



**Minutes of the BOH Finance Committee Meeting
Wednesday, January 14, 2026 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL**

Members Present: Dr. Allen Williams (Ex-Officio), Dr. Helland, James Powers; Dr. Halversen (Chair); Angie Goral; Dr. Minore

Members Absent: Jonathan Logemann

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

Dr. Halversen called the January 14, 2026 meeting to order at 5:30 pm.

1. Approval of January 14, 2026 Agenda

Dr. Halversen asked for a motion to approve the January 14, 2026 Finance Committee meeting agenda which was provided by Angie Goral, Dr. Helland seconded, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (6), Nays (0), Absent (1).

2. Approval of November 12, 2025 meeting minutes

Dr. Halversen asked for a motion to approve the November 12, 2025 Finance Committee Meeting Minutes which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the November 12, 2025 meeting minutes were approved. Ayes (6), Nays (0), Absent (1).

3. Financial Statements:

a. Bank Reconciliations

i. General Account

- a) November 2025 - \$2,401,653.45
- b) December 2025 - \$2,609,549.90

ii. Lead Account

- a) November 2025 - \$235,578.39
- b) December 2025 - \$5,000.00

iii. Abandoned Properties

- a) November 2025 - \$5,000.00
- b) December 2025 - \$98,114.60

iv. State of Illinois E-Pay

- a) November 2025 - \$2,310,698.94
- b) December 2025 - \$2,329,785.17

b. **Resolution of Expenditures** – Dr. Halversen reported that the November resolution of expenditures was \$959,786.006. Dr. Halversen asked for a motion to approve which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the expenditures were approved. Ayes (6), Nays (0), Absent (1). Dr. Halversen reported that the December resolution of expenditures were deferred.

c. **Statement of Fund Balance** – Dr. Halversen reported that the November statement of fund balance was \$8,967,635.96 and December was deferred.

d. **Financial Review** – Dr. Halversen reported that the month ending November 2025 was the 2nd month of Winnebago County’s fiscal year and the 5th month of the state of Illinois fiscal reporting that revenue was budgeted at \$2,220,634.00, actual was \$1,868,617.00 with a variance of \$352,017.00. Expenses were budgeted at \$2,230,721.00, actual & encumbered were \$2,000,986.00 with a variance of \$229,734.00. Dr. Halversen reported that the December report was deferred.



- e. **Balance Sheet** – Dr. Halversen reflected that the balance sheet is as stated in the packet, no irregularities were noted. The December balance sheet was deferred.
- f. **Revenue and Expenditure Reports** - Dr. Halversen reflected that the revenues and expenditures were as stated in the packet, no irregularities were noted and December was deferred.
- g. **Public Health Emergency Reserve Minimum Graph** – Dr. Halversen reflected that the fund balance is below last year however remains above the emergency reserve minimum set by the BOH, December was deferred.
- h. **Grant Utilization Report** – James Keeler advised that the November & December grant utilization report will be provided during Tuesday, January 20th BOH meeting.
- i. **Accounts Receivable** – Dr. Halversen indicated that November accounts receivables were included in the packet, December was deferred. No irregularities were noted.

4. Major Expenditure Requests:

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for November 2025	\$ 5,292.00	Dr. Minore/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	IDPH	IDPH fee for Electronic Filing of Death Certificates for December 2025	\$ 9,124.00	Jim Powers/ Dr. Minore	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	ARXG	Establish a Residential Sharps Collection Program Five collection sites: contingent on grant approval	\$ 19,509.00	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
d	Northern Illinois Public Health Consortium	2026 Membership Dues	\$ 5,000.00	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
e	Windy City Cabinet, LLC	Overdose Emergency Naloxone Kits: Red Boxes for Narcan Distribution	\$ 3,455.25	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

c. Dr. Martell noted that the major expenditure for ARXG is contingent on the approval of grant funding in support of a residential sharps collection program.

5. Proposed Contracts, Agreements & Policies:

Item	Vendor	Description of Services/Justification	Motion/Second	Approved
a	IGA - Youth Services Network	Cooperate in a common effort to serve children with disabilities and developmental delays	Angie Goral/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
b	IGA - Residential Sharps Collection Program municipality agreement	Establish a Residential Sharps Collection Program municipality agreement - five collection sites	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (6), Nays (0), Absent (1)
c	IDPH	Master Data Usage Agreement	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (6), Nays (0), Absent (1)

6. Executive Session – None

7. Additions – None

8. Adjournment: There being no additional business, Dr. Halversen entertained a motion to adjourn, which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the January 14, 2026 Finance Committee meeting adjourned at 6:05 pm.