

**Kankakee County Health Department  
Regular Meeting  
October 11, 2012**

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Ms. L. Faber, Dr. J. Jurica,  
Mr. P. McConnell, Dr. J.R. Tripp

Members Absent: Ms. B. Durell, Dr. L. O'Connor, Ms. J. Richmond

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

Others Present:

Mr. Boudreau called the meeting to order at 6:36 pm. Ms. Schaafsma added the approval of the May and June 2012 Financial reports to the agenda. Dr. Jurica motioned to approve the agenda; Dr. Akintilo seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Mr. McConnell to accept the minutes of the July 12, 2012 Board of Health minutes. Seconded by Dr. Jurica the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the 10 year employee anniversary of Deb Gaus, Phlebotomist and the five year anniversaries of Dana Pippin, Certifying Health Professional, and Cathy Ebert, Public Health Nurse. They will be provided certificates at the upcoming full staff meeting.

*Client Services*

A review of the DHS Maternal Child Health Programs was completed in July and we passed the two-year recertification. There were some issues with documentation and immunization rates; these have been addressed with staff. There were no findings with the administrative/fiscal review in January.

Walk-in flu clinics have started; today's clinic was held 9-6:00. There will be one more walk-in clinic next Thursday and then we will make appointments. In addition, we have received some free Tdap to provide to clients due to the resurgence of Pertussis.

*Environmental Health*

None.

*Health Promotion*

None.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the May, June, July, August and September 2012 financial reports for review. Bonnie provided an overview of these months. In July we received approximately \$250,000 from the first installment of property taxes; in September we received approximately \$165,000. Outstanding grant funds have improved, but many programs that started in July have yet to pay. To date we have paid about a half of the total cost for the roof project. Revenue received for the Local Health Protection Grant is misleading because last year's money came late in May; we haven't received this year's money. Ms. Schaafsma noted that she is working on the FY13 budget and will present it for approval at the next board meeting. Projected revenue increases include \$20,000 in property taxes and \$35,000 for a new grant from IDPH with the VFC program. Salary increases for staff will be

2.5% in accordance to the contract. Ms. Faber motioned to approve the May through September 2012 financial reports. Seconded by Dr. Akintilo the motion passed unanimously.

#### OLD BUSINESS

Mr. McConnell provided an update to the roof replacement project. There were a few little things to fix including a change order for replacing a vent pipe. There will be a credit for the type of gas line supports that were used. Overall they have done a good job; we are waiting on paperwork so that the final payment can be made.

#### NEW BUSINESS

Ms. Schaafsma presented an overview of the IPLAN/MAPP process. In January of 2011 the Partnership for a Healthy Community was formed. They focused on completing four assessments including: Community Themes and Strengths, Local Public Health Systems, Community Health Status, and Forces of Change. The three priorities identified are (1) Access to Care, (2) Mental health, and (3) Risk Factors for Chronic Disease (obesity, smoking). Mrs. Schaafsma reviewed the plan as written, and also reviewed the results of the Public Health System Assessment which serves as the required internal review. Dr. Jurica commented that it was a very logical and formal process. The committees are actively working on these priorities. Mr. McConnell motioned to approve the Kankakee County Health Department IPLAN; seconded by Dr. Tripp. The motion passed unanimously.

Mr. McConnell is working getting the parking lot re-stripped before winter.

Ms. Schaafsma reported that with the possibility of new legislation (Dream Act) regarding immigration we have seen an increase in requests for a client's complete medical record. Ms. Schaafsma stated that we will be charging \$10.00 for these records. This does not include a simple immunization/lab record.

Ms. Schaafsma presented an updated Fiscal Policy for approval. During a recent audit it was noted that a purchase order was needed for all expenses. The policy was updated so that a purchase order is not required for ongoing and pre-approved contractual expenses (IE utilities, lawn care). In addition, a change was made from quarterly to monthly billing for many of our grants. Mileage expenses are now due by the 5<sup>th</sup> of the month in order to complete the billing on time. Dr. Jurica motioned to pass the updated Fiscal Policy. Seconded by Dr. Tripp, the motion passed unanimously.

Ms. Schaafsma announced that it was time to appoint a nominating committee for the election of officers for the next year. As done in the past, the Board agreed to act as a committee of the whole to retain the current officers. Mr. McConnell motioned to approve the nomination. Dr. Tripp seconded the motion which passed unanimously.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

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