

**Kankakee County Health Department**  
**Regular Meeting**  
**May 17, 2012**

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Ms. B. Durell, Ms. L. Faber, Dr. J. Jurica, Mr. P. McConnell, Dr. J.R. Tripp

Members Absent: Dr. L. O'Connor, Ms. J. Richmond

Staff Present: Ms. B. Schaafsma, Mr. J. Bevis, Ms. P. Boudreau, Ms. K. Marcotte

Others Present: Mr. Bob Bohlmann

Mr. Boudreau called the meeting to order at 6:34 pm. Dr. Jurica motioned to approve the agenda; Mr. McConnell seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Ms. Faber to accept the minutes of the April 12, 2012 Board of Health minutes. Seconded by Dr. Jurica the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the 10 year employee anniversary of Erin Weakley who is the Business Manager. She will be recognized at the next full staff meeting and a message will be displayed on the electronic sign.

*Client Services*

Ms. Schaafsma noted that we are starting to get some grant applications. On Friday, we will be hosting a blood drive with the American Red Cross.

*Environmental Health*

None.

*Health Promotion*

None.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the audited and final November 2011 financial report for approval. Mr. McConnell motioned to approve the report. Seconded by Dr. Tripp the motion passed unanimously. Also presented for approval was the April 2012 financial report. At the end of April, 41.67% of the year, we have received 38.77% of the revenue and allocated 38.90% of the expenses. Dr. Jurica made a motion to approve the April 2012 financial reports. Seconded by Dr. Akintilo the motioned passed unanimously. A partial May financial report was distributed to show the significant amount of revenue received from a couple of the grants. Normally at this time of year we are behind until the property tax monies are deposited. In addition an Accounts Receivable was provided showing that we are still waiting for approximately \$233,000.

Ms. Schaafsma would like to amend the budget in the amount of \$300,000 to add the necessary funds from the investment account to cover the cost of the roof replacement. Ms. Faber motioned to approve the amendment of the current budget and was seconded by Dr. Akintilo. Mr. McConnell asked if this included

the architectural fees; these have been covered under outside contracting. The motion passed unanimously. Mr. Boudreau asked about refinancing the bid on the building; Ms. Schaafsma is looking into this. Dr. Tripp asked about the interest rate and years left on the bond.

#### OLD BUSINESS

Ms. Schaafsma updated the Board regarding the roof replacement project. The request for bids was advertised. Approximately 15 companies were represented at the pre-bid meeting. There were 8 official bids opened on May 8, 2012. A bid tabulation summary was distributed with base bids ranging from \$302,967 to \$455,255. It appears that the low bidder, Metal Master/Roof Master, does meet or exceed the requirements. Mr. McConnell motioned to award the roof replacement project to Metal Master/Roof Master in the amount of \$302,967. Dr. Jurica seconded the motion which passed unanimously. Metal Master/Roof Master provided two voluntary alternates in their bid. The first is to allow for a \$3,500 credit if the roof was tested and negative for asbestos. The second was a \$2,000 credit if shop fabricated sheet metal is used in lieu of prefabricated sheet metal on the step downs was allowed. Mr. McConnell motioned to accept Alternate #1 and decline Alternate #2. Dr. Tripp seconded the motion which passed unanimously. Ms. Schaafsma thanked Mr. McConnell and Mr. Bohlmann for their work so far with the project.

#### NEW BUSINESS

Approval of the two policies will be tabled until the next meeting.

Ms. Schaafsma consulted a local arborist regarding the trees on the west side of the property; two of which have died. For approximately \$1,500 these two trees/stumps will be removed and replaced with a different variety in the fall. In addition, the remaining trees will be pruned and receive iron injections as needed.

The parking lot needs to be sealed and restriped. Mr. McConnell will check with the highway department as they helped last time with the specifications.

Ms. Schaafsma presented a proposal from Ruder Technologies for repair and upgrade to the current video security system. Cameras are in place in the lobby and will be added to the clinic for staff safety. Additional cameras monitor the outside of the building/parking lot. Dr. John Jurica motioned to approve the proposal in the amount of \$6,742.41; seconded by Mr. McConnell. This expandable digital system will continue using the four current analog cameras and replace two outside cameras with digital models. In the future additional digital cameras can be added which provide a better resolution/clarity.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Ms. Durell moved to adjourn at 7:23 p.m. The motion, seconded by Dr. Jurica, passed unanimously.

Minutes respectfully submitted by,  
Mr. Pat McConnell, Secretary

Minutes reviewed by, Ms. Bonnie Schaafsma, RN, BSN, MBA Public Health Administrator

Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator