Winnebago County
Health Department

Minutes of the BOH Finance Committee Meeting
Wednesday, August 13, 2025 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL

Members Present: Dr. Williams (Ex-Officio), Jonathan Logemann, Dr. Helland, Dr. Stephen Minore, Jim Powers, Dr. Halversen (Chair)

Members Absent: Angie Goral

WCHD Staff Present: Dr. Sandra Martell Administrator, James Keeler-Finance Director, Stephanie Bahling Executive Assistant (recorder).

Dr. Halversen called the August 13, 2025 meeting to order at 5:33 pm.

1. **Approval of Agenda**
   Dr. Halversen asked for a motion to approve the August 13, 2025 Finance Committee meeting agenda which was provided by Dr. Helland, seconded by Jim Powers, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (1).

2. **Approval of July 9, 2025 meeting minutes**
   Dr. Halversen asked for a motion to approve the July 9, 2025 Finance Committee meeting minutes which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried and the July 9, 2025 meeting minutes were approved. Ayes (6), Nays (0), Absent (1).

3. **Financial Statements**
   Dr. Halversen reported that the bank account reconciliations as of July 31, 2025 for the general account had an ending balance of $1,741,154.33; the lead account had an ending balance of $228,045.93; the abandoned properties account had an ending balance of $5,000.00 and the EPAY account had an ending balance of $2,189,265.39. Dr. Halversen indicated that resolution of expenditures, statement of fund balance, financial review, balance sheet, revenue & expenditures report, public health emergency reserve graph, grant utilization report and accounts receivable reports were all deferred.

4. **Major Expenditure Requests:**

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 Messanger	Text messagin to WIC Clients	$ 9,190.00	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

5. **Proposed Contracts and Agreements:**

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)

6. Health Department Physical Plant

a. Build – 401 Division Street: Dr. Martell remined the committee that the Board of Health previously approved Studio GWA Architectural Services to complete a Building Needs Assessment in 2023 with a concept design to fit within the footprint of the 401 Division Street, Rockford, IL property. The concept design was presented to the Board of Health at a Special Meeting of the whole and during that meeting there was discussion on the Next Steps. Based on recommendation from the Finance Committee, the Board of Health voted to continue the plan to develop the 401 Division Street property.

b. Renovate – 555 North Court Street: In May 2025, the Board of Health was asked to consider a contract with Studio GWA for an interim plan for improvements to 555 North Court Street with the understanding that a long-term plan for development of the 401 Division Street was the goal. The estimated timeframe for these improvements was approximately five (5) years.
The assessment and plan were finalized with cost estimates in April 2025. The estimate for a renovation of redesign of existent space was $2,703,337 or 8.3% of the lower end estimate to build a new facility.

Dr. Martell indicated that at a previous Finance committee meeting, WCHD Finance Director Jim Keeler had suggested a capital budget line item for improvements at 555 N. Court Street. During the discussion the committee suggested comparing the cost associated with renovating 555 N. Court Street verses a new building at 401 Division Street. Dr. Martell informed the committee that WCHD's budget was passed without a capital budget line item.

The committee discussed the renovating 555 N. Court Street and developing a new building at 401 Division Street. The new building would have the clinic located on the first floor, which would be easily handicap accessible. There would be a community kitchen on the second floor as well as a room large enough to hold WCHD's all-staff meetings. The new building would also be more efficient, greener including solar panels and safer. After the discussion the Finance committee recommended moving forward to the full board to review the process for next steps in developing a proposal for any renovations for the building located at 555 N. Court Street as well as developing the property located at 401 Division Street.

7. **Policies for Consideration** – None
8. **Executive Session** – None
9. **Additions** –None
10. **Adjournment:** There being no additional business, Dr. Halversen entertained a motion to adjourn the Finance Committee Meeting, which was provided by Dr. Helland, seconded by Dr. Williams, all were in favor and the August 13, 2025 Finance Committee meeting adjourned at 6:19 pm. Ayes (6), Nays (0), Absent (1).