

**Kankakee County Health Department
Regular Meeting
November 17, 2011**

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

Members Absent:

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

Others Present:

Dr. Jurica called the meeting to order at 6:31 pm. Ms. Durell motioned to approve the agenda; Mr. Boudreau seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. McConnell to accept the minutes of the September 15, 2011 Board of Health minutes as corrected listing Dr. O'Connor as present. Seconded by Dr. O'Connor the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the retirement of Jeanie Edbrooke who took advantage of the County's Early Retirement Incentive. She recently celebrated her 20 year employee anniversary as an RN Case Manager in the Maternal Child Health program.

Client Services

Ms. Boudreau announced that highest number of clients coming to one of our walk-in flu clinics was approximately 260. We have given nearly all of the 800 doses of flu vaccine that were purchased. Staff went to Shapiro twice to vaccinate their employees.

Environmental Health

Ms. Schaafsma discussed the outcome of the 1988 Shell Oil spill in the Limestone area. There were two lawsuits against Shell which led to the extensive amount of water lines to be installed, current wells sealed, and monitoring wells installed to test for MTBE. The County/State's Attorney was to develop an ordinance stating no additional wells be installed in the core area which will be brought to a future County Board meeting for approval. A question has arisen as to whether new wells or sealing of wells used for irrigation only or feeding livestock could be permitted. Shell doesn't want there to be a future opportunity for another lawsuit. There is a concern that drilling a new well could redirect the flow of the aquifer. Mr. McConnell asked what the length of time was before the water rejuvenates itself. Mr. Bevis noted that this is more a question for a Geologist but the substructure might make it difficult to determine. The testing done recently from the monitoring wells has shown results at safe levels.

Health Promotion

None.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the August, September, and October financial reports for approval. At the end of August, 75% of the year, we have received 67.34% of the revenue and allocated 71.04% of the expenses. At the end of September 83.3% of the year, we have received 82.47% of the revenue and allocated 78.35% of the expenses. At the end of October, 91.6% of the year, we have received 88.65% of the revenue and allocated 85.41% of the expenses. Ms. Schaafsma noted that while the revenue looks better it is because we received all of the Local Health Protection money for FY10. Due to the late payment, it was not able to be credited. Expenditures are consistently 3-4% under budget. Cash flow remains the same with approximately \$600,000 in IPTIP. Ms. Schaafsma noted that we have been paid for everything for the last grant year, but have not seen much for this year. Ms. Durell made a motion to approve the August, September, and October financial reports. Seconded by Dr. Akintilo the motioned passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Schaafsma presented the FY2012 budget for approval. It has been turned in to the County as they need to put it up for public display for 14 days. This is a balanced budget and does reflect a 2% salary increase for staff. Ms. Schaafsma noted that there has been some attrition and a few personnel positions have not been filled. For example, Environmental Health is down an inspector but the number of septic and well inspections needed is also down. The phone service has been switched from ATT to Call One for a yearly savings of approximately \$4,000. The cell phone service also switched from Sprint/Nextel to Verizon. Ms. Schaafsma stated that she did not put money in the budget for the roof repair. Perhaps the finance committee could meet and consider moving \$200-250,000 to a separate account for capital improvement. Ms. Schaafsma did note that there are eight management staff that have not had a raise since 12/2008. According to the contract we will "back pay" union staff 2% effective December 1, 2010 which is approximately \$9,500.00. In order to keep parity Dr. Jurica thought it would be logical to compensate management staff; approximately \$20,000. Ms. Schaafsma noted that the budget could handle this amount, but the Board would need to approve it. Mr. McConnell made a motion to approve the 2% increase for management staff effective December 1, 2010.

Ms. Schaafsma presented the four year agreement (2010-2014) between KCHD and AFSCME for approval. The provisions that changed were reviewed and discussed. One of the primary changes was to the sick time policy which will now be similar to the County. Currently the practice is to accrue sick time; this will now change and time will be "dumped in" for both Extended Illness and Sick time in January. At the end of the year, any remaining sick time will be transferred to the Extended Illness bank. Raises for the four years will be 2%, 2%, 2.5% and 2.5%. Dr. Tripp asked if there will be enough revenue to cover these raises. Ms. Schaafsma noted that the first two years are covered and the future is uncertain. Mr. McConnell wondered if there was a provision to open the contract mid-year and there is not. There was an expense for legal counsel and Ms. Schaafsma hopes that next time the State's Attorney will represent us. Ms. Richmond asked about the clothing allowance. Previously it was in the contract as the budget allowed, but it was agreed to keep it out of the contract and abide by a new dress code policy. Ms. Schaafsma thanked Dr. Jurica for his attendance and support at the negotiation meetings, as well as, Ms. Marcotte for her clerical support. Dr. Tripp made a motion to approve the agreement. Mr. Boudreau seconded the motion which passed unanimously.

Ms. Schaafsma presented a few updated policies that most directly related to provision in the contract including Dress Code, Leaves of Absence, Attendance and Punctuality, and Leaves of Absences. Dr. O'Connor motioned to approve these policies; seconded by Mr. Boudreau the motion passed unanimously.

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