

Kankakee County Health Department
Regular Meeting
June 17, 2010

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

Members Absent: Dr. O. Akintilo, Dr. L. O'Connor, Ms. K. Schmidt

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

Others Present:

Dr. Jurica called the meeting to order at 6:35 pm. Mr. Boudreau motioned to approve the agenda; Mr. Buono seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Ms. Durell to accept the minutes of the April 15, 2010 Board of Health minutes. Ms. Richmond seconded the motion which passed unanimously.

EMPLOYEE INFORMATION

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

The arbitration hearing was held pertaining to the dismissal of a previous employee. The State's Attorney represented the health department. A decision should be made within thirty days.

Client Services

Ms. Schaafsma reported that the Family Case Management program passed their two year fiscal and performance recertification review with no major issues.

Environmental Health

Ms. Schaafsma provided information regarding nuisance investigations. The public can submit a complaint for standing water, tall grass/weeds, garbage, etc. by completing a complaint form. The health department investigates complaints in unincorporated areas according to the county code.

In addition, Ms. Schaafsma discussed permits for temporary food events. Generally food establishments are licensed yearly based on their "risk" and deemed either a high, medium, or low. Temporary food licenses are given to those vendors wishing to have 1-14 day consecutive license. A plan review is turned in and during the event an inspection is made. Not for profit agencies are not charged a fee, but are inspected. IE If a club is having a fundraiser and charging the public they need to submit the information and be inspected. However, if a club wants to have a potluck for its members a permit is not necessary. Recently a local church that has held a "salad bar" fundraiser in past years was "denied" because they were opening it to the public/charging a fee and wanting to bring items that were made at home. Food prepared in a home kitchen may not be sold/served at these events.

Health Promotion

The Annual Teen Conference was held in May at Olivet with over 500 8th and 9th graders from area schools. A keynote speaker with breakout sessions are held throughout the day.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the April and May financial reports for approval. At the end of April, 41.6% of the year, we have received 22.63% of the revenue and allocated 35.38% of the expenses. At the end of May, 50% of the year, we have received 25.39% of the revenue and spent 42.81% of the expenses. Mr. Boudreau approved the financial reports as presented. Mr. Buono seconded the motion which passed unanimously. Ms. Schaafsma noted that we are in better shape this year. Property tax monies will probably come in later due to the delay in sending out notices. There is approximately \$703,000 due from the State by August 31 which may be delayed to December 31. The grant year ends June 30 and we haven't heard about the majority of the contracts.

OLD BUSINESS

Mr. Durell, Mr. Boudreau, and Dr. O'Connor were re-appointed to the Board of Health. Dr. Tripp is a new appointment.

NEW BUSINESS

Ms. Schaafsma presented the audited annual financial statements for fiscal year ending November 30, 2009 for approval. The year ended overspent in the amount of \$36,479.00, however there was approximately \$53,000.00 still outstanding awaiting payment from the State. There were not deficiencies in grant monies or in the auditing of the general financial statements. The general fund started the year at \$1,758,304 and ended at \$1,731,825. The OMB Circular A-133 report shows compliance will all aspects of the grants.

The invested CDs have been depleted, but there is still money invested in IPTIP. Ms. Schaafsma reported that although working with less staff we are still passing program reviews. Ms. Durell made a motion to approve the financial audit for year ending November 30, 2009 completed by Smith, Koelling, Dykstra & Ohm, PC. Ms. Richmond seconded the motion, which passed unanimously.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Buono moved to adjourn at 7:02 p.m. The motion was seconded by Mr. Boudreau 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