

**Kankakee County Health Department  
Regular Meeting  
January 26, 2012**

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

Members Absent: Dr. O. Akintilo

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

Others Present:

Ms. Schaafsma introduced Ms. Linda Faber to the Board. She has been appointed to fill the member at large opening left vacant by Mr. Buono. Ms. Faber had previously been on the Board of Health as a County Board representative. Current board members introduced themselves.

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

**PUBLIC COMMENT**

None.

A motion was made by Mr. McConnell to accept the minutes of the November 17, 2011 Board of Health minutes. Seconded by Mr. Boudreau the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the five year employee anniversary of Steve Lamb who is a Sanitarian and Licensed Environmental Health Practitioner in Environmental Health. He will be recognized with a certificate at the next Full Staff meeting.

*Client Services*

Ms. Boudreau shared information about a recent probable TB case. She would like to recognize Kan-Comm and local police and fire departments for their assistance. This client was living in a shelter and difficult to contact, but was eventually located and taken to the hospital. He has since been released. Kankakee County has been considered "high risk" due to the three positive TB cases in 2010. In 2011 there was one active case who was employed at Precisionaire which required additional employees to be tested, including chest x-rays and liver profiles. Approximately 22% required medication. Precisionaire will be reimbursing us for part of this expense. Dr. Jurica asked how long the high risk status would last. There is an annual TB review to determine the status and with the number of positives there is a lot of potential it will stay that way.

Ms. Boudreau noted that we were fortunate to receive a \$7,000 award from the Susan G Koman Foundation, Peoria Affiliate to cover mammograms for women under the age 50.

It was also noted that the immunization program passed a recent review.

*Environmental Health*

Mr. Bevis introduced Mr. Rick Clevenger from Tyson Engineering who is requesting approval of the septic and well proposal for the 2<sup>nd</sup> Addition to Country Springs subdivision. This location is too far to connect to

city sewer and water. Mr. Bevis stated that the boring reports were completed and he would recommend conventional septic and well systems with some conditions regarding the maximum depths of the seepage field per lot due to a high seasonal water table. Dr. Tripp made a motion to approve the septic and well plans for the 2<sup>nd</sup> Addition to Country Springs subdivision. Seconded by Mr. McConnell the motion passed unanimously.

#### *Health Promotion*

None.

#### ADMINISTRATIVE REPORTS

##### *Financial Status*

Ms. Schaafsma presented the November and December financial reports for approval. At the end of November, 100% of the year, we have received 90.85% of the revenue and allocated 94.38% of the expenses. At the end of December 8.3% of the year, we have received 7.87% of the revenue and allocated 9.87% of the expenses. Ms. Schaafsma noted that this is a preliminary report for November which is the end of the fiscal year. Adjustments will be made due to late revenues received in December and January that will be made following the audit. It looks like we will minimally break even or come out a little ahead for FY2011. The December report was the first month of the new fiscal year. Ms. Durell made a motion to approve the November and December financial reports. Seconded by Dr. Tripp the motioned passed unanimously.

An Accounts Receivable summary report for FY 2011-2012 as of January 26, 2012 was distributed. There is approximately \$400,000 in outstanding bills through December. A large amount is for BCCP Clinical Services which is for reimbursement from the State for payments made to providers. A priority list has been created to schedule those who are symptomatic or have abnormal screenings.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Ms. Schaafsma discussed the five year IPLAN (Illinois Project for Local Assessment of Needs) which is utilizing the MAPP (Mobilizing for Action through Planning and Partnerships) process. The Partnership for a Healthy Community was established with Riverside Medical Center, Provena St. Mary's Hospital, and the United Way. This partnership has contracted with the IPHI (Illinois Public Health Institute) to obtain the required statistical data. Ms. Schaafsma is asking for the Board's approval for our portion (1/4) of the contract in the amount of \$12,500. There are four components that IPHI is working on including accumulation of data, assessment of the public health system, a random community survey, and four focus groups including the elderly, teens, Hispanics, and African Americans within Kankakee County. A steering committee will review this information and identify the top three priorities; committees and work groups will then meet to coordinate efforts to improve these outcomes. Mr. Boudreau motioned to approve the joint contract with IPHI in the amount of \$12,500. Seconded by Ms. Faber, the motion passed unanimously.

Ms. Schaafsma noted that is time for the annual fiscal audit and she is asking for approval of the contract from Smith, Koelling, Dykstra, and Ohm. They are the same firm that has completed the audit in the past. The amount is \$10,400 which reflects a \$400 increase to cover the cost for an extra report required for the Department of Human Services. Mr. McConnell motioned to approve the contract; seconded by Ms. Richmond. The motion passed unanimously.

Ms. Schaafsma reminded the Board members that they will be receiving information from the County Clerk's office regarding filing their statement of economic interest. In addition, in order to revalidate our application with Medicare, we need to have Section 6: Ownership Interest and/or Managing Control Information (Individuals) of the application completed by each Board member.

Members received the 2012 Board of Health meeting schedule.

Previously Dr. Jurica appointed Dr. Tripp, Ms. Richmond, and Dr. Akintilo to the nominating committee for Board of Health officers. Their recommendation was Mr. Boudreau for President, Dr. Jurica for Vice-President, and Mr. McConnell for Secretary. Ms. Durell made a motion to approve this slate of officers. Seconded by Ms. Richmond the motion passed unanimously.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Dr. Tripp moved to adjourn at 7:17 p.m. The motion, seconded by Mr. Boudreau, 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