

**Kankakee County Health Department  
Regular Meeting  
April 15, 2010**

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

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

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

Others Present:

Dr. Jurica called the meeting to order at 6:30 pm. Mr. Buono motioned to approve the agenda; Dr. Akintilo seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Ms. Durell to accept the minutes of the February 4, 2010 Board of Health minutes. Mr. Buono seconded the motion which passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the fifteen year employee anniversary for Mary Ellen Arrington who is an RN Case Manager in Maternal Child Health. Currently she is working with the Teen Parent Services program.

**DIVISION REPORTS**

*Client Services*

Ms. Schaafsma informed the Board of a grant in the amount of \$24,000 provided by the American Recovery and Reinvestment Act (ARRA). This will help fund the Division Office Manager and LPN working in the immunization program. A specific goal of the grant includes increasing employee/adult immunizations. An RN intern completing her Bachelor's Degree from ISU has been working with this project. She provided a PowerPoint presentation covering the importance of adult vaccines at a recent staff meeting. Monies from the grant will also help cover the cost of any needed immunizations. In addition she will provide a display at the upcoming Healthy Kids Fair at the YMCA.

*Environmental Health*

None.

*Health Promotion*

None.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the January, February, and March financial reports for approval. At the end of January 16.6% of the year, we have received 7.72% of the revenue and allocated 16.24% of the expenses. At the end of February, 25% of the year, we have received 14.49% of the revenue and spent 23.41% of the expenses. At the end of March, 33% of the year, we have received 19.95% of the revenue and allocated 30.11% of the expenses. Mr. Boudreau approved the financial reports as presented. Dr. Akintilo seconded the motion which passed unanimously. Ms. Schaafsma reported that the cash balance is higher than at this time last year despite payments remaining slow in coming. Several staff positions have not been filled after

the lay offs/resignations in the past year. Cash on hand is around 1.5 million. The second half of the Local Health Protection grant is still outstanding. Through the end of March 2010 the state owes KCHD approximately \$380,000.

Per Mr. Boudreau's request from a previous meeting, Ms. Schaafsma provided the documents that guarantee/insure the funds in the bank account.

The Governor's budget proposal under IDPH holds funding for the three largest areas steady; they include (Illinois Breast and Cervical Cancer, Local Health Protection, and HIV). There hasn't been anything said about next year's funding which may be passed as a six month budget which will take us through the next election. June 30 is the end of the fiscal year.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Ms. Schaafsma reviewed the Illinois County Health Rankings Report which was published at the end of February 2010 by the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute. This isn't a ranking of the health department, but rather a ranking of the health status of Kankakee County. Health Outcomes and Health Factors were the two categories surveyed; Kankakee County ranked 84<sup>th</sup> and 88<sup>th</sup> respectively out of 101. Ms. Schaafsma noted that there is work to be done which is not surprising as the IPLAN showed similar data.

Ms. Schaafsma presented to the Board for approval a quote from A Plus Home Improvement (Tousignant, Inc.) to replace the two dock doors on the east and west, and the dock leveler on the east in the amount of \$9,585.00. Public Health Emergency Response (PHER III) grant monies will be used for this project. Dr. Akintilo motioned to approve the bid and was seconded by Mr. Boudreau contingent upon obtaining a second bid. The motion passed unanimously.

Ms. Schaafsma reported that she recently commended staff for their efforts in cleaning up the storeroom. Additional shelving was installed and old equipment moved out. Many of the old desks/furniture is being utilized by other county departments.

#### EXECUTIVE SESSION

On a motion made by Mr. Boudreau, seconded by Ms. Durell, and approved unanimously the Board moved into Executive Session at 6:58 p.m. to discuss personnel issues. The Board returned to regular session at 7:10 p.m.

#### ADJOURNMENT

There being no further business before the Board, Mr. Buono moved to adjourn at 7:11 p.m. The motion was seconded by Ms. Durell 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