

**Kankakee County Health Department
Regular Meeting
July 17, 2014**

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

Members Absent: Dr. O. Akintilo, Ms. S. Lockman-Crawford, Ms. J. Richmond

Staff Present: Ms. B. Schaafsma, Ms. K. Marcotte

Others Present:

Dr. Jurica called the meeting to order at 6:50 pm. Mr. McConnell motioned to approve the agenda; Mr. Boudreau seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. Boudreau to accept the minutes of the May 15, 2014 Board of Health minutes. Seconded by Mr. McConnell the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the twenty-five year employee anniversary of Laura Halbach, Certifying Health Professional. In addition, Jackie Harris, Client Service Representative, is celebrating her 20 year employee anniversary and Betty Young, RN Case Manager, her 15 year anniversary. Arlene Patterson, BCCP Client Care Advocate is retiring at the end of June.

Client Services

Ms. Schaafsma reported that we are following a case of Neisseria Meningitides in a child involved in a daycare setting. We also continue to see an increase in Hepatitis C in the baby boom generation. Legislation is pending to require medical providers to perform Hepatitis C testing when the patients seeks care in the office or are hospitalized.

Ms. Schaafsma noted the Mr. Bevis is finishing his lead inspection certification. He will provide these inspections until the part time sanitarian position is filled.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma reported that the In Person Counselor grant will be extended for salary expenses until August 31, 2014. IPHA is applying on behalf of local health departments for a "year 2" grant. This grant will have a different set up.

Ms. Schaafsma discussed the Accountable Care Entities (ACE) or managed care for IPA clients. As of January 2015, clients will have to be enrolled in an ACE. The health department will need to be signed up as a provider with the entities in order to be reimbursed for Medicaid client services. There are two ACE choices in Kankakee County, SmartPlan Choice and Illinois Partnership for Health that are going through the approval process. Clients will have a choice but will be assigned if one is not chosen.

The health department will be contracting with UPP Technology to obtain assistance with enrollment as a provider for private health insurance companies. The cost is \$200 per enrollment with a minimum of five. It is hoped that this will provide an additional source of income from clients primarily needing clinic services (ie immunizations, lead testing). We currently use an electronic billing program for Medicaid and Medicare services. It is likely that dentists will be able to give immunizations to those 18 years of age and older. Public Health had an initial concern for this in regards to data entry/storage. Dentists must also agree to see/give immunizations to Medicaid clients.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the May and June 2014 financial reports for approval. At the end of May 2014, 50% of the year, we have received 36.77% of the revenue and allocated 50.46% of the expenses. At the end of June 2014, 58.3% of the year, we have received 39.9% of the revenue and allocated 58.83% of the expenses. Mr. McConnell motioned to approve the financial reports. Seconded by Dr. Hess the motion passed unanimously. May was a month with three pay periods. Ms. Schaafsma also noted that property tax and some grant monies have since come and will be reported in July's financial report. June is also the year end for many grants and expenses will reflect those spend outs. Ms. Schaafsma reported that almost all applications for grants have been submitted; in addition almost all grants are paid up.

Ms. Schaafsma distributed the 2013 Fiscal Audit and asked for the Board's approval. No material weaknesses were reported. There were a couple of items to address including an issue with FICA, and posting IRS payments to the incorrect quarter. Both of these items have been corrected. The year ended with a positive balance of \$125,629.00. This is primarily due to receiving late grant monies that should have posted to the previous year which ended approximately \$147,000.00 in the red. Mr. Boudreau motioned to approve the 2013 Fiscal Audit as presented. Dr. Hess seconded the motion which was approved unanimously.

Ms. Schaafsma shared the staffing changes due to Pam Boudreau's retirement. It was decided not to fill the Director of Client Service position at this time. Laura Sztuba who had been working as the Coordinator of Community Outreach and Planning primarily with the In Person Counselor grant accepted the role of Chronic and Communicable Disease (CCD) Coordinator. She recently completed her Master's degree in Nursing, Advanced Public Health from Rush. The FCM/WIC Coordinator and CCD Coordinator's positions were increased 5% and 2.5% respectively due to increased responsibilities. Ms. Schaafsma is also considering a 2.5% increase to the Fiscal Manager position with additional budgeting responsibilities, etc. Mr. Boudreau made a motion to approve these salary increases; seconded by Dr. Hess. The motion passed unanimously.

The current AFSCME contract will expire at the end of November. The Board instructed Ms. Schaafsma to begin planning for this process.

OLD BUSINESS

Glade Plumbing and Heating is working on the HVAC maintenance. Mr. McConnell will follow-up with them regarding a concern for the humidity in the clinic/lobby and some roof leaks. A warranty repair ticket was filed with Firestone to have Metalmaster/Roofmaster investigate.

NEW BUSINESS

Ms. Schaafsma reminded Board members to complete their Open Meetings Act online training if they haven't already done so.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. McConnell moved to adjourn at 7:30 p.m. The motion, seconded by Dr. Hess, passed unanimously.

Minutes respectfully submitted by,
Dr. Richard Hess, DDS, Secretary

Minutes reviewed by, Ms. Bonnie Schaafsma, RN, BSN, MBA Public Health Administrator
Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator