



BOARD OF HEALTH: FINANCE COMMITTEE

Date of Meeting: September 10, 2025

Time of Meeting: 5:30 pm – 6:30 pm

Location of Meeting: 555 North Court Street, Room 221; Rockford, IL 61103

Board Committee Members: Dr. Allen Williams (Ex-Officio), Dr. John Halversen, Angie Goral, Dr. David Helland, James Powers, Dr. Stephen Minore and Jonathan Logemann

WCHD Participants: Dr. Sandra Martell – Public Health Administrator, James Keeler - Director of Finance, Stephanie Bahling - recorder

Agenda Item	Time	Sponsor
1. Approval of September 10, 2025 Agenda	1 min	J. Halversen
2. Approval of August 13, 2025 meeting minutes	1 min	J. Halversen
3. Financial Statements	10 min	J. Halversen
a. Bank Reconciliations – August 2025		
i. General Account		
ii. Lead Account		
iii. Abandoned Properties		
iv. State of Illinois E-Pay		
b. Resolution of Expenditures - deferred		
c. Statement of Fund Balance – <i>deferred</i>		
d. Financial Review – <i>deferred</i>		
e. Balance Sheet – <i>deferred</i>		
f. Revenue and Expenditure Reports – <i>deferred</i>		
g. Public health Emergency Reserve Minimum Graph – <i>deferred</i>		
h. Grant Utilization Report - <i>deferred</i>		
i. Accounts Receivable – <i>deferred</i>		
4. Major Expenditure Requests		J. Keeler
a. PHS: VR – Electronic Filing Fee for August 2025 Death Certificates		
b. HA: IPHA Annual Membership Dues		
c. FINANCE: Time Clock Plus annual maintenance & software license		
5. Proposed Contracts and Agreements		
a. HA: Agreement - WCHD & UIC IRB Use Agreement		
b. HP: Subaward Agreement - WCHD & Advocates for Human Potential, Inc. – Harm Reduction BASE Grant		
c. HPW: MOU - WCHD & Flinn Middle School – Substance Use Prevention Program		
d. HPW: MOU - WCHD & Harlem Middle School – Substance Use Prevention Program		
e. HPW: MOU - WCHD & Maud Johnson Elementary School – Substance Use Prevention Program		
f. HPW: MOU - WCHD & RESA Middle School – Substance Use Prevention Program		

- g. PHEP: MOU - WCHD & State of Illinois Employer site for seasonal influenza vaccination – U of I Chicago Health Sciences Campus, 1601 Parkview Ave, Rockford.
- h. PHEP: MOU – WCHD & State of Illinois Employer site for seasonal influenza vaccination – 17th Judicial Circuit Court, 400 W. State Street, Suite 205, Rockford.
- i. FINANCE: Mendelssohn Parking Lot – two-year contract renewal agreement

6. Rebuild 401 Division Street – Debt Service Scenario Discussion		J. Keeler
7. Policies for Consideration – <i>None</i>		
8. Executive Session - <i>None</i>		
9. Additions - <i>None</i>	1 min	J. Halversen
10. Adjournment	1 min	J. Halversen