

**Kankakee County Health Department
Regular Meeting
November 15, 2012**

Members Present: Dr. O. Akintilo, Ms. L. Faber, Dr. J. Jurica, Mr. P. McConnell, Ms. J. Richmond

Members Absent: Mr. W. Boudreau, Ms. B. Durell, Dr. L. O'Connor, Dr. J.R. Tripp

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

Others Present:

In Mr. Boudreau's absence, Dr. Jurica called the meeting to order at 6:36 pm. Ms. Faber motioned to approve the agenda; Mr. McConnell seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Dr. Akintilo to accept the minutes of the October 11, 2012 Board of Health minutes. Seconded by Ms. Faber the motion passed unanimously.

EMPLOYEE INFORMATION

None.

Client Services

None.

Environmental Health

None.

Health Promotion

None.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the October 2012 financial report for approval. At the end of October, 91.6% of the year, we have received 90.99% of the revenue and allocated 86.08% of the expenses. Ms. Schaafsma noted that the budget was amended to add \$300,000 to miscellaneous revenue for the roof expense. It is uncertain if the total amount will actually need to be transferred to the checking account. We are waiting for the final approval paperwork in order to make the last payment. Ms. Schaafsma commented that the fiscal year should end with a positive balance. Mr. McConnell motioned to approve the October 2012 financial report. Seconded by Dr. Akintilo the motion passed unanimously.

Ms. Schaafsma presented the FY 2013 budget for approval. It is a balanced budget in the amount of \$2,667,243.00. As in the past, it is difficult to predict the grant income for next year. This budget is based on the current revenue and expenses. Mr. McConnell asked if there would be any about getting paid by the State. Ms. Schaafsma noted that while the state is behind in payments there shouldn't be a reason we wouldn't get paid. The budget does include a 2.5% increase in pay per the AFSCME contract. An additional \$35,000 was added to miscellaneous income in hopes of receiving a grant to provide immunization awareness and education to local Vaccine for Children (VFC) providers. Rent income is the amount Kan-Comm pays for their portion of the building. We pay the bond on the whole amount. Ms. Schaafsma noted that we are not eligible to refinance the bond until 2016. This budget was approved by the County Finance Committee and will be on public display as a

draft for two weeks as part of the entire county budget. Ms. Faber made a motion to approve the FY 2013 budget. Seconded by Dr. Akintilo the motion passed unanimously.

OLD BUSINESS

Work on the roof has been completed. Thanks to Mr. McConnell and his efforts to get the parking lot re-stripped. Next year the parking lot will need some repairs.

NEW BUSINESS

Ms. Schaafsma informed the Board that the County is moving forward with an electronic time clock system. Currently time cards are completed manually. We will be taking advantage of the county's negotiated rate. Cost for the initial set up and biometric clock will be approximately \$4-5,000. Annual cost will be around \$90 for maintenance and \$2 per month per employee. This will streamline the time card process.

Ms. Schaafsma presented the 2011 Annual Report to the Board for approval. Ms. Faber motioned to approve the report. Seconded by Dr. Akintilo the motion passed unanimously.

The IPLAN was approved by the State and we will be recertified as a health department for five years. The plan and supporting documentation is available on our website at www.kankakeehealth.org.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Ms. Faber moved to adjourn at 7:10 p.m. The motion, seconded by Mr. McConnell, 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