

Kankakee County Health Department
Regular Meeting
February 4, 2010

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Mr. J. Buono, Ms. B. Durell, Dr. J. Jurica, Ms. J. Richmond, Ms. K. Schmidt

Members Absent: Dr. L. O'Connor

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

Others Present:

Dr. Jurica called the meeting to order at 6:29 pm. Mr. Buono motioned to approve the agenda; Ms. Durell seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. Boudreau to accept the minutes of the December 10, 2009 Board of Health minutes. Ms. Richmond seconded the motion which passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the five year employee anniversary for Bryan Kennedy who is a Sanitarian in Environmental Health.

DIVISION REPORTS

Client Services

Ms. Schaafsma provided an H1N1 update. Approximately 9,000 doses have been administered from the supply at KCHD with 4,000 going to other providers (physicians, Good Shepherd Manor, Kankakee Training Center, etc). Currently we have under 6,000 doses on hand. Some of the Sanofi vaccine lots were recalled due to a "non-safety" issue; the vaccine was losing potency and predicted to expire sooner than indicated. Directions were provided on how to properly dispose of that vaccine. Conference calls with IDPH and local hospitals are now held every other week. Appointments continue to be made through our clinic services for clients wishing to receive the vaccine.

Environmental Health

Mr. Bevis gave a brief overview of the 1988 Shell Oil spill and the lawsuits associated with it. One was a class action lawsuit representing local residents that agreed to connect to city water and upon installation agreed to have their wells sealed. Several residents did not realize this was part of the agreement and wanted to keep their wells available for watering their garden, etc. The procedure involves the well sealing contractor obtaining a permit through KCHD and an inspection by the Sanitarian when the job is completed. There have been approximately 50-70 wells sealed thus far. Dr. Jurica asked if there was a cash settlement which there was. Residents could also have been reimbursed for bottled water, medical bills, etc. Ms. Schmidt inquired about Limestone Acres connecting to city water. Not everyone had to connect, only if they wanted to be part of the settlement.

Health Promotion

Ms. Schaafsma noted that we are currently providing Freedom From Smoking classes at KCHD.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the November financial report for approval. At the end of November, 100% of the year, we have received 94.46% of the revenue and allocated 93.46% of the expenses. It appears that we would be ending the year \$32,000 to the good, but this is unaudited and adjustments will need to be made after the audit. The December financial report was also presented for approval. At the end of December, 8.3% of the year, we have received 5.01% of the revenue and allocated 9.41% of the expenses. At this time we are approximately \$450,000 over budget due to the lack of revenue from property tax, local health protection and other grants, as well as having three payrolls in December. Ms. Schaafsma stated that the union staff received a 4% salary increase per the contract effective December 1, 2009. Most of the grants have paid July, August, and September receipts. Funds available include the invested \$600,000 and \$700,000 in the checking account. Mr. Boudreau asked about the security of these funds; this will be provided at the next board meeting. With the current low interest rates and the instability of state revenue, Mr. Boudreau recommended to not reinvest funds at this time. Mr. Boudreau motioned to approve the financial reports as presented. Seconded by Mr. Buono, the motion passed unanimously.

Ms. Schaafsma presented a current accounts receivable report as of 2/3/10 which shows a total of \$205,358.79 outstanding in revenue of which \$48,955.96 should be received quickly because of federal funding. Account payables are being processed in a timely manner.

OLD BUSINESS

Ms. Schaafsma updated the status of the pending case pertaining to the previous employee dismissal. An arbitrator has been mutually selected and we are in the process of confirming a hearing date to be sometime in June.

NEW BUSINESS

Ms. Schaafsma asked the Board to approve the engagement of Smith, Koelling, Dykstra and Ohm to audit the financial statements for the year ended November 30, 2009. The fee remains the same from last year in the amount of \$9800.00. This firm has completed our audit for the past several years and is knowledgeable of our accounting practices and grant programs. Mr. Boudreau motioned to approve the agreement; seconded by Ms. Durell, the motion passed unanimously.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Buono moved to adjourn at 7:00 p.m. The motion was seconded by Dr. Akintilo 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