



**Minutes of the
Winnebago County Board of Health
Tuesday, February 17, 2026 at 6:30 p.m.
Winnebago County Health Department
555 North Court Street, Room 115; Rockford, IL 61103**

Present: Dr. Halversen, Dr. Williams, James Powers, Derrick Kunz, Angie Goral, Penelope Lechtenberg, Lori Thompson

Absent: Jonathon Logemann, Dr. Helland, Dr. Minore

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: Lafakeria Reuter, Luke Carlson

WCHD Support: none

Dr. Williams called the meeting to order with a quorum being established at 6:31 p.m.

1. **Introductions of Guest/Public Participation** – None
2. **Approval of the Agenda: February 17, 2026**

Dr. Williams entertained a motion to approve the Tuesday, February 17, 2026 agenda for the Winnebago County Board of Health meeting. Dr. Halversen made the first motion; second motion made by Jim Powers, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (3).

3. **Approval of BOH Minutes – January 20, 2026**

Dr. Williams entertained a motion to approve the January 20, 2026 Board of Health meeting minutes which was provided by Penny Lechtenberg, seconded by Lori Thompson, all were in favor and the January 20, 2026 Board of Health Meeting Minutes were approved. Ayes (7), Nays (0), Absent (3).

4. **Health Department Highlights:**

- a. **Domain 2:**

Scabies outbreak – Todd Kisner indicated that there are scabies outbreaks in two long-term care facilities which were reported within six weeks of each other. Todd advised the board that scabies is spread through skin-to-skin contact and has an incubation period of 2-6 weeks after exposure. Todd reported that an outbreak is considered over when no new cases have been reported for 12 weeks adding that WCHD will continue to work with the long-term care facilities to get to the 12 weeks.

Update on Food Wholesaler – Dr. Martell provided an update to the board regarding the previously reported food wholesaler operating without a permit in Winnebago County. She reminded the board that WCHD worked with the FDA, IDPH and State’s Attorney’s Office providing guidance to the food handler and advised the board that WCHD is continuing to withhold the food permit until they are able to meet the food handling requirements.

- b. **Domain 2:**

Safe Sleep Campaign: Katie O’Toole reported that WCHD launched the safe sleep campaign in January through a baby safe sleep grant that personal health services received. Katie indicated that the promotional messaging focuses on the ABC’s for safe sleeping which is **alone**, on their **back** and in a **crib** in a smoke free environment. Katie indicated that the messaging also communicates resources available through WCHD which includes pacifiers, sleep sacks, swaddles and cribs. Dr. Martell added that the grant serves the region in addition to Winnebago County. The grant funding ensures that no babies leave the hospital without access to a crib for safe sleeping and clients are able to request resources through WCHD’s website.

- c. **Domain 4:**

Trauma Informed Community film series; youth leadership: Cynthia Hall reported that WCHD is providing a film series as part of trauma informed care. She indicated that the films are being viewed on the second Tuesday of the month, January through June at the Nordloff Center. Cynthia indicated that there is a panel discussion after each viewing and the March film title is “Paper Tigers”. Paper Tigers follows a principal from the community of Walla Walla, Washington who after learning the effects of Ace’s (adverse childhood experiences) changed the school’s approach to discipline. Cynthia also advised the board that WCHD was featured on WIFR’s First at 4:00 promoting the film series, with a goal to increase participation and signing the trauma informed care proclamation.

Youth Leadership Council: Cheryl Floyd reported that the Youth Leadership Council will be holding an event for high school students to help build their resiliency to prevent substance use. The event called “Network Reimagined” is scheduled for Wednesday, March 11th from 5:00-7:00 at the Rockford Public Library. Cheryl indicated that through the activities at the event, students are encouraged to network with each other, develop social skills and gather resources from on various professional careers. The event will also provide an opportunity to recruit new members for the Youth Leadership Council.

d. **Domain 6:**

WIC Farmer’s Market: Cheryl Floyd reported that in January, WCHD’s WIC program received the redemption rates for the Farmers Market booklets for fiscal year 2025 (July-October). She indicated that WCHD’s WIC program had a 60% redemption rate reflecting an increase of the previous year’s 57% adding that the state’s redemption rate was 38%. Cheryl informed the as a result of the high redemption rate, WCHD’s WIC supervisor presented to the state office that works with the farmers market grant and WIC staff have presented to other health departments as well. Cheryl reported that using Teletask to remind clients to use the vouchers and handing out vouchers at the farmers market have contributed to the successful redemption rate.

e. **Domain 9:**

PHAB Reaccreditation Annual Report: Patrick Ngum reported that WCHD continues to work on the annual report providing health department updates. He indicated that WCHD is working with the accreditation group on addressing specific domains. The PHAB reaccreditation annual report is due on Tuesday, March 31, 2026.

f. **Domain 10: Update on Food Code Consideration by Winnebago County Board** – Dr. Martell informed the board that the adoption of the food code will be presented to the Winnebago County Board in March.

5. **Presidents 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 January 31, 2026, no irregularities were noted:

i. General Account - \$675,682.65

ii. Lead Account - \$116,219.93

iii. Abandoned Properties - \$5,000.00

iv. State of Illinois E-Pay - \$2,346,744.39

b. Resolution of Expenditures: Dr. Halversen indicated that the health fund expenditures for January 31, 2026 are \$1,079,865.20 and asked for a motion to approve which was provided by Jim Powers, seconded by Lori Thompson, all were in favor, unanimously approved, motion carries. Ayes (7), Nays (0), Absent (3).

c. Statement of Fund Balance

Dr. Halversen reported that the Statement of Fund Balance as of January 31, 2026 had a balance of \$8,933,591.95.

d. Financial Review

Dr. Halversen reported that the Financial Review reflected that it was the 4th month of Winnebago County’s Fiscal Year 2026 and the 7th month of the State of Illinois Fiscal Year 2026. The report reflected that revenue YTD was budgeted at \$4,441,267, with an actual amount of \$4,040,892 for a variance of \$400,376. The report reflected that YTD expenses were budgeted for \$4,461,441 with an actual amount of \$4,207,311 for a variance of \$254,130.

- e. Balance Sheet
Dr. Halversen indicated that the balance sheet for January 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 was slightly lower than 2024 however is exceeding the minimum reserve amount established by the Board of Health.
- h. Grant Utilization Report
The grant utilization report was reviewed no irregularities were noted.
- i. Accounts Receivable: The accounts receivables were reviewed. No irregularities were noted.

2. Major Expenditure: Dr. Halversen indicated that all major expenditures were advanced from committee and only needed a vote. All were in favor and the major expenditures were approved. Ayes (7), Nays (0), Absent (3).

Item	Vendor/Contractor	Services/Item	Amount	Motion/Second	Approved
a	IDPH	IDPH fee for Electronic Filing of Death Certificates for January 2026	\$ 8,504.00	Dr. Helland/ Angie Goral	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
b	UIC	Professional Health Services - Chief Medical Officer Renewal	\$ 8,240.04	Jim Powers/ Dr. Helland	All in favor, motion carries Ayes (4), Nays (0), Absent (3)
c	Salvation Army	Renewal of Preparedness and Logistics support - safe, secure and temperature controlled storage & inventory management	\$ 36,000.00	Dr. Helland/ Jim Powers	All in favor, motion carries Ayes (4), Nays (0), Absent (3)

3. Proposed Contracts and Agreements: None

C. Personnel Committee – Meetings, February 10th & 17th, 2026

1) Renewal of Executive Employment Agreement for Public Health Administrator: Derrick Kunz reported that the Personnel committee met on February 10th and 17th and reviewed the executive employment agreement for the public health administrator. Derrick advised that the committee voted to approve an agreement with a term of two (2) years, renewal of two additional one-year terms unless either party gives the other party sixty (60) days written notice; the salary will remain at \$187,728, less withholdings as required by law with no COLA increases during the two (2) year term; the agreement provides four (4) weeks of vacation with a maximum vacation accrual cap equivalent to an employee with 25+ years of service. Derrick also reported that section 4.3 of the agreement regarding termination without cause has been changed from six (6) months to no more than twenty (20) weeks and section 5.2 of the agreement regarding attorney's fees have been changed to reflect that the prevailing party shall not have the right to recover its reasonable attorneys' fees. Derrick advised that renewing the executive employment agreement was advanced form committee and only needed a vote. All were in favor and the executive employment agreement was approved. Ayes (7), Nays (0), Absent (3).

D. Policy Committee – no meeting

E. Quality Improvement Committee

1) Meeting – February 17, 2026: Jim Powers reported that the quality committee met prior to the Board of Health meeting and received an update on the Quality Improvement Plan and reviewed center level project goals and objectives.

7. New Business/Other Matters: None

8. Correspondence and Information

- a. Correspondence regarding 515 N. Court Street: Dr. Martell referenced the letter in the meeting packet from OAG, Ltd acknowledging receipt of WCHD's response to their original letter regarding the property located at 515 N. Court Street.
 - b. Update on Federal Funding 2/13/2026: Dr. Martell indicated that WCHD received an email from IDPH referencing federal funding cuts and the impact on state funds and pass-through grants. Dr. Martell advised the board that she would keep them informed on additional correspondence regarding funding.
9. Additions - None
 10. Executive Closed Session: None
 11. Adjournment: With no other business to discuss, Dr. Williams entertained a motion to adjourn the February 17, 2026 Board of Health Meeting which was provided by Derrick Kunz, second Lori Thompson. All were in favor and the meeting adjourned at 7:09.