



**Minutes of the
Winnebago County Board of Health
Tuesday, July 15, 2025 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, James Powers, Angie Goral, Lori Thompson, Robert McCreath, Penelope Lechtenberg, Lori Thompson, Angie Goral, Dr. Helland, Jonathan Logemann

Absent: Dr. Williams (Ex-Officio), Dr. Minore, Derrick Kunz

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 Reuter

WCHD Support: none

Dr. Halversen called the meeting to order with a quorum being established at 6:37 p.m.

1. Introductions of Guest/Public Participation – None

2. Approval of the Agenda: July 15, 2025

Dr. Halversen entertained a motion to approve the Tuesday, July 15, 2025 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (3).

3. Approval of BOH Minutes – June 17, 2025

Dr. Halversen entertained a motion to approve the June 17, 2025 Board of Health meeting minutes. Dr. Helland made the first motion, Jim Powers seconded, all were in favor and the June 17, 2025 Board of Health Minutes were approved. Ayes (7), Nays (0), Absent (3)

4. Presidents Report

a. Bob McCreath Retirement: Dr. Halversen acknowledged Bob McCreath with a plaque and certificate in honor of his nine years serving on the board of health noting that Bob served three terms as board of health president. Dr. Martell noted that not only did Bob serve during the pandemic, Bob's knowledge and HR experience was instrumental in the developing the salary and compensation plan for the health department. Bob was appreciative of the recognition commenting that serving on the board with awesome board members was a great experience adding that Dr. Martell and the WCHD staff do a wonderful job.

5. 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 June 30, 2025, no irregularities were noted:

i. General Account - \$1566,665.64

ii. Lead Account - \$85,767.72

iii. Abandoned Properties - \$5,000.00

iv. State of Illinois E-Pay - \$2,141,232.72

b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for June 30, 2025 are \$1,306,953.61 and asked for a motion to approve which was provided by Dr. Helland,

seconded by Angie Goral, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (3).

c. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance as of June 30, 2025 had a balance of \$9,073,426.92.

d. Financial Review

Dr. Halversen reported that the Financial Review reflected that it was the 9th month of Winnebago County's Fiscal Year 2025 and the 12th month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$9,728,246, with an actual amount of \$8,973,085 for a variance of \$755,160. The report reflected that YTD expenses were budgeted for \$10,140,504 with an actual amount of \$9,076,266 for a variance of \$1,064,238.

e. Balance Sheet

Dr. Halversen indicated that the balance sheet for June 30, 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 consistent 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.

2. **Major Expenditure:** Dr. Halversen indicated that major expenditures a-b 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 (7), Nays (0), Absent (3).

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a.	IDPH	IDPH fee for Electronic Filing of Death Certificates for June 2025	\$ 5,680.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	Adobe	Adobe License packages	\$ 11,563.56	Angie Goral/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Dr. Halversen indicated that major expenditure item c below would need a motion, second and a vote for approval. Dr. Helland gave the first motion, Jim Powers seconded and all were in favor and the major expenditure was approved. Ayes (7), Nays (0), Absent (3).

PROPOSED Expenditures										
Item	Center	Vendor	Description of Services/Justification	New or Existing	Amount	Account to Charge Object	Project	Budgeted	Budget Amendment	Funding
c	Administration	Public Health Accreditation Board	WCHD's annual accreditation service fee	Existing	\$ 8,400.00	43190	60000	Yes	No	Levy

3. Proposed Contracts and Agreements: Dr. Halversen indicated that items a-d were advanced from committee and just needed a vote. Ayes (7), Nays (0), Absent (3)

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	Tommy Corral Memorial Foundation	Tommy Corral Memorial Foundation	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	WCHD WIC & Snap-ed Partnership	WCHD WIC & Snap-ed Partnership	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	Illinois Public Health Association	Illinois Public Health Association	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	WCHD & City of Rockford Health and Human Services Department	WCHD & City of Rockford Health and Human Services Department	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

C. **Personnel Committee** – no meeting:

D. Policy Committee – no meeting

- 1) 1111-0526-17 Records Retention and Destruction Policy update: Michael reported that the Records Retention and Destruction Policy was reviewed and there were no significant changes made to the policy therefore the revision date has been updated as it is not necessary to present it to the board based on the policy on policies policy.

E. Quality Improvement Committee

- 1) Meeting – July 15, 2025: Dr. Halversen reported that the quality committee met prior to the Board of Health Meeting.
- 2) Quality Improvement Initiatives Update: Patrick reported that the Quality Committee received an overview update on QI projects. He reported that Todd Marshall and Todd Kisner provided an update on their combined QI project of having a structured response to foodborne illness investigations and Katie O'Toole provided an update on the communication projects responding to complaints provided through the website and ways to communicate with the hard-to-reach population.
- 3) Program Reviews for Filing: Patrick reported that the program reviews were shared with the quality committee which reflected that all standards were met. The quality committee advanced the filing from committee and would just need a vote, all were in favor and the filing was approved. Ayes (7), Nays (0), Absent (3).
 - a. Local Health Protection Grant:
 - i. Food Protection Program
 - ii. Potable Water Supply Program
 - iii. Private Sewage Disposal Program
 - iv. LHPG Common Requirements

6. New Business/Other Matters: None

7. Correspondence and Information: None

8. Executive Closed Session:

Executive Closed Session – Convene into Closed Session: Dr. Halversen indicated that an executive session was needed and he would entertain a motion to go into executive session pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), to discuss personnel issues. A roll call vote will be taken, please respond aye or nay. Ayes were received by Dr. Halversen, Dr. Helland, Jonathon Logemann, Jim Powers, Lori Thompson, Penelope Lechtenberg and Angie Goral and the meeting convened in closed session at 7:09.

Executive Closed Session – Adjourn Closed Session

Dr. Halversen entertained a motion to adjourn closed session pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), A roll call vote will be taken, please respond aye or nay. Ayes were received by Dr. Halversen, Dr. Helland, Jonathon Logemann, Jim Powers, Lori Thompson, Penelope Lechtenberg and Angie Goral and the meeting convened from closed session at 7:31 with no action taken. The board reconvened in open session.

9. Additions - Prior to adjournment Dr. Martell announced that this meeting was SA Kimberly Kovanda's last meeting. SA Kovanda indicated that she is leaving the State's Attorney's Office to work for the City of Rockford. She informed the board that she has appreciated her time working with the BOH and appreciates the work being done.
10. **Adjournment:** With no other business to discuss, Dr. Halversen entertained a motion to adjourn the July 15, 2025 Board of Health Meeting which was provided by Dr. Helland, second Lori Thompson. All were in favor and the meeting adjourned at 7.33.