

**Kankakee County Health Department
Regular Meeting
August 11, 2016**

Members Present: Mr. W. Boudreau, Mr. Rodney Gustafson, Dr. J. Jurica, Mr. P. McConnell,
Ms. J. Richmond

Members Absent: Dr. O. Akintilo, Ms. S. Crawford-Willis, Dr. S. Wu

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

Others Present:

Ms. Richmond called the meeting to order at 6:38 pm. Mr. McConnell motioned to approve the agenda; Dr. Jurica seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Dr. Jurica to accept the minutes of the June 16, 2016 Board of Health minutes. Seconded by Mr. McConnell the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the 15 year employee anniversaries of Maggie Galloway, Client Service Representative, and Pedro Gonzalez, Translator. Also announced was the 10 year employee anniversary of Carol Hartman, Division Office Manager.

DIVISION REPORTS

Client Services

Ms. Sztuba noted that a back to school immunization clinic will be held at KCHD on June 23. We provide private and VFC immunizations and can bill Medicaid and many private insurances.

Environmental Health

Mr. Bevis presented information regarding the private sewage and water programs. Recently the State has suspended their nitrate/nitrite testing for water samples. They will continue to test for coliform and e-coli. A private laboratory is available to test for nitrate/nitrites at a cost of \$30 per sample. Homeowners can do their own testing but would need to send us the test results. A recommendation was also presented to increase a few additional fees within the water and sewage program to keep in line with the current costs associated with these services. Due to these increased costs, Mr. Bevis proposed changes to the Environmental Health fee schedule. Mr. Boudreau motioned to approve the changes as submitted. Dr. Jurica seconded the motion, which passed unanimously.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma announced that Linda Hildebrandt, Health Educator, is retiring from working part time at the end of May. The Teen Conference was held once again at ONU for area 8th and 9th graders. It is uncertain whether her position will be filled due to the uncertainty of funding from the Teen Pregnancy Prevention and Illinois Tobacco Free Communities grants.

ADMINISTRATIVE REPORTS

Financial Status

The presented the December 2015, and January, February, March, April and May 2016 financial reports for approval. December and January now reflect the changes to the amended budget. At the end of December, 8.3% of the year, we have received 1.43% of the revenue and allocated 6.16% of the expenses. At the end of January, 16.16% of the year, we have received 6.13% of the revenue and allocated 13.44% of the expenses. At the end of February 2016, 25% of the year, we have received 18.85% of the revenue and allocated 20.64% of the expenses. At the end of March, 33% of the year, we have received 25.90% of the revenue and allocated 29.83% of the expenses. At the end of April, 41.6% of the year, we have received 30.90% of the revenue and allocated 38.85% of the expenses. At the end of May, 50% of the year, we have received 44.36% of the revenue and allocated 45.71% of the expenses. Ms. Schaafsma noted that each month is similar; revenue is lacking, but expenses are within budget. An accounts receivable report as of June 16, 2016 was distributed and reviewed. Dr. Jurica motioned to approve the financial reports. Seconded by Ms. Crawford-Willis the motion passed unanimously.

Ms. Schaafsma provided a grant update. Applications have been received for all grants except Illinois Tobacco Free Communities. This year all grants will use a new system (GATA – Grant Accountability and Transparency Act) across the State to apply so that applications for all department are uniform. It was decided to apply and sign all contracts but if payments are delayed from the State, we could choose to suspend services. The required basic services to provide for local health protection include food, water, septic, and infectious disease. Federal programs, like WIC, have also been reimbursing and services will continue. We are among a handful of health departments that have weathered this situation without drastic layoffs or reduced hours/services. Staff are recognized for taking on an additional workload.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Schaafsma informed the Board that the light fixtures on the outside of the building will be replaced. Keast Electric did the original lighting for the building and proposed a quote of \$2,970 to complete this work.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Boudreau moved to adjourn at 7:42

p.m. The motion, seconded by Ms. Crawford-Willis, 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