Winnebago County
Health Department

Minutes of the
Winnebago County Board of Health
Tuesday, September 16, 2025 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103

Present: Dr. Williams (Ex-Officio), James Powers, Angie Goral, Jonathan Logemann, Dr. Helland, Lori Thompson

Absent: Dr. Halversen, Penelope Lechtenberg, 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. Williams called the meeting to order with a quorum being established at 6:34 p.m.

1. **Introductions of Guest/Public Participation** – Katie O'Toole introduced Laurie Sims, a graduate student who wanted to observe a Board of Health meeting.
2. **Approval of the Agenda: September 16, 2025**
   Dr. Williams entertained a motion to approve the Tuesday, September 16, 2025 agenda for the Winnebago County Board of Health meeting. Dr. Helland made the first motion; second motion made by Angie Goral, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (4).
3. **Approval of BOH Minutes – August 19, 2025**
   Dr. Williams entertained a motion to approve the August 19, 2025 Board of Health meeting minutes. Jim Powers made the first motion, Dr. Helland seconded, all were in favor and the August 19, 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. Williams reported the following ending balances as of August 31, 2025, no irregularities were noted:
            i. General Account - $1,952,362.60
            ii. Lead Account - $107,527.81
            iii. Abandoned Properties - $5,000.00
            iv. State of Illinois E-Pay - $2,221,357.79
         b. Resolution of Expenditures: Dr. Williams indicated that the health fund expenditures for August 31, 2025 are $918,536.50 and asked for a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (4).
         c. Statement of Fund Balance
            Dr. Williams reported that the Statement of Fund Balance as of August 31, 2025 had a balance of $9,135,518.64. No irregularities were noted.

d. Financial Review
Dr. Williams reported that the Financial Review reflected that it was the 11th month of Winnebago County's Fiscal Year 2025 and the 2nd month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at $11,890,078, with an actual amount of $11,076,174 for a variance of $813,904. The report reflected that YTD expenses were budgeted for $12,393,949 with an actual amount of $11,117,263 for a variance of $1,276,686.

e. Balance Sheet
Dr. Williams indicated that the balance sheet for August 31, 2025 was included in the meeting packet. No irregularities were noted.

f. Revenue and Expenditure Reports
Dr. Williams 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 slightly lower to 2024 however is exceeding the minimum reserve amount established by the Board of Health.

h. Grant Utilization Report – Dr. Williams indicated that the grant utilization report was included in the packet. No irregularities were noted.

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

2. Major Expenditure: Dr. Williams indicated that all major expenditures would need a motion, second and a vote which are recorded in the chart below. All were in favor and the major expenditures were approved. Ayes (6), Nays (0), Absent (4).

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for August 2025	$ 7,628.00	Dr. Helland/Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
b	IPHA	Annual Affiliate Membership Dues	$ 3,105.00	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
c	Time Clock Plus	Annual maintenance & software license	$ 4,637.03	Jim Powers/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (4)

3. Proposed Contracts and Agreements: Dr. Williams indicated that all contracts and agreements would need a motion, second and a vote which are recorded in the chart below. All were in favor and the contracts and agreements were approved. Ayes (6), Nays (0), Absent (4)

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	UIC	WCHD & UIC IRB Use Agreement	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
b	Advocates for Human Potential, Inc.	Harm Reduction Subaward Base Grant	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
c	Flinn Middle School	MOU-WCHD & Flinn Middle School - Substance Use Prevention Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
d	Harlem Middle School	MOU-WCHD & Harlem Middle School - Substance Use Prevention Program	Jim Powers/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
e	Maud Johnson Elementary School	MOU-WCHD & Maud Johnson Elementary School - Substance Use Prevention Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
f	RESA Middle School	MOU-WCHD & RESA Middle School - Substance Use Prevention Program	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (4)

g	State of Illinois	MOU- WCHD & State of Illinois Employer site, seasonal influenza vaccines U of I Chicago Health Sciences Campus, 1601 Parview Avenue, Rockford 61107	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
h	State of Illinois	MOU- WCHD & State of Illinois Employer site, seasonal influenza vaccines U of I Chicago Health Sciences Campus, 1601 Parview Avenue, Rockford 61107	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
i	Mendelssohn Performing Arts	Parking Space Rental Agreement-two year renewal	Jim Powers/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (4)

C. Personnel Committee – no meeting:

D. Policy Committee – no meeting:

a) 1110-0329-16 Hazardous Materials Communication policy: Dr. Williams indicated that although the policy committee did not meet the Hazardous Materials Communication policy was on the agenda. Michael Jarvis reported that the policy was updated to clarify what a hazardous material which may include personal items brought in by employees. Dr. Martell indicated that safety data sheets need to be on file for hazardous materials brought in by employees such as hand lotion and hand sanitizers that may be assessable by clients. Dr. Martell adding that the policy is on the agenda for the board to be aware that it was reviewed however BOH approval was not necessary as no significant changes were made.

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 updates on the project to increase the number of MRC volunteers and the project to reduce the number of days to respond to data requests.

a) PHEP QI Project: Increase number of MRC volunteers

b) Data & Quality QI Project: 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: None
10. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the September 16, 2025 Board of Health Meeting which was provided by Jim Powers, second Dr. Helland. All were in favor and the meeting adjourned at 6:48.