Minutes of the BOH Finance Committee Meeting
Wednesday, October 8, 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, Jim Powers, Dr. Halversen (Chair), Angie Goral (via phone conference)

Members Absent: Dr. Stephen Minore

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

Dr. Halversen called the October 8, 2025 meeting to order at 5:53 pm.

1. **Approval of Agenda**
   Dr. Halversen asked for a motion to approve the October 8, 2025 Finance Committee meeting agenda which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (2).

2. **Approval of August 13, 2025 meeting minutes**
   Dr. Halversen asked for a motion to approve the August 13, 2025 Finance Committee meeting minutes which was provided by Dr. Helland, seconded by Jim Powers, all were in favor, unanimously approved, motion carried and the August 13, 2025 meeting minutes were approved. Ayes (5), Nays (0), Absent (2).

   Dr. Martell advised that with a quorum being established, Angie Goral is available to participate via phone conference. Dr. Halversen entertained a motion to approve which was provided by Dr. Williams, seconded by Dr. Helland, all were in favor and Angie Goral joined the meeting via phone conference.

3. **Financial Statements**
   Dr. Halversen reported that the bank account reconciliations as of September 30, 2025 for the general account had an ending balance of $2,099,225.83; the lead account had an ending balance of $5,000.00; the abandoned properties account had an ending balance of $5,000.00 and the EPAY account had an ending balance of $2,261,916.76. 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:** Major expenditures were presented and approved as noted in the chart below.

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 Prorgram	$ 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)

5. **Proposed Contracts and Agreements:** Contracts and agreements were presented and approved as noted in the chart below.

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)
g	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)
h	IPHA HIV prevention RIG agreement	Subaward Agreement Amendment	Dr. Helland/ Jonathan Logemann	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
i	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)

6. **Rebuild 401 Division Street – Debt Service Scenario Discussion:** Jim Keeler referenced the table included in the meeting packet which provided cost estimates associated with potential project costs, interest rates and utility/maintenance charges. He also noted a recent example of the cost associated with building the new health department facility in Will County. After discussion which included possible funding sources (federal, state, local), Dr. Martell indicated that she would follow-up with Studio GWA for additional information and provide an update during next month's meeting.
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 October 8, 2025 Finance Committee meeting adjourned at 6:28 pm. Ayes (6), Nays (0), Absent (1).