



**Minutes of the
Winnebago County Board of Health
Tuesday, June 17, 2025 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Williams (Ex-Officio), Dr. Halversen, James Powers, Derrick Kunz, Angie Goral, Lori Thompson, Robert McCreath, Penelope Lechtenberg, Lori Thompson, Dr. Minore

Absent: Jonathon Logemann, Dr. Helland, Angie Goral

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 Lafakeria Vaughn

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: June 17, 2025**
Dr. Williams entertained a motion to approve the Tuesday, June 17, 2025 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Dr. Minore, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (3).
- 3. **Approval of BOH Minutes – May 20, 2025**
Dr. Williams entertained a motion to approve the May 20, 2025 Board of Health meeting minutes. Dr. Halversen made the first motion, Jim Powers, all were in favor and the May 20, 2025 Board of Health Minutes were approved. Ayes (8), Nays (0), Absent (3)
- 4. **Presentations:**
 - a. Strategic Refresh: Cynthia Hall informed the committee that every five years WCHD reviews the strategic plan goals and objectives. Cynthia reported that in January, WCHD leadership held a strategic retreat at the Rockford Public Library to review the strategic plan. The strategic plan was reviewed at all-staff meeting where staff were able to provide suggestions. Cynthia provided an updated chart comparing the current mission, vision and values with the proposed new mission, vision and values. The words in italics were added:

Current Mission Prevent disease, promote health, and engage the community to ensure the health of Winnebago County	Current Vision Health people in a healthy community that promotes health equity	Current Values <ul style="list-style-type: none">- Responsiveness- Community Resource- Expertise- Collaboration
New Mission <i>Engage the community to promote conditions for all residents to achieve optimal health</i>	New Vision Healthy people in a healthy community that promotes <i>optimal health for all</i>	New Values <ul style="list-style-type: none">- Responsiveness- Community Resource- Expertise- Collaboration- <i>Trustworthy</i>

The Strategic Goals were updated as listed below. Words in italics were added:

1. Focus on Core Public Health
 - Advocate for policies that promote public health
 - Assess the health status of the population *and current trends*
 - Assure development and implementation of plans to address health priorities
2. Develop and Enhance Systems to Support Core Public Health
 - Engage with community partners to address health priorities
 - Organize internally to support strategic initiatives
3. Advance a Culture of Quality
 - Maintain and ensure a workforce development plan to support public health competency
 - Inform community on public health initiatives and impact
 - Maintain or surpass national public health accreditation standards *by using best practices to address health priorities*

Cynthia indicated that the strategic plan was presented and advanced from the Quality Committee. Dr. Williams indicated that it would not need a motion or a second just a vote, all were in favor and the updated strategic plan was approved. Ayes (8), Nays (0), Absent (3).

5. Presidents Report

- a. Committee Assignments: Dr. Williams referenced the committee assignments in the meeting packet advising as to member assignments adding that all BOH members are welcomed to attend all the committee meetings.

6. Committee Reports:

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

1. WCHD FY2026 Budget: Dr. Halversen referenced the budget pages in the packet which was advanced for approval by committee. He indicated that the budget is for \$13,384,323.07 with expenditures for \$13,384,323.00, revenue of \$13,320,802 reflecting a deficit of \$63,521.00. Jim Keeler reviewed revenue sources including: Real Estate Levy, Grant Funding, Local Operating Grant/Contracts, City State & Local Government Payments, Fees, Clinic Payments and interest. In regards to budgeted expenses, Jim noted that there will be an increase in health insurance, personnel with the additional five full time positions, approved compensation plan increases as well as IMRF increases. Jim reviewed WCHD's positions noting the changes with eliminated and added positions as well as the previous personnel budgets since FY2020. Jim reviewed the FY2026 budget summary for 555 N. Court Street which reflected revenues of \$351,875.00 and expenditures of 445,000.00 resulting an excess of expenditures over revenue of \$93,125.00. Dr. Halversen asked for a motion to approve the WCHD FY2026 budget which was provided by Dr. Minore, seconded by Penny Lechtenberg, all were in favor and the WCHD FY2026 budget was approved. Ayes (8), Nays (0), Absent (3).
2. Financial Statements
 - a. Bank Reconciliations: Dr. Halversen reported the following ending balances as of May 31, 2025, no irregularities were noted:
 - i. General Account - \$1,330,554.43
 - ii. Lead Account - \$5,000.00
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$2,072,795.18
 - b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for May 31, 2025 are \$1,082,962.00 and asked for a motion to approve which was provided by Jim Powers, seconded by Lori Thompson, all were in favor, unanimously approved, motion carries. Ayes (8), Nays (0), Absent (3).
 - c. Statement of Fund Balance
Dr. Halversen reported that the Statement of Fund Balance as of May 31, 2025 had a balance of \$9,042,244.27.
 - d. Financial Review
Dr. Halversen reported that the Financial Review reflected that it was the 8th month of Winnebago County's Fiscal Year 2025 and the 11th month of the State of Illinois Fiscal Year 2025. The report

reflected that revenue YTD was budgeted at \$8,647,329, with an actual amount of \$7,615,379 for a variance of \$1,031,950. The report reflected that YTD expenses were budgeted for \$9,013,781 with an actual amount of \$7,749,743 for a variance of \$1,264,038.

e. Balance Sheet

Dr. Halversen indicated that the balance sheet for May 31, 2025 was included in the meeting packet. No irregularities were noted.

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 is fairly even to 2024 and is exceeding the minimum reserve amount established by the Board of Health.

h. Grant Utilization Report was reviewed. No irregularities were noted.

i. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

3. Major Expenditure: Dr. Halversen indicated that major expenditures a-c was advanced from committee and only need a vote which is recorded in the chart below. All were in favor and the major expenditures were approved. Ayes (8), Nays (0), Absent (3).

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.	Deterra	Drug deactivation system pouches	\$ 3,424.00	Jonathan Logemann/Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (2)

4. Proposed Contracts and Agreements: Dr. Halversen indicated that items a-j were advanced from committee and just needed a vote. Ayes (8), Nays (0), Absent (3)

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)

C. Personnel Committee – no meeting:

D. Policy Committee:

- a) Variance R201-049927 – 2203 Montague Road: Derrick reported that the policy committee met and reviewed the variance request for 2203 Montague Road where a house had burned down and the resident was requesting to utilize the same well when building a new home. Derrick indicated that the well was not up to current code and city water is available therefore, the Policy committee voted to deny the variance adding that the home owner can request to have a new well drilled instead. Derrick indicated since the committee voted to deny the variance it would not need a motion or a second, just a vote. All were in favor and the variance was denied Ayes (8), Nays (0), Absent (3).

E. Quality Improvement Committee

- 1) Meeting – June 17, 2025: Dr. Minore reported that the quality committee met prior to the Board of Health Meeting.
 - 2) Quality Improvement Initiatives Update: Dr. Minore indicated that the quality committee received an overview on the status of the QI projects. He indicated that there were two presentations provided and referred to the packet for additional information.
 - a) WIC QI Project Update: Dr. Minore indicated that the quality committee received an update on the QI projects.
 - b) IBCCP QI Project Update
7. New Business/Other Matters: None
8. Correspondence and Information: Dr. Williams indicated that the correspondence for the 2025-2030 IPLAN cover letter, IPLAN Substantial Compliance Evaluation, the LHD Certification Application and PIF Public Health Administrator were all included in the packet.
9. Additions - None
10. Executive Closed Session: None
11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the June 17, 2025 Board of Health Meeting which was provided by Dr. Minore, second Derrick Kunz. All were in favor and the meeting adjourned at 6:53.