



**Minutes of the
Winnebago County Board of Health
Tuesday, January 20, 2026 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, Dr. Williams, Dr. Helland, James Powers, Angie Goral Penelope Lechtenberg

Absent: Jonathon Logemann, Dr. Minore, Derrick Kunz, Lori Thompson

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 Vaughn; SA Luke Carlson

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:32 p.m.

1. **Introductions of Guest/Public Participation** – Sadie Cobio, Regional Director and Rajbir Grewal, MD at Rosecrance introduced themselves to the board. They advised that Rosecrance, Ware center is expanding the MAT/MAR (medical assistance treatment/medically assisted recovery) program and will be providing services, Monday-Thursday from 8:00am-8:00pm and Fridays from 8:00am-5:00pm. They advised that the services are available regardless of client’s ability to pay and they serve any geographical location in Illinois.
2. **Approval of the Agenda: January 20, 2026**
Dr. Williams entertained a motion to approve the Tuesday, January 20, 2026 BOH meeting agenda which was provided by Jim Powers, seconded by Dr Helland, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (4).
3. **Approval of BOH Minutes – November 18, 2025**
Dr. Williams entertained a motion to approve the November 18, 2025 BOH meeting minutes which was provided by Dr. Halversen, seconded by Angie Goral, all were in favor and the November 18, 2025 BOH meeting minutes were approved. Ayes (6), Nays (0), Absent (4).
4. **Health Department Highlights:**
 - a. Domain 1 – Respiratory Surveillance: Todd Kisner reported that week 1 of respiratory surveillance ended on January 10th which reflected that influenza cases were down from the previous week’s report of over 800 cases. He also reported that there were 13 outbreaks in long term care facilities. Dr. Martell added that WCHD recommended masking during that reporting period.
 - b. Domain 2 – Wholesale Food Operation: Todd Marshall reported that WCHD discovered a wholesale food operation operating in Winnebago County, without a food permit and was not following required food handling guidelines. WCHD contacted IDPH & the FDA and are working to resolve the issue, providing guidance & education. Issuing a food permit has been withheld pending FDA compliance.
 - c. Domain 4
 - Doula Development Program: Cheryl Floyd reported that five scholarship recipients have completed the DONA Doula Workshop and are working to complete the certification requirements. Cheryl also informed the board that WCHD has also received additional funding from the Community Foundation of Northern Illinois to support ten additional scholarships for individuals to become certified doulas in Winnebago County.
 - Overdose Fatality Review: Todd Kisner reported that the overdose fatality review team recently met, reviewed two cases, both involving youth overdoses and identified recommendations in an

effort to prevent future overdoses. Todd also informed the board that WCHD's opioid fatality review coordinator starts on January 26th.

- Tobacco Free Communities: Todd Marshall reported that tobacco free compliance has transitioned to environmental health. He indicated that they monitor businesses to ensure they have signage posted advising individuals not to smoke within 15 feet of their entrance and that they sell according to the Tobacco Free Compliance Act adding that law enforcement issues tickets for violations.

d. Domain 6 – State laws effective January 1, 2026: Michael reported that several laws went into effect on January 1st including: HB3645 which amends the Emergency Medical Services Systems Act concerning opioid overdose reporting; SB0119 amends the prenatal syphilis act to require testing of all pregnant woman in Illinois; HB2426 amends the criminal code of 2012 extending the statute of limitations for drug-induced homicide prosecutions from three years to ten years; HB2517 includes IDPH developing a professional development course addressing racial disparities in maternal health.

e. **Presidents Report:** No report

5. **Committee Reports:**

A. Executive Committee – No meeting

B. Finance Committee

1. Financial Statements

a. Bank Reconciliations: Dr. Halversen reviewed the bank November & December 2025 reconciliations, no irregularities were noted.

i. General Account

i. November 2025 - \$2,401,653.45

ii. December 2025 - \$2,609,549.90

ii. Lead Account

i. November 2025 - \$235,578.39

ii. December 2025 – 5,000.00

iii. Abandoned Properties

i. November 2025 - \$5,000.00

ii. December 2025 - \$93,114.60

iv. State of Illinois E-Pay

i. November 2025 - \$2,310,698.94

ii. December 2025 - \$2,329,785.17

b. November Finance Document:

i. Resolution of Expenditures – Dr. Halversen reported that the November resolution of expenditures is \$959,786.06 and was advanced from committee and only needed a vote. All were in favor and the resolution of expenditures were approved. Ayes (6), Nays (0), Absent (4).

ii. Statement of Fund Balance – The November statement of fund balance had an ending balance of \$8,967,635.96, no irregularities were noted.

iii. Financial Review – The financial review report ending November 30, 2025 reflected that it was the 2nd month of Winnebago Counties fiscal year 2026 and the 5th month of the State of Illinois fiscal year 2026. YTD revenue was budgeted at \$2,220,634, actual revenue was \$1,868,617 for a variance of \$352,017. YTD expenses were budgeted at \$2,230,721, actual & encumbered were \$2,000,986 for a variance of \$229,734.

iv. Balance Sheet – Dr. Halversen reported that the November balance sheet was included in the meeting packet, no irregularities were noted.

v. Revenue and Expenditures Report – Dr. Halversen reported that the November Revenue & Expenditures was included in the packet, no irregularities were noted.

vi. Public Health Emergency Reserve minimum graph – Dr. Halversen reviewed the November Emergency Reserve minimum graph which reflected that FY2026 cash on hand is below 2025 however the reserve is above the minimum set by the BOH.

- vii. Grant Utilization Report – Dr. Halversen indicated that the grant utilization report would be reviewed with December’s report.
 - viii. Accounts Receivable – The November accounts receivable report was reviewed, no irregularities were noted.
- c. December Finance Documents:
- i. Resolution of Expenditures – Dr. Halversen reported that the December resolution of expenditures is \$1,107,171.32 and entertained a motion to approve which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the December resolution of expenditures were approved. Ayes (6), Nays (0), Absent (4).
 - ii. Statement of Fund Balance – Dr. Halversen reported that the December statement of fund balance was \$8,974,157.55, no irregularities were noted.
 - iii. Financial Review I The financial review report ending December 31, 2025 reflected that it was the 3rd month of Winnebago County fiscal year 2026 and the 6th month of the State of Illinois fiscal year 2026. YTD revenue was \$3,330,951, actual revenue was \$2,984,604 for a variance of \$346,346. YTD expenses were budgeted at \$3,346,084, actual & encumbered expenses were \$3,110,452 for a variance of \$235,629.
 - iv. Balance Sheet – Dr. Halversen reported that the December balance sheet was included in the meeting packet, no irregularities were noted.
 - v. Revenue and Expenditures Report – Dr. Halversen reported that the December Revenue & Expenditures report was included in the packet, no irregularities were noted.
 - vi. Public Health Emergency Reserve minimum graph – Dr. Halversen reviewed the December Public Health Emergency Reserve minimum graph which reflects that FY2026 cash on hand is below 2025 however the reserve is above the minimum set by the BOH.
 - vii. Grant utilization Report – Dr. Halversen reported that the grant utilization report is included in the meeting packet, no irregularities were noted.
 - viii. Accounts Receivable – The December accounts receivable report was reviewed, no irregularities were noted.

2. Major Expenditure

Dr. Halversen indicated that major expenditures item a-e were approved/advanced from committee and do not need a motion or a second, just a vote, all were in favor, and major expenditures a-e were unanimously 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 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)

Dr. Halversen indicated that item f needed a motion, second & vote. Dr. Halversen entertained a motion to approve item f, Meridian Promotions which was provided by Dr. Helland, seconded by Penny Lechtenberg, all were in favor, unanimously approved, motion carries. Ayes (6), Nays (0), Absent (4).

PROPOSED Expenditures

Item	Center	Vendor	Description of Services/Justification	New or Existing	Amount	Account to Charge		Budgeted	Budget Amendment	Funding
f	PHEP	Meridian	Purchase promotional material for residential sharps program	New	\$6,330.00	42260	TBD	Yes	No	Grant

3. Proposed Contracts and Agreements: Dr. Halversen indicated that items a-c were approved/advanced from committee and does not need a motion or a second, just a vote, all were in favor, and the agreements were unanimously approved. Ayes (6), Nays (0), Absent (4)

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)

C. Personnel Committee

- 1) Policies for consideration: Dr. Williams reported that the Progressive Disciplinary Policy was advanced from committee and only needed a vote, all were in favor, the policy was approved. Ayes (6), Nays (0), Absent (4).
 - a. 042-092-25: Progressive Disciplinary Policy
- 2) Renewal of Executive Employment Agreement for Public Health Administrator. Dr. Williams reported that no action was taken during the personnel committee meeting and the agreement was laid over to the next meeting.

D. Policy Committee:

- 1) Policies for Consideration: Dr. Williams reported that both the Safety and Accident Reporting and Electronic Attendance at Board of Health Meeting Policies were advanced from committee and only needed a vote, all were in favor and both policies were approved. Ayes (6), Nays (0), Absent (4).
 - a. 071-014-17: Safety and Accident Reporting Policy
 - b. 1200-091-17: Electronic Attendance at Board of Health Meeting Policy

E. Quality Improvement Committee

- 1) Meeting – January 20, 2026: Jim Powers reported that the quality committee met prior to the Board of Health Meeting.
- 2) Quality Improvement Plan 2025 Report Out: Jim reported that the committee received and reviewed the 2025 QI Plan Report Out.
- 3) Quality Improvement Plan 2026 Plan Goals & Objectives and QI Initiatives: Jim Reported that the committee advanced the approval of the 2026 Quality Improvement Plan and only needed a vote to approve. All were in favor, and the 2026 QI Plan was approved. Ayes (6), Nays (0), Absent (4)
- 4) PHAB Annual Report Development Update: Jim reported that the committee received an update on the PHAB Annual Report.

6. New Business/Other Matters: None

7. Correspondence and Information: None

8. Additions - None

9. Executive Closed Session: None

10. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the January 20, 2026 Board of Health Meeting which was provided by Dr. Helland, second by Angie Goral. All were in favor and the meeting adjourned at 7:22.