



**Minutes of the  
BOH Finance Committee Meeting  
Wednesday, July 15 2020 at 5:30 p.m.  
Zoom Platform**

**Members Present:** Jaymie Nelson, Angie Goral, Dr. John Halversen, Dr. David Helland, James Powers

**Members Absent:** Dr. Allen Williams Ex-Officio

**WCHD Staff Present:** Dr. Sandra Martell-Public Health Administrator, James (Jim) Keeler-Director of Finance, Katherine O'Toole-Director of Communications and Public Information, Christina Washington-Recorder

Jaymie Nelson called the July 15, 2020 meeting to order at 5:38 pm.

**1. Approval of Agenda**

Jaymie Nelson asked for a motion to approve the July 15, 2020 Finance Committee agenda. James Powers motioned and Angie Goral seconded the motion. Unanimously approved, motion carries.

**2. June 2020 Financial Statements**

Jim Keeler indicated that the Resolution of Expenditures, Statement of Fund Balance, Financial Review, Balance Sheet, and the Bank Reconciliation General Account for June/2020 were deferred.

Bank reconciliations for the Lead Account, Abandoned Properties, and State of Illinois E-Pay was reviewed and discussed. No irregularities were noted.

Jim Keeler indicated that the Revenue and Expenditure reports for June/2020 were deferred.

The Public Health Emergency Reserve Minimum Graph was reviewed and the reserve amount is above the minimum established by the Board of Health.

Jim Keeler indicated that WCHD is getting caught up on accounts receivables and reimbursements are starting to come in.

**3. Major Expenditure Requests**

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
IDPH	IDPH Fee for Electronic Filing of Death Certificates for June/2020	\$ 6,424.00	James Powers / Dr. David Helland	All voted in favor, motion carried.
Winnebago County Soil Water Conservation District (SWCD)	Soil Borings	\$ 4,850.00	Dr. David Helland / Angie Goral	All voted in favor, motion carried.
Gary Anderson Architects	Architectural Services for Contact Tracing Program	\$ 6,000.00	Dr. David Helland / Dr. John Halversen	All voted in favor, motion carried.

**4. Proposed Contracts and Agreements**

Funding Source	Description of Services	Fiscal Period	Original Amount	Total	Total Motion/Seconded	Approved
IPHA	SFY2021 Region 1 HIV Prevention	07-01-2020 to 06-30-2021	\$ 31,393.00	\$ 31,393.00	Dr. David Helland / James Powers	All voted in favor, motion carried

**5. FY2020 Budget Amendments****a) Health Department Contact Tracing Grant**

Jim Keeler indicated that thru FEMA Disaster Relief Act and the Coronavirus Aid, Relief, and Economic Security Act (CARES), local Health Departments have been awarded grant funds to provide Contact Tracing within 24 hours of confirmation of positive COVID-19 tests. This requires us to hire a Contact Tracing team complete with IT capabilities, office space, addition IT infrastructure, and appropriate training, supervision, clerical support, wages and benefits for the selected team.

Dr. Martell indicated that a separate budget has to be established for the Contact Tracing Grant.

Jaymie Nelson entertains a motion to approve the Health Department Contact Tracing Grant. First motion was made by Dr. John Halversen, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

**b) 555 Building Maintenance**

Jim Keeler indicated that the 555 North Court Street building needs work on the third floor to make space suitable for tenants in a competitive commercial office space market. Tennant forecasted for FY2020 chose alternate arrangements. Excess budgeted expenditures dollars for utilities, office cleaning and parking would be utilized to paint, carpet, decorate and wire this space for the Winnebago County Health Department to lease for 12-24 months at \$14.25 per square foot. Space would be designed for present and future tenant usage.

Jaymie Nelson entertains a motion to approve the 555 Building Maintenance budget amendment. First motion was made by Dr. John Halversen, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

**c) 555 Capital Improvement**

Jim Keeler indicated the Court Street building employee elevator need significant repair. Operations currently can be a safety hazard as the electrical system cannot adequately service the power requirements which causes failures and excessive risk(s). The elevator and the rewiring should be performed as soon as possible as building occupancy will be increasing and social distancing is now required.

Jaymie Nelson entertains a motion to approve the 555 Capital Improvement budget amendment. First motion was made by Dr. John Halversen, second motion was made by Dr. David Helland. Unanimously approved, motion carries.

**6. County FY2021 Budget**

Jim Keeler provided a brief overview of the FY2021 Budget and indicated that a presentation will be provided at the July 21, 2020 Board of Health meeting and will request approval of the FY2021 WCHD Budget. It's anticipated to present the WCHD FY2021 Budget at the Winnebago County Board September/2020 meeting. Dr. Martell indicated that WCHD will be receiving an additional \$500K under the CURES Act. There is a consensus amongst board members that WCHD Budget is in good standing now and going forward.

**7. Executive Session – None****8. Additions – None****9. Adjournment**

There being no additional business, Chair, Jaymie Nelson asked for a motion to adjourn the July 15, 2020 Finance Committee meeting. Angie Goral made a motion to approve adjournment; second motion made by Dr. David Helland. Meeting was adjourned at 6:06 pm.



Approved by the Board of Health

Interim Secretary, Dr. Patricia Lewis  
Winnebago County Board of Health

07/21/2020  
Date