



BOARD OF HEALTH

Date of Meeting:	September 16, 2025
Time of Meeting:	6:30 p.m.
Location of Meeting:	555 North Court Street; Room 115; Rockford, IL 61103
BOH Members:	Angie Goral, Dr. John Halversen, Dr. David Helland, Derrick Kunz, Penelope Lechtenberg, Jonathon Logemann, Dr. Stephen Minore, James Powers, Lori Thompson, Dr. Allen Williams (Ex-Officio)
WCHD Leadership:	Dr. Sandra Martell, Cynthia Hall, Cheryl Floyd, Michael Jarvis, James Keeler, Todd Kisner, Patrick Ngum, Todd Marshall, Katherine O'Toole, Rebecca Lyons, Tiffany Levine
WCHD Support:	Stephanie Bahling, Executive Assistant (recorder)
Attorney:	Lafakeria Vaughn

Agenda Item	Time	Sponsor/Presenter
1. Introduction of Guests/Public Participation	5 min	A. Williams
2. Approval of Agenda: September 16, 2025	1 min	A. Williams
3. Approval of Minutes: August 19, 2025	5 min	A. Williams
4. President's Report	5 min	A. Williams
5. Committee Reports		
a. Executive Committee – <i>No meeting</i>	5 min	A. Williams
b. Finance Committee - no meeting	20 min	J. Halversen
1) Financial Statements		
a) Bank Reconciliations		
i. General Account		
ii. Lead Account		
iii. Abandoned Properties		
iv. State of Illinois E-Pay		
b) Resolution of Expenditures		
c) Statement of Fund Balance		
d) Financial Review		
e) Balance Sheet		
f) Revenue and Expenditure Report		
g) Public Health Emergency Reserve Minimum Graph		
h) Grant Utilization Report		
i) Accounts Receivable		
2) Major Expenditure Requests: (all items need a motion, second & vote)		
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
- 3) Proposed Contracts, Agreements & Policies: (all items need a motion, second & vote)
 - 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
 - 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
- c. Personnel Committee – *no meeting*
- d. Policy Committee – *no meeting* 5 min D. Kunz
 - 1) 1110-0329-16 Hazardous Materials Communication
- e. Quality Improvement Committee 5 min S. Minore
 - 1) Meeting – September 16, 2025
 - 2) Quality Improvement Plan Update
 - a) 2025 QI Plan Goals and Objectives update
 - b) Center/Program level QI initiative update
 - i. PHEP QI project: Increase number of MRC volunteers
 - ii. Data & Quality QI: Decrease the number of business days to respond to a data request
- 6. New Business/Other Matters - none
- 7. Correspondence and Information - none
- 8. Additions - none
- 9. Executive Closed Session
- 10. Adjournment 2 min A. Williams