



Minutes of the BOH Finance Committee Meeting
Wednesday, November 12, 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, Jim Powers, Dr. Halversen (Chair), Angie Goral, Dr. Stephen Minore

Members Absent: Dr. Helland

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

Dr. Halversen called the November 12, 2025 meeting to order at 5:35 pm.

1. Approval of Agenda

Dr. Halversen asked for a motion to approve the November 12, 2025 Finance Committee meeting agenda which was provided by Dr. Williams, 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 October 8, 2025 meeting minutes

Dr. Halversen asked for a motion to approve the October 8, 2025 Finance Committee meeting minutes which was provided by Jim Powers, seconded by Dr. Williams, all were in favor, unanimously approved, motion carried and the October 8, 2025 meeting minutes were approved. Ayes (6), Nays (0), Absent (1).

3. Financial Statements

Dr. Halversen reported that the bank account reconciliations as of October 31, 2025 for the general account had an ending balance of \$2,221,902.93; the lead account had an ending balance of \$56,010.39; the abandoned properties account had an ending balance of \$21,601.20 and the EPAY account had an ending balance of \$2,289,644.13. 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 October 2025 | \$ 4,500.00 | Dr. Minore/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| b | Zoom | License Renewal & Consulting Services | \$ 7,096.00 | Jim Powers/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| c | Qualtrics | Annual Subscription Renewal | \$ 297,475.50 | Jonatha Logemann/ Dr. Williams | 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 | Illinois Department of Public Health | Medical Cannabis IGA Renewal | Dr. Minore/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| b | African-American Resource Center | Event space for HRC Activities including Friendship Bench | Jim Powers/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| c | Northwest Community Center | Event space for HRC Activities including Friendship Bench | Dr. Minore/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| d | St. Elizabeth Community Center | Friendship Bench | Jim Powers/ Angie Goral | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| e | Washington Park Community Center | Event space for HRC Activities including Friendship Bench | Jonathan Logemann/ Dr. Williams | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| f | Community Life Center | Event space for HRC Activities including Friendship Bench | Dr. Minore/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| g | University of Illinois College of Medicine | Community Institutional Review Board | Dr. Minore/ Jonathan Logemann | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |
| h | Rockford Radiology Associates | Radiology services | Jonathan Logemann/ Dr. Williams | All in favor, motion carries Ayes (6), Nays (0), Absent (1) |

6. Rebuild 401 Division Street: Dr. Martell reported that she contacted Studio GWA regarding funding opportunities in support of rebuilding the health department at 401 Division Street. She indicated that they provided her a list of agencies who work with companies to secure funding. Dr. Martell has a meeting scheduled with one of the agencies in December. Dr. Martell reported that she also contacted Hope Edwards (county purchasing) and Chris Dornbush (county administration) for other possible connections as well. An update will be provided at the next 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. Williams, seconded by Jonathan Logemann, all were in favor and the November 12, 2025 Finance Committee meeting adjourned at 5:56 pm. Ayes (6), Nays (0), Absent (1).