Winnebago County
Health Department

BOARD OF HEALTH: Meeting Minutes

Date of Meeting:	May 19, 2026
Time of Meeting:	6:30 p.m.
Location of Meeting:	555 North Court Street, Room 115, Rockford, IL 61103
Committee Members:	Dr. Williams (Ex-Officio), Dr. Halversen, Dr. Helland, Dr. Stephen Minore, Penelope Lechtenberg, James Powers, Lori Thompson, Derrick Kunz, Jonathan Logemann, Angie Goral
Committee Members Present:	Dr. Williams (Ex-Officio), Dr. Stephen Minore, Penelope Lechtenberg, James Powers, Derrick Kunz, Jonathan Logemann, Lori Thompson, Angie Goral
WCHD Leadership:	Dr. Sandra Martell, Cynthia Hall, James Keeler, Todd Marshall, Todd Kisner, Tiffany Levine, Patrick Ngum, Michael Jarvis, Cheryl Floyd, Rebecca Lyons, Katie O'Toole
WCHD Support:	Stephanie Bahling, Executive Assistant (Recorder)
Attorney:	ASA Luke Carlson

With a quorum being established, Dr. Williams called the May 19, 2026 Board of Health meeting to order at 6:33 pm.

Agenda:

1. Welcome and Approvals - (Presented By: Dr. Allen Williams)
   a. Introduction of Guests/Public Participation – none.
   b. Approval of the May 19, 2026 BOH meeting agenda: Dr. Williams entertained a motion to approve the May 19, 2026 BOH meeting agenda which was provided by Jim Powers, seconded by Angie Goral, all were in favor and the May 19, 2026 BOH meeting agenda was approved. Ayes (8), Nays (0), Absent (2).
   c. Approval of February 17, 2026 meeting minutes: Dr. Williams entertained a motion to approve the February 17, 2026 meeting minutes which was provided by Jim Powers, seconded by Penny Lechtenberg, all were in favor and the February 17, 2026 Board of Health meeting minutes were approved. Ayes (8), Nays (0), Absent (2).
2. Health Department Presentations:
   a. 2025 Annual Report - (Presented By: Katherine O'Toole): Katie provided an overview of the Winnebago County Health Department 2025 Annual Report.
   b. 2025 Strategic Report - (Presented By: Cynthia Hall): Cynthia provided an overview of the Winnebago County Health Department 2025 Strategic Report.
   Dr. Williams entertained a motion to publish the 2025 Strategic & Annual report which was provided by Derrick Kunz, seconded by Lori Thompson, all were in favor and the reports were approved to publish. Ayes (8), Nays (0), Absent (2).
3. President's Report – (Presented By: Dr. Allen Williams): no report
4. Committee Reports
   a. Executive Committee – No meeting
   b. Finance Committee – May 13, 2026 (Presented by Dr. Halversen): Dr. Williams provided the finance committee updates on behalf of Dr. Halversen.
      1) Financial Statements
         a) Bank Reconciliation
            i. General Account: As of April 30, 2026 the General Account had an ending balance of $1,436,413.13.
            ii. Lead Account: As of April 30, 2026 the Lead Account had an ending balance of $5,000.00.

   - iii. Abandon Properties: As of April 30, 2026 the Abandon Properties Account had an ending balance of $83,364.60.
   - iv. State of Illinois E-Pay: As of April 30, 2026 the E-Pay Account had an ending balance of $2,508,853.41.
 - b) Resolution of Expenditures: Dr. Williams advised that the Resolution of Expenditures for the month of April, 2026 were $1,243,617.33 and entertained a motion to approve which was provided by Jim Powers, seconded by Lori Thompson, all were in favor and the Resolution of Expenditures were approved. Ayes (8), Nays (0), Absent (2).
 - c) Statement of Fund Balance: The Statement of Fund balance was reviewed which reflected an ending balance of $9,188,283.64.
 - d) Financial Review: Dr. Williams reported that Year-to-Date revenues were budgeted at $7,772,218, the actual amount was $7,675,688 for a variance of $96,530. Year-to-Date expenses were budgeted at $7,807,522, the actual amount encumbered was $7,587,409 with a variance of $220,113.
   - i. Balance Sheet: The Balance Sheet was reviewed; no irregularities were noted.
   - ii. Revenue and Expenditures Report: The Revenue and Expenditures Report was reviewed; no irregularities were noted.
   - iii. Public Health Emergency Review Minimum Graph: The Emergency Reserve Minimum was reviewed; no irregularities were noted.
   - iv. Grant Utilization Report: The Grant Utilization Report was reviewed; no irregularities were noted.
   - v. Accounts Receivable: The April Accounts receivable was not included in the meeting packet; it was sent out the next day; no irregularities were noted.

2) Major Expenditures
 - a) PHS: Vital Records – IDPH Death Certificates Electronic Filing Fee for April 2026: The IDPH Death Certificates major expenditure was advanced from committee; all were in favor and the IDPH Death Certificates major expenditure was approved. Ayes (8), Nays (0), Absent (2)
 - b) EH: Viken Detection – XRF Analyzer Resource Services Resolution of Expenditures: The Viken Detection major expenditure was advanced from committee; all were in favor and the Viken Detection major expenditure was approved. Ayes (8), Nays (0), Absent (2).

3) Proposed Contracts, Agreements and Policies
 - a) HPW: MOU New Zion Missionary Baptist Church – Friendship Bench 815: The Friendship Bench MOU with New Zion Missionary Baptist Church was advanced from committee; all were in favor and the MOU was approved. Ayes (8), Nays (0), Absent (2).
 - b) HP: MOA Illinois Department of Transportation – Naloxone Vending Machines: The Naloxone Vending Machine MOA with the Illinois Department of Transportation was advanced from committee; all were in favor and the MOA was approved. Ayes (8), Nays (0), Absent (2).
 - c) HPW: MOU Maternal Infant Early Childhood Home Visiting Program: The Maternal Infant Early Childhood Home Visiting Program MOU with Easterseals, Harlem School District, Rockford School District; YWCA Northwestern Illinois and Brightpoint were all advanced from committee; all were in favor and the MOUs were approved. Ayes (8), Nays (0), Absent (2).
   - i. Easterseals
   - ii. Harlem School District
   - iii. Rockford School District
   - iv. YWCA Northwestern Illinois
   - v. Brightpoint
 - d) PHEP: MOU PHEP & Javon Bea Hospital – extension Tamiflu Stock Rotation: The Tamiflu stock rotation MOU extension with Javon Bea Hospital was advanced from committee; all were in favor and the extension was approved. Ayes (8), Nays (0), Absent (2).
 - e) EH: IGA City of Loves Park – Neighborhood Code Enforcement: The Neighborhood Code Enforcement IGA with the City of Loves Park was presented for approval; Jim Powers made the

motion to approve; Angie Goral seconded; all were in favor and the IGA was approved. Ayes (8), Nays (0), Absent (2).

c. Personnel Committee – (Presented by Derrick Kunz) – No meeting.
d. Policy Committee – (Presented by Derrick Kunz) – Met April 8,2026 & May 13, 2026
   1) Lien Waiver for consideration
      a) Lien Waiver #26-001 - 601 Vista Terrace, Rockford, IL PIN 11-21-304-03: Derrick provided a brief summary regarding the lien waiver which was advanced for approval from committee; all were in favor and the Lien Waiver was approved. Ayes (8), Nays (0), Absent (2).
   2) Winnebago County Ordinance Revisions: Derrick reported that the Policy Committee reviewed the 2024 Property Maintenance Code and advanced it from committee for approval; after discussion a vote for approval was taken; all were in favor and the adoption of the 2024 International Property Code was approved. Ayes (8), Nays (0), Absent (2).
e. Quality Committee – Met May 19, 2026 (Presented by Dr. Minore)
   1) Quality Improvement Update
      a) QI Plan Goals & Objectives Center: Dr. Minore reported that the Quality Committee received an update on the status of current QI projects.
      b) Program Level Initiatives
         i. Routine Records Destruction: Dr. Minore advised that the Quality Committee received an update on the Routine Records Destruction QI Project.
      c) Program Review/Audits
         i. WIC Management Evaluation/Quality Assurance Audit findings/corrective action: Dr. Minore advised that the Quality Committee received an update on the WIC Management Audit findings/Corrective Action which was advanced for board approval; all were in favor and the WIC Management Audit report was approved. Ayes (8), Nays (0), Absent (2).

5. Discussions
   a. New Business/Other Matters - None
   b. Correspondence and Information - None
   c. Additions – Dr. Martell provided the board with an update on the local positive Hantavirus case.
6. Executive Closed Session - None
7. Adjournment: With no further business to discuss, Dr. Williams entertained a motion to adjourn the May 19, 2026 Board of Health meeting which was provided by Dr. Minore, seconded by Jonathan Logemann, all were in favor and the meeting adjourned at 7:21 p.m.