

Kankakee County Health Department
Regular Meeting
April 14, 2011

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

Members Absent: Dr. L. O'Connor, 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 Dr. Akintilo to accept the minutes of the February 17, 2011 Board of Health minutes. Seconded by Mr. Buono the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the five year employee anniversary of Arlene Patterson, Client Care Advocate for the Illinois Breast and Cervical Cancer Program. Due to the retirement of Kathy Joubert, RN Case Manager, at the end of December and in order to fill IBCCP grant contract agreements we have an open position for an RN. Ms. Schaafsma explained with that grant we pay providers for our clients' services. It has been difficult to carry the \$30-40,000 outstanding payables each month without timely reimbursement from the State.

Client Services

Ms. Schaafsma reported on the increase in positive TB cases. There has recently been another confirmed case and staff will be going tomorrow to test 100 co-workers at a factory in Momence where this individual works. Family members have not tested positive.

Environmental Health

Ms. Schaafsma noted that some legislation at the State is being watched is regards to Farmer's Markets and the Cottage Food Industry. It is being proposed that selling non-potentially hazardous foods at a Farmer's Market would not need a license. Amendments to the legislation are adding some pre-cautions including requiring food handling classes, a limit to the yearly profit, no cream pies, etc. However, even without a license we would still have to monitor these vendors to ensure their compliance.

Health Promotion

The Freedom From Smoking classes continue. Ms. Schaafsma reported on the follow-up of complaints at the last board meeting. We are still waiting for information from the State to complete the process for the one entity that requested a hearing. There is proposed legislation in Springfield that would allow smoking in casinos; in addition a bill that would allow for a smoking license for those not selling food. Both of these bills are being opposed by public health.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the February and March 2011 financial reports for approval. We have not received any of the \$220,000 local health protection grant money. This is the only money we receive from IDPH to do the requirements needed to be certified as a health department. This includes food, well, septic, and infection control. Ms. Schaafsma reported that cash flow is adequate because of dipping into the reserves a couple of years ago, but the state is approximately six month behind in payments. We have received some money from grants like WIC and BCCP that have some federal money. Most grants end on June 30. In the past reimbursement were due August 31; last year this was extended to December 30 and everything was paid on time. All of our accounts payables are up to date. At the end of February, 25% of the year, we have received 9.77% of the revenue and allocated 23.25% of the expenses. At the end of March, 33% of the year, we have received 19.03% of the revenue and allocated 30.49% of the expenses. Ms. McConnell made a motion to approve the February and March 2011 reports. Seconded by Mr. Boudreau the motioned passed unanimously.

OLD BUSINESS

Ms. Schaafsma commented that we did receive a letter of agreement for legal representation with the upcoming contract negotiations. We are working on setting initial dates.

The auditor is almost finished with the yearly fiscal audit. No major problems have been reported.

NEW BUSINESS

We have not received an estimate on the roof repair. In a second conversation with Bennett/Brosseau it appears that we may need more extensive work done. If the dollar amount looks like it would be more than the \$25,000 the project would need to go out for bid. Ms. Schaafsma asked Dr. Tripp to follow-up on the matter.

Ms. Schaafsma reported that every five years a community needs assessment needs to be completed as part of being a certified health department. This is also known as IPLAN (Illinois Plan for Local Assessment of Need). It is a good opportunity to look at the needs in the community and to work on those needs. In the past we have work with Riverside Medical Center and Provena St. Mary's as they also need this information for their not for profit status. This year the United Way is also interested. We will be utilizing the MAPP (Mobilizing for Action through Planning and Partnership) strategic planning process with the Illinois Health Institute. Dr. Jurica, Ms. Schaafsma, and Ms. Jaeger are co-chairs of the committee. The cost may be around \$10-12,000 per entity. Both hospitals are applying for grant funding. The three priorities of the most recent IPLAN were Cancer, Cardiovascular, and STDs. Prior to that Infant Mortality replaced STDs.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Dr. Tripp moved to adjourn at 7:10 p.m. The motion, seconded by Dr. Akintilo, 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