Winnebago County
Health Department

Minutes of the BOH Finance Committee Meeting
Wednesday, July 8, 2026 at 5:30 p.m.
Winnebago County Health Department
Room 221 555 North Court Street
Rockford, IL

Members Present: Dr. Helland, James Powers; Dr. Halversen (Chair); Jonathan Logemann; Dr. Williams (Ex-Officio)

Members Absent: Dr. Minore, Angie Goral

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

Dr. Halversen called the July 8, 2026 meeting to order at 5:31 pm.

1. **Approvals**
   a. **July 8, 2026 Agenda**
   Dr. Halversen asked for a motion to approve the July 8, 2026 Finance Committee meeting agenda which was provided by Jim Powers, seconded by Dr. Helland, all were in favor, unanimously approved, motion carried to set the agenda. Ayes (5), Nays (0), Absent (2).
   b. **May 13, 2026 meeting minutes**
   Dr. Halversen asked for a motion to approve the May 13, 2026 Finance Committee Meeting Minutes which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the May 13, 2026 meeting minutes were approved. Ayes (5), Nays (0), Absent (2).
   c. **Review July 1, 2026 meeting discussion notes (no quorum)**
   During discussion it was noted that the date listed on the discussion notes was incorrect however the discussion notes were accurate.
2. **FY2026-27 Budget:** Jim Keeler presented the FY2026-27 budget and financial documents which included a scheduled of projected revenue of $14,730,154 (before interest), a proposed list of 112 fulltime equivalent Winnebago County Health Department positions, a proposed personnel expense of expense of $9,386,132.19, Supplies & Services line-item expense totaling $3,307,773.00, Health Insurance Employer expense of $1,697,574.88 and other expenses of $327,000.00 for a total proposed budget of $14,718,480.07. After discussion, Dr. Halversen entertained a motion to approve advancing the proposed budget to the full board for approval which was provided by Jim Powers, seconded by Jonathan Logemann, all were in favor and the proposed FY2026-27 budget was approved to advance to the full Board of Health. Ayes (5), Nays (0), Absent (2).
3. **Financial Statements:**
   Dr. Halversen reported that the bank account reconciliations as of June 30, 2026 for the general account had an ending balance of $1,936,572.06; the lead account had an ending balance of $186,197.48; the abandoned properties account had an ending balance of $5,000.00 and the EPAY account had an ending balance of $2,604,198.98. Dr. Halversen indicated that resolution of expenditures, statement of fund balance, financial review, balance sheet, revenue & expenditures report, public health emergency reserve graph, grant utilization report and accounts receivable reports were all deferred.
4. **Major Expenditure Requests:**
   a. IDPH June Electronic Death Certificates, $7,460.00: Dr. Halversen asked for a motion to approve the IDPH June Electronic Death Certificates which was provided by Dr. Helland, seconded by Jonathan Logemann, all were in favor and the IDPH June Electronic Death Certificates were approved. Ayes (5), Nays (0), Absent (2).

b. International Security Products, birth & death certificate security paper, $9,110.60: Dr. Halversen asked for a motion to approve the International Security Products major expenditure which was provided by Dr. Helland, seconded by Jonathan, all were in favor and the major expenditure was approved. Ayes (5), Nays (0), Absent (2).
c. Time Clock Plus, timekeeping software, $4,808.71: Dr. Halversen asked for a motion to approve the Time Clock Plus major expenditure which was provided by Dr. Helland, seconded by Jonathan, all were in favor and the major expenditure was approved. Ayes (5), Nays (0), Absent (2).
d. Winnebago County SWCO, soil boring services, $4,075.00: Dr. Halversen asked for a motion to approve the Winnebago County SWCO major expenditure which was provided by Jim Powers, seconded by Dr. Helland, all were in favor and the major expenditure was approved. Ayes (5), Nays (0), Absent (2).
e. Illinois Collaboration on Youth (ICOY), trauma informed care & technical assistance contract, $19,050.00: Dr. Halversen asked for a motion to approve the ICOY contract major expenditure which was provided by Jim Powers, seconded by Jonathan Logemann, all were in favor and the major expenditure was approved. Ayes (5), Nays (0), Absent (2).

5. **Proposed Contracts, Agreements & Policies**
   a. Swedish American Safety Fair release and waiver, liability & indemnity agreement: Dr. Halversen asked for a motion to approve the Swedish American Safety Fair release and waiver, liability & indemnity agreement which was provided by Dr. Helland, seconded by Jonathan Logemann, all were in favor and the Swedish American Safety Fair release and waiver, liability & indemnity agreement was approved. Ayes (5), Nays (0), Absent (2).
6. **Executive Session** – None
7. **Executive Closed Session** - None
8. **Additions** – None
9. **Adjournment:** There being no additional business to discuss, Dr. Halversen entertained a motion to adjourn the July 8, 2026 Finance committee meeting, which was provided by Dr. Helland, seconded by Dr. Williams, all were in favor and the July 8, 2026 Finance Committee meeting adjourned at 6:07 pm.