

**Minutes of the
Winnebago County Board of Health
Tuesday, November 18, 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, Dr. Minore, Penelope Lechtenberg

Absent: Angie Goral, 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

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:30 p.m.

1. **Introductions of Guest/Public Participation** – Luke Carlson introduced himself as the new assistant state's attorney in the Civil Bureau of the Winnebago County State's Attorney's Office.
2. **Approval of the Agenda: November 18, 2025**

Dr. Williams entertained a motion to approve the Tuesday, November 18, 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 (7), Nays (0), Absent (3).

3. **Approval of BOH Minutes – October 21, 2025**

Dr. Williams entertained a motion to approve the October 21, 2025 Board of Health meeting minutes. Dr. Minore made the first motion, Dr. Helland seconded, all were in favor and the October 21, 2025 Board of Health Minutes were approved. Ayes (7), Nays (0), Absent (3)

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

4. **Health Department Highlights:** None
5. **President's 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 October 31, 2025, no irregularities were noted:

- i. General Account - \$2,221,902.93
- ii. Lead Account - \$56,010.39
- iii. Abandoned Properties - \$21,601.20
- iv. State of Illinois E-Pay - \$2,289,644.13
- b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for October 31, 2025 are \$1,028,017.97 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 (8), Nays (0), Absent (2).
- c. Statement of Fund Balance
Dr. Halversen reported that the Statement of Fund Balance as of October 31, 2025 had a balance of \$9,028,479.28. No irregularities were noted.
- d. Financial Review
Dr. Halversen reported that the Financial Review reflected that it was the 1st month of Winnebago County's Fiscal Year 2026 and the 4th month of the State of Illinois Fiscal Year 2026. The report reflected that revenue YTD was budgeted at \$1,110,317, with an actual amount of \$936,049 for a variance of \$174,268. The report reflected that YTD expenses were budgeted for \$1,115,360 with an actual amount of \$1,028,018 for a variance of \$87,342.
- e. Balance Sheet
Dr. Halversen indicated that the balance sheet for October 31, 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-c was advanced from committee and would only need a vote. All were in favor and major expenditures a-c were approved. Ayes (8), Nays (0), Absent (2).

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)

3. Proposed Contracts and Agreements: Dr. Halversen indicated that contracts and agreements items a-h were advanced from committee and would only need a vote. All were in favor and contracts and agreements items a-h were approved. Ayes (8), Nays (0), Absent (2)

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 Activites 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 Activites 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 Activites 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 Activites 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)

4. Update on 401 Division Rebuild: Dr. Martell indicated that she has no additional information to provide.

C. Personnel Committee: Meeting – November 18, 2025

1. Renewal of Executive Employment Agreement for Public Health Administrator: Derrick Kunz reported that the committee met and discussed the proposed executive employment agreement however determined that additional information was needed. No action was taken at the meeting and discussion would continue at the next meeting.
2. Winnebago County 2026 Holiday Schedule: Derrick reported that the personnel committee reviewed and approved adopting the Winnebago County 2026 holiday schedule. Since it was advanced from committee all that was needed for approval was a vote. All were in favor and the 2026 holiday schedule was approved. Ayes (8), Nays (0), Absent (2)

D. Policy Committee:

1. Winnebago County Ordinance Revisions

- a. Chapter 50/Health and Sanitation/Article III Food Establishments: Derrick reported that the policy committee received information and voted to approve adopting the updated food code. Since it was advanced from committee only a vote to approve was needed. All were in favor and the updated food code was adopted. Ayes (8), Nays (0), Absent (2). The adopted food code will be presented for Winnebago County Board Approval.

E. Quality Improvement Committee: Meeting – Although the November 18, 2025 Quality Committee meeting was cancelled a report was provided at the BOH meeting.

1. Quality Improvement Update: Patrick Ngum informed the board that the quality improvement update is provided on page 155-156 of the meeting packet. Patrick indicated that the 2025 QI project storyboards will be presented to the board in January.
2. PHEP: Emergency Operations Plan & New Functional Annexes: Rebecca Lyons reviewed the emergency operation plan included in the meeting packet. After review, Dr. Minore entertained a motion to approve to approve the emergency operation plan which was provided by Dr. Helland, seconded by Derrick Kunz, all were in favor and the emergency operations plan was approved. Ayes (8), Nays (0), Absent (2).

7. New Business/Other Matters: None

8. Correspondence: None
9. Additions - None
10. Executive Closed Session: None
11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the November 18, 2025 Board of Health Meeting which was provided by Dr. Helland, second Jim Powers. All were in favor and the meeting adjourned at 6:56.