



**Board of Health
Finance Committee**

Promoting a *Safer* and Healthier Community Since 1854

Date of Meeting: June 8, 2016

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

Location of Meeting: 401 Division St., Rockford, IL; Riverview Room

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

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

Note: Handouts will be provided at Meeting

Agenda Item	Time	Sponsor
1. Approval of Minutes: May 11, 2016	5 min	J. Halversen
2. Review and Revise	10 min	S. Martell
a. Finance Committee Charter		
3. Microsoft Product Audit Update	5 min	S. Martell
4. Family Planning – Title X Review	5 min	S. Martell
5. Major Expenditure		
a. TimeClock Plus Software Upgrade		
6. Status of FY2017 Grants	10 min	S. Martell
7. Financial Policies		
a. Purchasing Process		
b. Payments for Established Contract Invoices		
c. Expenditure Authorization - DRAFT		