



**Minutes of the BOH Finance Committee Meeting  
Wednesday, June 11, 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), Bob McCreath, Jonathan Logemann, Dr. Helland

**Members Absent:** Dr. Stephen Minore, Jim Powers

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

Dr. Halversen called the June 11, 2025 meeting to order at 5:32 pm.

**1. Approval of Agenda**

Dr. Halversen asked for a motion to approve the June 11, 2025 Finance Committee meeting agenda which was provided by Dr. Helland, seconded by Jonathan Logemann, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (2).

**2. Approval of May 14, 2025 meeting minutes**

Dr. Halversen asked for a motion to approve the May 14, 2025 meeting minutes which was provided by Bob McCreath, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried and the May 14, 2025 meeting minutes were approved. Ayes (6), Nays (0), Absent (2).

**3. Approval of June 4, 2025 meeting minutes**

Dr. Halversen asked for a motion to approve the June 4, 2025 meeting minutes which was provided by Dr. Helland, seconded by Angie Goral, all were in favor, unanimously approved, motion carried and the June 4, 2025 meeting minutes were approved. Ayes (6), Nays (0), Absent (2).

**4. WCHD FY2025-2026 Budget**

Jim Keeler reviewed the schedule of projected WCHD revenue for FY2025-2026 which indicated that there is a reduction in the Family Planning Grant and an increase in the Healthy Homes grant due to the lowering of lead level in children. Jim also reported that the High-Risk Infant Follow-up and the Better Birth Outcome grants are being eliminated however WCHD was approved for a pilot program addressing the same needs. FY2025-2026 revenue is budgeted at \$13,320,802.00. Dr. Helland made a motion to approve the FY2025-2026 budget which was seconded by Angie Goral, all were in favor, unanimously approved. Ayes (6), Nays (0), Absent (2).

**5. 555 N. Court Street**

Jim reported that in preparation for capital building improvements at 555 N. Court Street, \$327,000 for occupancy expenses and \$437,000 will be transferred to the 555 Fund to complete phase one of Studio GWA proposal totaling \$818,805. The total expense for renovating 555 N. Court Street would be \$3,034,337.00. During the discussion the committee suggested comparing the cost associated with renovating 555 N. Court Street verses a new building at 401 Division Street. It was decided to layover making a decision on the capital improvement budget to provide additional time to research the cost of building a new building. Dr. Helland made a motion to layover the capital improvement budget until the BOH meeting on June 17, 2025. Angie Goral seconded the motion, all were in favor, unanimously approved. Ayes (6), Nays (0), Absent (2)



## 6. Financial Statements

Dr. Halversen reported that the bank account reconciliations as of May 31, 2025 for the general account had an ending balance of \$1,330,554.43; the lead account had an ending balance of \$5,000.00; the abandoned properties account had an ending balance of \$5,000.00 and the EPAY account had an ending balance of \$2,072,795.18. Dr. Halversen indicated that resolution of expenditures, statement of fund balance, financial review, balance sheet, revenue & expenditures report, public health emergency reserve graph, grant utilization report and accounts receivable reports were all deferred.

## 7. Major Expenditure Requests:

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for May 2025	\$ 6,892.00	Dr. Helland/Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
b.	International Security Products	Birth & Death Certificate Security Paper	\$ 9,096.80	Bob McCreath/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
c.	Detera	Drug deactivation system pouches	\$ 3,424.00	Jonathan Logemann/Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)

## 8. Proposed Contracts and Agreements:

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	Agreement - WCHD & Alignment Rockford	Family Connects International UNSS program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
b	MOU - Rosecrance	Catch my Breath Campaign	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
c	Agreement WCHD & Boone Co.	Summer Foods Program	Jonathan Logemann/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
d	Agreement WCHD & Stephenson Co.	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
e	Agreement WCHD & Whiteside Co.	Summer Foods Program	Jonathan Logemann/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
f	Agreement WCHD & Ogle Co.	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
g	Agreement WCHD & Dekalb Co.	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
h	Agreement WCHD & Lee Co.	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
i	Agreement WCHD & Jo Daviess Co.	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)
j	Agreement WCHD & Carroll	Summer Foods Program	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (2)

## 9. Correspondence & Information – None

## 10. Policies for Consideration – None

## 11. Executive Session – None

## 12. Additions –None

**13. Adjournment:** There being no additional business, Dr. Halversen entertained a motion to adjourn the Finance Committee Meeting, which was provided by Bob McCreath, seconded by Jonathan Logemann, all were in favor and the June 11, 2025 Finance Committee meeting adjourned at 6:10 pm. Ayes (6), Nays (0), Absent (2).