



**Minutes of the
Winnebago County Board of Health
Tuesday, October 21, 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, Dr. Halversen, Dr. Helland, Derrick Kunz, Lori Thompson

Absent: Angie Goral, Penelope Lechtenberg, Dr. Minore, Jonathan Logemann

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 (not present)

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:33 p.m.

1. Introductions of Guest/Public Participation – None

2. Approval of the Agenda: October 21, 2025

Dr. Williams entertained a motion to approve the Tuesday, October 21, 2025 agenda for the Winnebago County Board of Health meeting. Jim Powers made the first motion; second motion made by Derrick Kunz, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (4).

3. Approval of BOH Minutes – September 16, 2025

Dr. Williams entertained a motion to approve the September 16, 2025 Board of Health meeting minutes. Dr. Halversen made the first motion, Dr. Helland seconded, all were in favor and the September 16, 2025 Board of Health Minutes were approved. Ayes (6), Nays (0), Absent (4)

4. Health Department Highlights:

a. Domain 2:

- **HFMD:** Todd Kisner provided an update on hand, foot & mouth disease in local daycares & schools. He indicated that hand, foot & mouth disease is not reportable unless there are ten cases. He reported that currently there are three outbreaks and WCHD staff is working with nurses and janitorial staff in an effort to control the spread of HFMD.
- **Update on Wright Kiles Blackhawk Neighborhood:** Todd Marshall indicated that the Wright Kiles Blackhawk neighborhood is adjacent to Chemtool where an explosion occurred in 2021. Todd reported that PFAS has been detected in private wells in the neighborhood. WCHD worked with the Village of Rockton and the EPA to coordinate grant funding which would enable residents to connect to the public water source. Todd reported that through that funding opportunity 49 residents connected to the public water source.

b. Domain 4: Metopio access: Dr. Martell indicated that Metopio is a data platform that combines public and private facing data allowing community organizations to easily analyze health data. Dr. Martell indicated that R1 planning purchased Metopio and both WCHD and the Rockford Regional Health Council have access to the data.

c. Domain 5: Byron Nuclear Plan Preparedness Exercise: Rebecca Lyons indicated that the Byron Nuclear Station, Constellation Energy, conducted an emergency response exercise (conducted every two years) adding that Winnebago County serves as support to Ogle County. She indicated that Jefferson High School serves as a community reception center, Mercy Health serves as the assigned hospital for constellation employees and OSF St.

Anthony Medical Center serves as the hospital for the general public. Rebecca reported that exercise was a success and Dr. Martell added that it passed the FEMA test.

d. **Domain 7:**

- **Winning Start Winnebago:** Tiffany Levine indicated that Winning Start Winnebago offers services for pregnant women promoting a winning start for moms & newborns in Winnebago County. She reported that the program provides for three nurse home visits to assess the baby and provide additional support to moms. Tiffany indicated that the program is going well which started in August and the first home visits began in September. Currently there are 3 full-time nurses on staff with home visits average between 90 minutes & two hours and connect moms to additional resources such as WIC and the IGROW program.
- **Healthy Resilient Communities:** Cheryl Floyd indicated that the Illinois Healthy Resilient Communities grant is intended to reduce stigma associated with mental/behavioral health in areas identified as a health equity zone for Winnebago County which includes zip codes 61101 & 61102 in Rockford. Through the program WCHD is able to promote CredibleMind (a free mental health information platform), provide referrals to mental health first aid training (Tommy Coral Memorial Foundation) and implement Friendship Benches which is a mental health initiative introduced in Zimbabwe that provides mental health care in communities. Cheryl reported that the grant supports four friendship benches in which WCHD has received confirmation that benches will be located at Booker Washington Center, St. Elizabeth Catholic Community Center and the Community Life Center.

5. **Presidents Report – No Report**

6. **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 September 30, 2025, no irregularities were noted:
 - i. General Account - \$2,099,225.83
 - ii. Lead Account - \$5,000.00
 - iii. Abandoned Properties - \$5,000.00
 - iv. State of Illinois E-Pay - \$2,261,916.76
- b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for September 30, 2025 are \$1,200,067.83 and asked for a motion to approve which was provided by Dr. Helland, seconded by Jim Powers, 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 September 30, 2025 had a balance of \$9,150,066.77. No irregularities were noted.
- d. Financial Review
Dr. Halversen reported that the Financial Review reflected that it was the 12th month of Winnebago County's Fiscal Year 2025 and the 3rd month of the State of Illinois Fiscal Year 2025. The report reflected that revenue YTD was budgeted at \$12,970,994, with an actual amount of \$12,300,334 for a variance of \$670,660. The report reflected that YTD expenses were budgeted for \$13,520,672 with an actual amount of \$12,326,875 for a variance of \$1,193,797.
- e. Balance Sheet
Dr. Halversen indicated that the balance sheet for September 30, 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 slightly lower to 2024 however is exceeding the minimum reserve amount established by the Board of Health.
- h. Grant Utilization Report – Dr. Halversen 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. Halversen indicated that major expenditure items a-f were all advanced from committee and would only need a vote. All were in favor and major expenditures a-f 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 September 2025	\$ 7,072.00	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	B & H Office Equipment	Additional workstations, harm reduction program staff, DOPP, BASE, OFR grants	\$ 5,170.00	Dr. Helland/ Dr. Williams	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	CDP Software Systems	Annual renewal of CDPS EH software System	\$ 35,890.00	Dr. Helland/Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	City of Rockford	Tobacco Enforcement Program	\$ 11,236.70	Dr. Williams/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e	Think People, Inc.	Lead Mitigation Training	\$ 10,000.00	Dr. Helland/ Dr. Williams	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
f	UIC	Professional Medical Care Agreement - Dr. Schiller	\$ 8,799.96	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Dr. Halversen indicated that major expenditure item g would need a motion which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and major expenditure g was approved. Ayes (6), Nays (0), Absent (4).

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
g	Helm Service	Repair to rooftop unit - HVAC system	\$ 7,164.97	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (4)

3. Proposed Contracts and Agreements: Dr. Halversen indicated that contracts and agreements items a-g were advanced from committee and would only need a vote. All were in favor and contracts and agreements items a-g were approved. Ayes (6), Nays (0), Absent (4)

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	Roscoe Police Department	MOU - Tobacco Enforcement Program	Dr. Williams/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	City of Loves Park	MOU - Tobacco Enforcement Program	Dr. Williams/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	City of South Beloit	MOU - Tobacco Enforcement Program	Dr. Williams/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	Winnebago County Sheriff's Office	MOU - Tobacco Enforcement Program	Dr. Williams/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e	Carpenters Place	MOU - Continuum of Care Site for Seasonal Influenza	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
f	IPHA HIV prevention RIG agreement	Subaward Agreement Amendment	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
g	Aetna Better Life of Illinois	Facility Agreement - Medicaid Product Agreement	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

Dr. Halversen indicated that contracts and agreements items h-i would need a motion which was provided by Dr. Helland, seconded by Lori Thompson, all were in favor and major expenditure h & i were approved. Ayes (6), Nays (0), Absent (4).

h	Rock House Kids	Substance Use Prevention Program - "Too Good For Drugs"	Dr. Helland/ Lori Thompson	All in favor, motion carries Ayes (6), Nays (0), Absent (4)
i	Youth Services Network	Substance Use Prevention Program - "Too Good For Drugs"	Dr. Helland/ Lori Thompson	All in favor, motion carries Ayes (6), Nays (0), Absent (4)

C. Personnel Committee – no meeting:

D. Policy Committee:

a) Winnebago County Ordinance Revisions

a. Chapter 50/Health and Sanitation/Article III Food Establishments: Derrick reported that the policy committee received information regarding adopting the updated food code which included increased fees which had not been updated since 2017. Derrick indicated that additional information will be reviewed for consideration during next months Policy committee meeting.

E. Quality Improvement Committee – no meeting

7. New Business/Other Matters: None

8. Correspondence and Information

a. DHS Memo FY26 Federal Shutdown – WIC Services: Dr. Martell informed that board that Illinois reported that WIC funding will continue through November which does not include SNAP benefits.

b. Trauma Informed Proclamation: Dr. Martell informed the board that the Trauma Informed Proclamation had been updated and sent out to community partners to reaffirm commitment to continue to work collectively toward Winnebago County being a trauma informed community.

c. Letter regarding 515 North Court Street: Dr. Martell referenced the letter WCHD received referencing potential parking availability at the property adjacent to WCHD. Dr. Martell reminded the board that WCHD recently contracted parking space rental with the Mendelssohn Performing Arts center however could be something the board wanted to consider in the future.

9. Additions - None

10. Executive Closed Session: None

11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the October 21, 2025 Board of Health Meeting which was provided by Dr. Helland, second Lori Thompson. All were in favor and the meeting adjourned at 7:16.