

**Kankakee County Health Department
Regular Meeting
July 11, 2013**

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Dr. R. Hess, Dr. J. Jurica, Mr. P. McConnell,
Ms. J. Richmond, Dr. S. Wu

Members Absent:

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

Others Present:

Mr. Boudreau called the meeting to order at 6:40 pm. Dr. Akintilo motioned to approve the agenda; Dr. Wu seconded the motion which passed unanimously.

Board member and staff introductions were made welcoming two new Board of Health members, Dr. Richard Hess, and Dr. Simon Wu.

PUBLIC COMMENT

None.

A motion was made by Mr. McConnell to accept the minutes of the April 11, 2013 Board of Health minutes. Seconded by Dr. Jurica the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the twenty-five year employee anniversary of Kris Marcotte, Administrative Coordinator.

Client Services

Ms. Schaafsma announced two upcoming breastfeeding in-services that the breastfeeding coalition is working on with area hospitals/providers. One will be for physicians at the Kankakee Country Club and the other for nurses/support professionals in an effort to increase/promote breastfeeding.

Environmental Health

Mr. Bevis reported that staff have been putting out mosquito traps throughout the county. They are waiting for equipment/supplies to begin testing. In addition to testing, the Vector grant provides resources for community education and assistance with providing larvicide as requested by municipalities. This summer, EH has had an intern from Northern Illinois University helping with these activities.

Mr. Bevis noted that several food vendors are very appreciate of the changes to the fee schedule for those applying for a temporary license who have multiple events throughout the season.

Health Promotion

Ms. Schaafsma reported that the annual Teen Conference was held once again at Olivet Nazarene University in May. Approximately 500 eighth and ninth graders attended.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the April and May 2013 financial reports for approval. At the end of April 2013, 41.6% of the year, we have received 36.94% of the revenue and allocated 41.06% of the expenses. At the end of May 2013, 50% of the year, we have received 46.26% of the revenue and allocated 51.71% of the expenses. Ms. Schaafsma stated grant reimbursement is almost up to date. Dr. Akintilo motioned to approve the April and May 2013 financial reports. Seconded by Dr. Jurica the motion passed unanimously.

Mr. Boudreau asked re-investing. Ms. Schaafsma replied that all CDs have been cashed and we do not have any

investments in CDs currently; it is all in IPTIP (Illinois Public Treasurer's Investment Pool).

OLD BUSINESS

Mr. McConnell will obtain pricing to resurface the parking lot and repair the manholes and bring the information to the next meeting.

NEW BUSINESS

Ms. Schaafsma noted that there have been some issues with leaking in the dock area and in the clinic/MCH areas. Mr. McConnell will look into getting this repaired. It seems to be an issue with the sealing around a vent and HVAC units.

Dr. Wu asked if the health department has a grant writer. Ms. Schaafsma explained that while we do not, most grants are targeted for health department and are fairly guaranteed. Oftentimes when seeking private grants, funding is uncertain/unstable. The health department has recently applied as a statewide group under IAPHA for the In Person Counselor grant which would provide assistance to those who will be eligible for the Affordable Care Health Insurance.

Staffing for this grant would use some current employees and perhaps hiring additional help contractually. It might be possible to partner with KCC and ONU using students/interns. We would not only be assisting individuals, but also informing small businesses of their options.

Ms. Schaafsma stated that we will not be renewing the Vision and Hearing and PHEP grants. Most of the grants will have level funding.

Ms. Schaafsma presented the 2012 Fiscal Audit for the Board's approval. There are two parts – the Annual Financial Statement and the Reports Under OMB Circular A-133. There was one material finding, which has been corrected, involving monies received and posted in the incorrect fiscal years. There were two items for consideration pertaining to bank reconciliation and bi-weekly pay periods. We had recently started using an additional financial software program which is used for bank reconciliation. A difference with the cash balances on the bank statement and the general ledger was noted. A general ledger report will be balanced with the bank reconciliation in the future. In regards to the bi-weekly pay periods, it was noted that every 12-13 years there will be an additional pay period in the fiscal year. As recommended we calculate the salary amount based on the hourly wage and this will not be a problem. Ms. Schaafsma pointed out the \$300,000 in miscellaneous revenue that was added to the budget to cover the roof expense. This money, in the checking account, was from previously cashed CDs that was needed when the grant reimbursements were behind. Dr. Jurica motioned to approve the 2012 Fiscal Audit; Ms. Richmond seconded the motion which passed unanimously.

There are currently two open positions on the Board of Health; both are for members at large. If you know of anyone who might be interested, please have them contact the County Board Chairman, Mike Bossert.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Dr. Jurica moved to adjourn at 7:22 p.m. The motion, seconded by Dr. Wu, 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