



**Minutes of the
Winnebago County Board of Health
Tuesday, May 20, 2025 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, James Powers, Derrick Kunz, Angie Goral, Lori Thompson, Robert McCreath

Absent: Jonathon Logemann, Dr. Helland, Dr. Williams, 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. Halversen called the meeting to order with a quorum being established at 6:32 p.m.

1. **Introductions of Guest/Public Participation** – None
2. **Approval of the Agenda: May 20, 2025**

Dr. Halversen entertained a motion to approve the Tuesday, May 20, 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 (6), Nays (0), Absent (5).

3. **Approval of BOH Minutes – March 18, 2025**

Dr. Halversen entertained a motion to approve the March 19, 2025 Board of Health meeting minutes. Jim Powers made the first motion, Angie Goral seconded, all were in favor and the March 18, 2025 Board of Health Minutes were approved. Ayes (6), Nays (0), Absent (5).

4. **Presentations:**

a. **Annual Report 2024:** Katie O'Toole provided the board an overview of the 2024 [annual report](#) which can also be located on WCHD's website. Dr. Halversen entertained a motion to publish the annual report which was provided by Derrick Kunz, seconded by Bob McCreath, all were in favor and the annual report was approved for publishing. Ayes (6), Nays (0), Absent (5)

b. **Strategic Refresh 2025-2030:** Cynthia Hall provided the board an update on the strategic refresh and the [strategic plan annual report](#). She reported that in April, WCHD staff and leadership reviewed the vision, mission and value statements and provided suggested changes. For the vision, "Healthy people in a health community that promotes health equity", it was suggested changing the vision to, "healthy people in a healthy community that promotes optimal health for all". For the mission, "prevent diseases, promote health and engage the community to ensure the health of Winnebago County", it was suggested the changing the mission to "engage the community to promote conditions for all residents to achieve optimal health". For the values, "responsiveness, community resource, expertise, collaboration", it was suggested changing the values to, "responsiveness, community resource, expertise, collaboration, trustworthy". Cynthia reported that WCHD has three strategic goals with eight objectives that have a corresponding strategic workgroup. WCHD staff and leadership reviewed the objectives and suggested changing "advocate for policies that promote population health" to "engage community stakeholders in public health policy". They suggested changing "Assess health status of the population" adding "and current trends". It was also suggested to change "engage with community partners to address health priorities" to, "engage with community partners to address systems that promote health priorities". WCHD staff also suggested changing "maintain or surpass national public health accreditation standards" to include, "by using emerging best practices to address health priorities". Cynthia indicated

that all of the suggested changes will be presented to the Quality Committee in June for approval and advance to the BOH.

5. Presidents Report

- a. Committee Assignments: Dr. Halversen informed the board that board members typically serve on two sub-committees (Personnel, Policy, Finance & Quality). He passed around a current committee assignment sheet and requested the board members to provide their top three committee preferences by the next BOH meeting.

6. Committee Reports:

- A. Executive Committee – No meeting
- B. Finance Committee

1. Financial Statements

- a. Bank Reconciliations: Dr. Halversen reported the following ending balances as of April 30, 2025, no irregularities were noted:
 - i. General Account - \$1,133,613.53
 - ii. Lead Account - \$94,768.37
 - iii. Abandoned Properties - \$107,660.50
 - iv. State of Illinois E-Pay - \$2,017,643.38
 - b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for April 30, 2025 are \$887,080.13 and asked for a motion to approve which was provided by Jim Powers, seconded by Angie Goral, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (5).
 - c. Statement of Fund Balance
Dr. Halversen reported that the Statement of Fund Balance as of April 30, 2025 had a balance of \$9,127,938.21.
 - d. Financial Review
Dr. Halversen reported that the Financial Review reflected that it was the 7th month of Winnebago County's Fiscal Year 2025 and the 10th month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$7,566,413, with an actual amount of \$6,588,459 for a deficit of \$977,954. The report reflected that YTD expenses were budgeted for \$7,887,059 with an actual amount of \$6,637,129 for a variance of \$1,249,930.
 - e. Balance Sheet
Dr. Halversen indicated that the balance sheet for April 30, 2025 was included in the meeting packet. Jim Keeler reported that 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 fairly even to 2024 however is exceeding the minimum reserve amount established by the Board of Health.
 - h. Grant Utilization Report: Jim Keeler noted that the Abandoned Property grant has been extended for one year to 11/15/2026.
 - i. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.
- 2. Major Expenditure:** Dr. Halversen indicated that major expenditures a-e were advanced from committee and only need a vote which is recorded in the chart below.

Item	Vendor/Contractor	Services/Item	Amount	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for April 2025	\$ 7,208.00	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
b.	U of I College of Medicine	Medical Consultation Services	\$ 21,420.00	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
c.	Winnebago County Treasurer	2024 Property Taxes	\$ 5,598.86	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
d.	IHDA Strong Communities	2025 Demo Initiatives	\$ 150,000.00	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
e.	ICOY	Trauma informed training & technical assistance	\$ 18,450.00	All in favor, motion carries Ayes (6), Nays (0), Absent (5)

Dr. Halversen indicated that major expenditure items f-h would need a motion, second and a vote which is recorded in the chart below.

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
f	Colorwave Graphics	Design bus wrap promoting Take Ten 815-promoting mental health & Crediblemind website	\$ 8,212.24	Jim Powers/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
g	Rockford Mass Transit	RMTD - 12 month bus wrap promoting Take Ten 815-promoting mental health & Crediblemind	\$ 8,040.00	Jim Powers/ Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
h	Wilson Electric	Installing monitors in up to 9 clinic rooms - to promote trauma informed services	\$ 4,700.00	Jim Powers/ Bob McCreath	All in favor, motion carries Ayes (6), Nays (0), Absent (5)

3. Proposed Contracts and Agreements: Dr. Halversen indicated that items a-p were advanced from committee and just needed a vote which is recorded in the chart below

Item	Vendor	Description of Services/Justification	Approved
a	Salvation Army	MOU to provide WIC Education & Outreach	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
b	City of Rockford Head Start	MOU to provide support and coordination for preschool age childrens health & wellbeing	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
c	Javon Bea Hospital	MOU to allow WCHD access to patients to conduct WIC outreach & education	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
d	S. Beloit High School	MOU to provide WIC Services within the S. Beloit Health Clinic	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
e	Easterseals	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
f	City of Rockford Early Head Start	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
g	Harlem School District 122	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)

Item	Vendor	Description of Services/Justification	Approved
h	Rockford School District 205	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
i	YWCA Northwestern Illinois	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
j	Brightpoint	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
k	Roosevelt Community Education Center	MOU to provide maternal infant early childhood home visiting program	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
l	Zully Vock	MOU - Infant/Early Childhood Mental Health Consultant	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
m	Swedish American Hospital	MOU - Universal Newborn Support System	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
n	Winnebago County Justice Center	MOU - harm reduction, naloxone vending machine	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
o	TPQC	Subcontract - provide Ryan White Part B Medical and non-medical services, housing services	All in favor, motion carries Ayes (6), Nays (0), Absent (5)
p	Javon Bea Hospital	Tamiflu Stock Rotation	All in favor, motion carries Ayes (6), Nays (0), Absent (5)

Dr. Halversen reported that item q would need a motion, second and a vote which his recorded on the chart below.

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
q	Winnebago County Community Mental Health Board	Amendment to funding agreement - additional year	Derrick Kunz/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (5)

- C. Personnel Committee – no meeting:
- D. Policy Committee:
 - a) 001-0712-22 Policy on Policies: Derrick reported that the policy committee met and reviewed the “policy on policies” policy which was advanced from committee and just needed a vote. All were in favor, policy approved Ayes (6), Nays (0), Absent (5).
- E. Quality Improvement Committee
 - 1) Meeting – May 20, 2025: Dr. Halversen reported that the quality committee met prior to the Board of Health Meeting.
 - 2) 2025 Quality Improvement Plan & Toolkit
 - a) 2025 Quality Improvement Initiatives: Dr. Halversen indicated that the quality committee received an update on the QI projects.
- 7. New Business/Other Matters: None
- 8. Correspondence and Information – PHAB Reaccreditation acknowledgement: WCHD received the official PHAB reaccreditation certificate and plaque which was shared with the board of health.
- 9. Additions - None

10. Executive Closed Session: None

11. Adjournment: With no other business to discuss, Dr. Halversen entertained a motion to adjourn the May 20, 2025 Board of Health Meeting which was provided by Derrick Kunz, second Bob McCreath. All were in favor and the meeting adjourned at 7:33.