

**Kankakee County Health Department
Regular Meeting
April 12, 2012**

Members Present: Mr. W. Boudreau, Ms. B. Durell, Ms. L. Faber, Dr. J. Jurica, Dr. L. O'Connor,
Ms. J. Richmond

Members Absent: Mr. P. McConnell, Dr. O. Akintilo, Dr. J.R. Tripp

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

Others Present: Mr. R. Bohlmann, RGB Architectural Group, Inc

Mr. Boudreau called the meeting to order at 6:34 pm. Ms. Schaafsma added an informational item under New Business - C. Open Meetings Act. Dr. Jurica motioned to approve the agenda as amended; Ms. Durell seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Ms. Faber to accept the minutes of the March 14, 2012 Board of Health minutes. Seconded by Dr. O'Connor the motion passed unanimously.

EMPLOYEE INFORMATION

None.

Client Services

Last month a Back to School inservice was held at KCHD for school nursing personnel and physician's offices. There were approximately 25 attendees and a lot of good interaction. Topics covered included immunizations, head lice, impetigo, TB, and both non-communicable and communicable diseases. Children going into 6th and 9th grade this fall will need to receive a Tdap vaccine.

Environmental Health

None.

Health Promotion

Ms. Schaafsma reported that last week was Public Health Week. This year's theme was "Join the Movement" following Ms. Obama's "Get Moving" agenda. Focus on department staff will be held throughout the month and started with a breakfast last Friday.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the March 2012 financial report for approval. At the end of March, 33% of the year, we have received 34.69% of the revenue and allocated 33.79% of the expenses. The transfer of \$600,000 to the IPTIP investment fund was completed. Ms. Schaafsma spoke briefly with Mr. Bossert about refinancing the bond. Ms. Durell made a motion to approve the March 2012 financial reports. Seconded by Dr. Jurica the motioned passed unanimously.

OLD BUSINESS

Ms. Schaafsma introduced Mr. R. Bohlmann of RGB Architectural Group. Mr. Bohlmann discussed the

upcoming roof replacement project. At this time he has prepared the roof replacement specifications, project manual/drawings, and anticipated schedule. In summary, the entire roof will be taken off down to the metal decking and replaced with a white TPO roof that has a twenty year warranty. Advertisement for bids will be placed in the legal section of The Daily Journal on April 17 and 22, 2012. A mandatory pre-bid meeting will be held on April 24 for those contractors interested in submitting a proposal. The bids are to be submitted to KCHD prior to 2:00 on May 8, 2012 at which time a special Board of Health meeting will be held to publicly open the bids. The bids will be reviewed and a contractor awarded at the May 17, 2012 Board of Health meeting.

NEW BUSINESS

Approval of the two policies will be tabled until the next meeting.

Ms. Schaafsma stated that a new law regarding the Open Meetings Act passed January 1, 2012 requiring all members of boards, and appointed and elected officials to complete electronic training. Information was distributed to board members noting the website of the training. Each board member should submit a copy to us of their certificate of completion. If you would like to come in to the health department and use a computer for the training, please call Kris to set up a date/time.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Ms. Durell moved to adjourn at 7:23 p.m. The motion, seconded by Dr. Jurica, passed unanimously.

Minutes respectfully submitted by,
Mr. Pat McConnell, Secretary

Minutes reviewed by, Ms. Bonnie Schaafsma, RN, BSN, MBA Public Health Administrator

Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator