller and services are being expanded to work with WCHD's nurse practitioner in women's health providing OBGYN services.

5. Policies for Consideration - None**6. Executive Session – None****7. Additions –None****8. Adjournment**

There being no additional business, Dr. Halversen entertained a motion to adjourn the Finance Committee Meeting, which was provided by Dr. Helland, seconded by Bob McCreath, all were in favor and the April 9, 2025 Finance Committee meeting adjourned at 6:11 pm. Ayes (6), Nays (0), Absent (2).