

**Kankakee County Health Department  
Regular Meeting  
July 28, 2011**

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

Members Absent: Dr. L. O'Connor, Dr. J.R. Tripp

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

Others Present:

Dr. Jurica called the meeting to order at 6:32 pm. Ms. Durell motioned to approve the agenda; Mr. Boudreau seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Dr. Akintilo to accept the minutes of the June 16, 2011 Board of Health minutes. Seconded by Ms. Richmond the motion passed unanimously.

**EMPLOYEE INFORMATION**

Bonnie informed the Board of two recent employee anniversaries. Carol Hartman, a Division Office Manager in Client Services, has reached five years of employment. Pedro Gonzalez, Translator, is celebrating his 10 years of employment with KCHD. Dr. Jurica commended these employees for their years of service.

*Client Services*

None.

*Environmental Health*

None.

*Health Promotion*

Bonnie noted that KCHD recently participated in the Back to School fair put on by Catholic Charities and the Chicago Bears Team Smile. The annual event is held at Olivet and provided school kits to almost 1,100 students. The cosmetology school provided free hair cuts. Various agencies displayed information; we provided thermometers and information on immunizations, hygiene, and mosquitoes.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the June 2011 financial reports for approval; the preliminary July 2011 was also provided. IPTIP (Illinois Public Treasurers Investment Pool) holds the only invested monies we have at this time. At the end of June 58.3% of the year, we have received 38.82% of the revenue and allocated 54.14% of the expenses. Mr. McConnell made a motion to approve the June 2011 report. Seconded by Mr. Boudreau the motioned passed unanimously.

Ms. Schaafsma distributed and reviewed a three year grant summary report. In preparation of next years' budget it looks like overall funding is down and expenses will increase. The county is anticipating a 30%

increase for health insurance premiums.

The County Health Rankings 2011 Illinois report was distributed. Ms. Schaafsma noted that it is a tool to use and this information will be considered during the MAPP process.

#### OLD BUSINESS

Ms. Schaafsma thanked Mr. McConnell for his assistance with the roof repair. We have received a check from the insurance claim to repair the front section of the roof, the damage on the HVAC units, the portable sign, ceiling tiles, and a couple of laptops. RGB Architectural Group was contacted to provide a structural assessment. Mr. McConnell reported that all of the contractors agreed that the roof needs to be fixed immediately. In addition, Dean Construction, the contractor that installed the current roof, was contacted and provided an estimate of \$7,200 to make the repairs. Different options for repairs and financing were discussed. Mr. McConnell made a motion to approve Dean Construction to make the immediate repairs. Seconded by Ms. Durell, the motion passed unanimously. Dr. Akintilo made a motion to start the process of replacing the roof. Mr. Boudreau seconded the motion which passed unanimously.

#### NEW BUSINESS

Ms. Schaafsma presented the final audited financial report for fiscal year ending November 30, 2010. As reported earlier in the year, the firm of Smith, Koelling, Dykstra & Ohm, PC completed the audit. There was a positive balance in the amount of \$62,224 after the adjustments were made. There were no significant findings. In addition the report for the OMB Circular A-133 was provided that covered the review of the grant funded programs over \$300,000. One finding noted within the DHS grants was that a time study needed to be completed all of the time, instead of quarterly as was the practice. Ms. Durell motioned to approve year-end financial report. Seconded by Ms. Richmond, the motion passed unanimously.

Ms. Schaafsma provided a union contract re-negotiation update. The next meeting is scheduled for August 15 at 3:00 and possibly again on August 17. We have spoken with our legal counsel and have a presentation ready.

Ms. Schaafsma met with the State's Attorney in regards to the Smoke Free Illinois Act. Mr. Boyd has spoken with several mayors with the idea of pursuing enforcement through the liquor commission as they have the ability to withdraw a liquor license.

The 2010 annual reports were distributed.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 7:42 p.m. The motion, seconded by Mr. McConnell, 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