

**Kankakee County Health Department  
Regular Meeting  
February 21, 2013**

Members Present: Dr. O. Akintilo, Ms. B. Durell, Dr. J. Jurica, Mr. P. McConnell, Ms. J. Richmond,  
Dr. J.R. Tripp

Members Absent: Mr. W. Boudreau, Ms. L. Faber, Dr. L. O'Connor

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. Durell 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 November 15, 2012 Board of Health minutes. Seconded by Dr. Tripp the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the five year employee anniversary of Rachel Yeast, Division Office Manager in Maternal Child Health.

There are currently two open Registered Nurse positions. One, part-time RN Case Manager in the Illinois Breast and Cervical Cancer program and a full-time Public Health Nurse for the Infectious Disease program. We received a new grant for Vaccines for Children (VFC) outreach and education in physician offices.

*Client Services*

KCHD will be sponsoring a Healthy Children conference for school nurses and physician office personnel. Topics will include immunization, infectious disease, bed bugs, etc. Approximately 50 people have registered to attend.

*Environmental Health*

None.

*Health Promotion*

None.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the November 2012, December 2012, and January 2013 financial reports for approval. At the end of November, 100% of the year, we have received 105.61% of the revenue and allocated 99.49% of the expenses. At the end of December 2012, 8.3% of the year, we have received (8.99%) of the revenue and allocated 8% of the expenses. At the end of January 2013, 16.6% of the year, we have received 7.56% of the revenue and allocated 15.98% of the expenses. Ms. Schaafsma noted it looks like FY12 will end with a positive fund balance. There will still be some income that will be adjusted to last year, but some (IE September-December FCM grant money) will not because it was so late. The invested funds are approximately 1.2 million; this includes replacing the \$600,000 that was used. It appears that federal grant money, which was once received timely, is now being paid later. Ms. Schaafsma commented that the December is the first month of the new fiscal year. This report

shows some negative percentages due to moving money to the correct month. Expenses are staying in line. Some grant applications have been received; but we are not sure overall what revenue to expect. Currently there is approximately \$353,000 in outstanding revenue. Dr. Akintilo motioned to approve the November and December 2012, and the January 2013 financial reports. Seconded by Dr. Tripp the motion passed unanimously.

Ms. Schaafsma informed the Board of an increase to the clinic fee schedule due to the increased cost of vaccine. In addition, the cost of administering the vaccine was increased from \$10.00 to \$12.00. TB testing will increase from \$10 to \$15 for a one-step and \$15 to \$20 for a two-step.

#### OLD BUSINESS

Ms. Schaafsma noted that maintaining the HVAC units are costly. Heating the offices with outside walls is difficult in the winter.

An automatic door opener was provided and installed on the Administration/Environmental Health entrance through a grant with the county clerk's office. This will provide a handicap accessible entrance during elections. KCHD has agreed to remain a polling center for as long as necessary.

#### NEW BUSINESS

Ms. Schaafsma presented the contract in the amount of \$10,700 with Smith, Koelling, Dykstra, and Ohm for approval. This is the firm that has completed our financial audits in the past. Dr. Akintilo motioned to approve the contract; seconded by Ms. Durell. The motion passed unanimously.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Dr. Tripp moved to adjourn at 6:58 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