

**Date of Meeting:** February 13, 2019

**Time of Meeting:** 5:30 p.m. – 6:30 p.m.

**Location of Meeting:** 555 North Court St, 2<sup>nd</sup> Floor Admin Office Room 203

**Board Committee Members:** Dr. John Halversen-Chair, Angie Goral, Dr. David Helland, Dr. Steven Lidvall, Jaymie Nelson, James Powers, and Dr. Allen Williams (Ex-Officio)

**WCHD Participants:** Dr. Sandra Martell – Public Health Administrator, Pat Madigan – Director of Finance

**Note:** Handouts will be provided at Meeting

<b>Agenda Item</b>	<b>Time</b>	<b>Sponsor</b>
1. Approval of Agenda	1 min	S. Martell
2. December 2018 Financial Statements	10 min	P. Madigan
a. Resolution of Expenditure		
b. Statement of Fund Balance		
c. Financial Review		
d. Balance Sheet		
e. Bank Reconciliations		
i. General Account		
ii. Lead Account		
iii. Abandoned Properties		
f. Revenue and Expenditure Reports		
g. Public Health Emergency Reserve Minimum Graph		
3. Budget Amendments		
a. Better Birth Outcomes		
b. MIECHV		
c. MIECHV		
d. HUD-Lead Analyzers		
e. Cell Phone Reimbursement		
f. Reclassification of Finance Department Positions		
4. Major Expenditure Requests	10 min	P. Madigan
a. Electronic Filing fee for death certificates		
b. Contractual Professional Services-P. Brandon, APN		
c. Pool Administration		
d. Illinois Department of Human Services FY2016 Grant Reconciliation		
i. Better Birth Outcome		
ii. MIECHV		
iii. MIECHV		
e. Northern Illinois Service Co-406 Willow Run		
f. Northern Illinois Service Co-4129 Briagate Dr.		
g. N-Trak Group-617 Atwood Ave		
h. N-Trak Group-1424 Prairie Ave		
i. N-Trak Group-4215 Cradall		
j. XRF Lead Analyzer-Purchase		

- k. Resource Backup XRF Lead Analyzer
- 5. Proposed Contracts 10 min S. Martell
  - a. Second Amendment to Lead Risk Assessor Agreement
  - b. Swedish American Health System
- 6. Grants Received through January 31, 2019 5 min S. Martell/P. Madigan
  - a. Tobacco Free Communities
- 7. January 201 Financial Statements 10 min P. Madigan
  - a. Resolution of Expenditure
  - b. Statement of Fund Balance
  - c. Financial Review
  - d. Balance Sheet
  - e. Bank Reconciliations
    - i. General Account
    - ii. Lead Account
    - iii. Abandoned Properties
  - f. Revenue and Expenditure Reports
  - g. Public Health Emergency Reserve Minimum Graph
- 8. Accounts Receivable through January 31, 2019 10 min P. Madigan
- 9. Policies - None 0 min S. Martell/P. Madigan
- 10. Executive Session 5 min J. Nelson
- 11. Additions
- 12. Adjournment