

**Kankakee County Health Department
Regular Meeting
September 15, 2011**

Members Present: Mr. W. Boudreau, Dr. J. Jurica, Mr. P. McConnell, Dr. L. O'Connor,
Ms. J. Richmond (*via phone*)

Members Absent: Dr. O. Akintilo, Ms. B. Durell, Dr. J.R. Tripp

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

Others Present:

Dr. Jurica called the meeting to order at 6:30 pm. Mr. Boudreau motioned to approve the agenda; Dr. O'Connor seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. Boudreau to accept the minutes of the July 28, 2011 Board of Health minutes. Seconded by Mr. McConnell the motion passed unanimously.

EMPLOYEE INFORMATION

Bonnie informed the Board of two recent employee anniversaries. Jeanie Edbrooke is celebrating 20 years with KCHD. She is an RN Case Manager in the Maternal Child Health program. Maggie Galloway, a part time Client Service Representative, is congratulated on her 10 year employee anniversary. These staff will be recognized at the next full staff meeting.

Client Services

The walk-in flu clinics will start on September 29 from 9-6. Then clinics will be held every Thursday in October from 9-4. Less flu vaccine was ordered this year, but more could be ordered if needed. In addition, a staff person will be going out to Shapiro on Wednesday mornings to vaccinate those State employees. The flu vaccine will be available at no charge to KCHD employees and their immediate family. Mr. McConnell asked who administers the flu vaccine at the community clinics/pharmacies. Bonnie explained that this can be the pharmacists or maybe an RN. The recent H1N1 outbreak spurred some legislation that looks at the standing orders of who can give immunizations. The health department has always been able to give under the direction of the Medical Director. A new bill was recently signed by the Governor clarifying this legislation which was, in large part, sponsored by IPHA (Illinois Public Health Association). The cost of the flu vaccine this year will be \$25.00. It is usually determined by the Medicare reimbursement rate, in addition to the cost of the vaccine and administration. The health department does not bill private insurance; only Medicare and Medicaid. Some vaccine is provided free through the State's Vaccines for Children program. Dr. Jurica noted that a tech can give a shot with direct supervision of the MD. Bonnie commented that we are giving fewer than in the past due to the number of pharmacies and other practices offering the vaccine. The important objective is that people are getting vaccinated.

Bonnie presented the report from the recent WIC audit. There were a total of three corrective actions. These will be addressed with upcoming staff training.

Environmental Health

Rick Clevenger from Tyson Engineering presented a subdivision proposal for Elk's River Estates. The location is off Highland Road within the Village of Aroma Park. There are 11 lots on approximately 8 acres

which would be an addition to the existing subdivision. Mr. Bevis would recommend approving their proposal for the installation of traditional septic and wells with a condition that lots five and six have specific depths. Mr. McConnell motioned to approve this request. Dr. O'Connor seconded the motion which passed unanimously.

Health Promotion

None.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the July 2011 financial report for approval. At the end of July 66.6% of the year, we have received 62.03% of the revenue and allocated 63.7% of the expenses. Looking at the month actual, \$680,144 was received this month. This includes the first installment of taxes and the total amount from last year's Local Health Protection grant. In addition, some case management money that was behind was received. Ms. Schaafsma is working on next year's budget which will be a reduced amount. Dr. O'Connor asked how other health departments are doing. Ms. Schaafsma commented that most are having to make similar decisions. For example, not filling positions, no raises, four-day work weeks. Some are refusing to renew grant contracts that used to much local dollars. Dr. O'Connor made a motion to approve the July 2011 report. Seconded by Mr. Boudreau the motioned passed unanimously.

OLD BUSINESS

Ms. Schaafsma reported that the repair to the roof has been completed. A work order has been submitted to the country to replace the stained ceiling tiles. The portable sign was also fixed.

NEW BUSINESS

Ms. Schaafsma presented a Project Management Proposal from RGB Architectural Group, Inc. for on projected costs of the bid work for the new roof. Mr. McConnell discussed present situation of the roof and future plans. The roof on the dock also needs to be addressed. Due to the time of the year, Mr. McConnell recommends getting started on the bid process, but holding off the actual roof replacement until next Spring. The fee for services including: schematic design, design development, construction documents, bidding, and contract administration is \$17,220.00 and will be billed monthly based on the percentage of work completed. Mr. McConnell motioned to approve the professional services for management of the roof replacement by RGB Architectural Group; seconded by Dr. O'Connor. 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