

**Kankakee County Health Department
Regular Meeting
August 12, 2010**

Members Present: Mr. W. Boudreau, Mr. J. Buono, Dr. J. Jurica, Dr. L. O'Connor, Ms. K. Schmidt,
Dr. J.R. Tripp

Members Absent: Dr. O. Akintilo, Ms. B. Durell, Ms. J. Richmond

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

Others Present:

Dr. Jurica called the meeting to order at 6:31 pm. Mr. Boudreau motioned to approve the agenda; Mr. Buono seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. Buono to accept the minutes of the June 17, 2010 Board of Health minutes. Dr. O'Connor seconded the motion which passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the following employee anniversaries: Mary Ellen Arrington, RN Case Manager – 15 years, Deb Gaus, Phlebotomist – 10 years, and Roxann Basham, Public Health Nurse – 5 years. Ms. Arrington has worked part and full time throughout her years at KCHD. She is currently a nurse working in Maternal Child Health with the Teen Pregnancy Services program. Ms. Basham is a nurse in the Infectious Disease program, including TB and STD clinics. Certificates will be presented from the County, as well as the Board of Health, at the next full staff meeting.

Client Services

Ms. Schaafsma reported that the Family Case Management and HealthWorks of Illinois programs both passed their reviews which included performance of staff objectives and fiscal/billing procedures. HealthWorks is a program which manages the medical records of children in DCFS custody. A primary focus of the Family Case Management program is to reduce infant mortality.

On Tuesday, the annual WIC Farmer's Market was held at KCHD. Seniors were also able to come and use their Farmer's Market vouchers. This year all of the vouchers were distributed prior to the event which allowed the clients to visit other markets throughout the summer. A recent change to the WIC food package adds fruits and vegetables to the vouchers.

Environmental Health

Mr. Bevis explained the rules under the Local Health Protection (LHP) grant that require the Environmental Health program to have at least one Standardized Food Safety Officer. This person has specific training in food safety practices and staff training. This provides consistent training of new employees and insures that inspections at all facilities are standard. Recently Keith Wojnowski received certification as a Food Safety Officer. In the past, Mr. Bevis was certified but it was felt that as Keith is the supervising sanitarian and trains new employees it would be a better fit to have him certified. Dr. O'Connor asked if this is the same training we ask restaurants to have. It is similar but not the same. Food establishments need to have at least one employee certified in food safety per shift. There are several private vendors that provide training,

which at times have been held at KCHD. Ms. Schmidt asked if we could provide these classes to provide additional revenue. It was explained that in order to teach the class additional instruction is required. At this time it isn't cost prohibitive. In the past we have provided "mini" food safety trainings helpful for smaller establishments. Many of the corporate restaurants provide this training. Most Hispanic facilities provide an interpreter for their inspections, although we do have someone on staff that can translate if needed. They have helped with plan reviews and possible food borne illness investigations.

Health Promotion

None.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma reviewed the overall composition of the financial report for the new board members and presented the June and July reports for approval. At the end of June, 58.3% of the year, we have received 33.94% of the revenue and allocated 50.57% of the expenses. At the end of July, 66.6% of the year, we have received 45.19% of the revenue and spent 60.92% of the expenses. Dr. O'Connor motioned to approve the financial reports as presented. Ms. Schmidt seconded the motion which passed unanimously. Ms. Schaafsma explained that once again, the State is behind in payments. An accounts receivable report was distributed showing an outstanding amount of \$792,505.12.

Ms. Schaafsma distributed and reviewed a grant status report summarizing the FY11 grants. Recently public act legislation has passed in regards to the grant application process and reporting. This was done primarily because there has been an increase of "community based organizations" applying which are not subject to the scrutiny of audits. For the most part the dollar amount of the grants have stayed the same. Usually by now we have received signed grant contracts back, but due to the new process this has been delayed. Ms. Schaafsma reports that the work is still being completed and once the contracts are in place, should receive the monies. Work will begin on next year's budget. Salaries will be uncertain due to re-negotiation of the union contract.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Schaafsma explained that there is money available in the Public Health Emergency Response (PHER) grant that hasn't been expended. There was a possibility that the monies would be extended through the next year but that is not the case. Through this grant future purchases include audiovisual equipment for the lobby and conference rooms. In addition, Ms. Schaafsma presented a request to approve the purchase of additional interior signs, a portable electric sign, window tinting for the lobby, and an additional mounted sign by the road, either manual or LED. The board discussed the various options. It was not necessary to go out to bid due to the price, but several proposals were obtained. Mr. Buono motioned to approve the purchase of interior signage and window tinting with Tanner's Signs for \$1,195.00, a portable sign from Outsen Electric for \$1,998.00, and an outdoor LED sign from Outsen Electric for \$17,275.00. Dr. O'Connor seconded the motion which passed unanimously.

EXECUTIVE SESSION

On a motion made by Mr. Buono, seconded by Dr. O'Connor, and approved unanimously the Board moved into Executive Session at 7:29 p.m. to discuss personnel issues. The Board returned to regular session at 7:40 p.m.

ADJOURNMENT

There being no further business before the Board, Mr. Buono moved to adjourn at 7:54 p.m. The motion was seconded by Dr. O'Connor which passed unanimously.

Minutes respectfully submitted by,
Ms. Jean Richmond, Secretary

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

Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator