



**Minutes of the  
Winnebago County Board of Health  
Tuesday, August 19, 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, Jonathan Logemann, Dr. Helland,

**Absent:** Penelope Lechtenberg, Lori Thompson, Dr. Minore

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. Williams called the meeting to order with a quorum being established at 6:34 p.m.

1. **Introductions of Guest/Public Participation** – Dr. Helland introduced Andrea Weidner who is a veterinarian at Frost Family Pet Clinic. He indicated that she is in attendance to observe a board meeting as a possible interest in joining the BOH.
2. **Approval of the Agenda: August 19, 2025**  
Dr. Williams entertained a motion to approve the Tuesday, August 19, 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 (6), Nays (0), Absent (4).
3. **Approval of BOH Minutes – July 15, 2025**  
Dr. Williams entertained a motion to approve the July 15, 2025 Board of Health meeting minutes. Dr. Halversen made the first motion, Jim Powers seconded, all were in favor and the July 15, 2025 Board of Health Minutes were approved. Ayes (6), Nays (0), Absent (4)
4. **Presidents Report** – No Report
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 July 31, 2025, no irregularities were noted:
        - i. General Account - \$1,713,489.92
        - ii. Lead Account - \$228,045.93
        - iii. Abandoned Properties - \$5,000.00
        - iv. State of Illinois E-Pay - \$2,189,265.39
      - b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for July 31, 2025 are \$1,083,403.20 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 (6), Nays (0), Absent (4).
      - c. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance as of July 31, 2025 had a balance of \$9,129,768.83.

d. Financial Review

Dr. Halversen reported that the Financial Review reflected that it was the 10th month of Winnebago County's Fiscal Year 2025 and the 1st month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$10,809,162, with an actual amount of \$10,135,288 for a variance of \$673,873. The report reflected that YTD expenses were budgeted for \$11,267,227 with an actual amount of \$10,182,127 for a variance of \$1,085,099.

e. Balance Sheet

Dr. Halversen indicated that the balance sheet for July 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 – no report

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

2. Major Expenditure: Dr. Halversen indicated that major expenditures a-c was advanced from committee and only need a vote. 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 July 2025	\$ 7,116.00	Dr. Helland/Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b.	Viken Detection	XRF Analyzer Reource Service	\$ 4,050.00	Dr. Helland/Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c.	Teletask Messenger	Text messagin to WIC Clients	\$ 9,190.00	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

3. Proposed Contracts and Agreements: Dr. Halversen indicated that items a-g 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	Illinois Department of Central Management Services	IGA - State employee influenza vaccinations	Jonathan Logemann/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	Everbridge	Service agreement renewal	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	Web3 Meta	Igrow Website redesign agreement	Jim Powers/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	Civic Plus Archive Social	WCHD social media archiving	Jonathan Logemann/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e	Web3 Meta Growth	WCHD Website host & maintenance	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
f	Web3 Meta Growth	IGROW website maintenance & support 12 months	Jonathan Logemann/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
g	UWHealth	Waiver of liability	Dr. Minore/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Dr. Halversen indicated that items h & i would need a motion, second and a vote. Dr. Martell noted item i was being withdrawn. The BOH votes are included in the chart below.

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
h	IGA - Kane County Health Dept & WCHD	Medical Services - 3 months ext.	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (7), Nays (0), Absent (3)
i	IGA - R1 Regional Planning	Metopio Data Analytics and Atlas for Winnebago County	Item withdrawn	N/A

4. Health Department Physical Plant

- a. Build – 401 Division Street
- b. Renovate – 555 N. Court Street

Dr. Halversen reminded the board that approximately a year ago the board was presented with the option of developing the property on Division Street as well as renovating N. Court to function better for WCHD needs. Dr. Martell indicated that the Finance committee asked for an update on the time estimate for new construction which she indicated that Studio GWA estimated 24 months. Dr. Martell inquired to the board how they would want to proceed in terms of budgeting and planning indicating that the 401 Division Street build would cost approximately \$40.6 million and the Court Street renovations would cost approximately \$2.8 million which will take approximately 5 years to complete. Dr. Martell indicated that previous discussions with the finance committee there is greater interest in investing into a new building rather than renovating 555 N. Court Street. Dr. Williams agreed taking into consideration the layout of 555 N. Court compared to a new building which will have all services on the first floor and be ADA compliant and not having to access the elevators. After discussion it was determined that the Finance committee will begin the planning process

C. Personnel Committee – no meeting:

D. Policy Committee:

- a) 066-055-16 Ethics and Business Conduct policy: Dr. Martell indicated that the policy is on the agenda for the board to be aware that it was reviewed and since no significant changes were made it would not need board approval.

E. Quality Improvement Committee

- 1) Meeting – August 19, 2025: Dr. Williams reported that the quality committee met prior to the Board of Health Meeting however did not have a quorum.
- 2) Quality Improvement Initiatives Update: Dr. Williams indicated that the quality committee received an overview on the status of the QI projects and received an update on the Oral Health QI project, Customer Satisfaction Survey and the Grant Utilization QI project.
  - a) HPW: Oral Health QI project
  - b) EH: Customer Satisfaction Survey
  - c) Finance: Grant Utilization QI project

6. New Business/Other Matters: None

7. Correspondence and Information

- 1) Winnebago County Mental Health Advisory Board – Transformative System of Care: Dr. Martell indicated that the Mayor and Chairman convened a mental behavioral health advisory committee to work on recommendations to Winnebago County Community Mental Health Board. The committee was challenged to identify and address gaps in services. The two main gaps were a coordinating entity and access to care. Dr. Martell indicated that they secured funding through the mental health board for a consultant to determine best practices. Dr. Martell reported that Rosecrance had applied for and received a CMS waiver to serve as a Certified Community Behavioral Health Clinic (CCBHC). Dr. Martell indicated that they serve as an intake which accepts people regardless of their ability to pay and they assist with coordinating care as well. Dr. Martell indicated that they also looked at wraparound services such as housing and transportation. The goal is to establish a coordinated behavioral health system for all Winnebago County Residents, anchored in a CCBHC “hub-and-spoke model.” The proposed model:
  - CCBHC HUB: Lead care coordination, system integration, quality improvement, and data sharing.
  - Community Spokes: Schools, health systems, jails/corrections, shelters, health department, and service providers offer localized, embedded behavioral health access points.

Dr. Martell indicated that the committee spent approximately 9 months working on the project interviewing clients, interviewing service providers and reviewing best practices throughout the country. Dr. Martell indicated that they are looking into more integrated systems which will be challenging but a good opportunity for Winnebago County.

- 2) WCHD Health Priority Presentation – Faith Leadership: Dr. Martell indicated that presentation was provided to advise as to the priorities WCHD is working on.
8. Additions - None
9. Executive Closed Session: None
10. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the August 19, 2025 Board of Health Meeting which was provided by Derrick Kunz, second Dr. Helland. All were in favor and the meeting adjourned at 7:19.