

**Kankakee County Health Department
Regular Meeting
November 14, 2013**

Members Present: Dr. O. Akintilo, Dr. R. Hess, Dr. J. Jurica, Mr. P. McConnell

Members Absent: Mr. W. Boudreau, Ms. J. Richmond, Dr. S. Wu

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

Others Present:

Dr. Jurica called the meeting to order at 6:41 pm. Mr. McConnell motioned to approve the agenda; Mr. Hess seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. Hess to accept the minutes of the October 17, 2013 Board of Health minutes. Seconded by Mr. McConnell the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the recent employment of two new nurses. Jeana Boswell will be working part time as an RN Case Manager in the HealthWorks program. This position was previously held by Laura Sztuba who accepted the Community Outreach and Planning Coordinator position. Kristen Dozier accepted the full time position as a Public Health Nurse. Beginning salary for nurses is \$20.00 per hour as stated in the AFSCME union contract.

Client Services

As requested at the last Board of Health meeting, Ms. Schaafsma distributed and reviewed the response to the recent WIC review.

Environmental Health

None.

Health Promotion

Ms. Schaafsma reported that approximately 40 clients have been assisted with signing up for the new health insurance choices through the In Person Counselor (IPC) grant. Staff will also be going off-site to assist the public at various locations including Duane Dean, Riverside and Provena St. Mary's.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the October 2013 financial report for approval. At the end of October 2013, 91.6% of the year, we have received 92.93% of the revenue and allocated 93.46% of the expenses. Dr. Akintilo motioned to approve the October 2013 financial reports. Seconded by Mr. McConnell the motion passed unanimously. In addition, a revenue report was distributed noting the budgeted/actual amounts for 2012 and budgeted amounts for 2013 and 2014. A detailed list of all grants received for the last three years was also distributed. Ms. Schaafsma presented the 2014 draft budget for approval. This is a balanced budget and includes a 2.5% raise for all staff. Dr. Akintilo motioned to approve the budget; seconded by Mr. McConnell. The motion passed unanimously. Changes for this year include an increase in WIC funding and the addition of the IPC grant. Grants that were not renewed include Emergency Preparedness and Vision and Hearing.

OLD BUSINESS

Ms. Schaafsma reported that the parking lot work is finished. The additional exhaust fan in the computer/med room and a new air intake in the janitor's room have been installed.

NEW BUSINESS

Mr. McConnell has looked into the fact that many offices are cold in the winter, especially those with windows. Our maintenance man has re-caulked windows as needed. One suggestion was to move the heat diffuser from the center of the room to above the window; this was completed in one office. Another suggestion was to install thermal drapes which Bonnie will look into.

Ms. Schaafsma reported that a nominating committee needs to be selected to create a slate of officer's for the next year.

Ms. Schaafsma noted that costs for email encryption, archiving, and hosting programs are being reviewed. One option is to have Microsoft provide everything, another is to use separate vendors for encryption and archiving while continuing to manage our own email server. The cost is approximately \$5,000 per year. A proposal will be brought to a future board meeting for approval.

At the August Board of Health meeting, Ms. Schaafsma presented an employee's request to have her auto insurance deductible reimbursed due to an accident while traveling to a home visit. At the time it was the Board's decision to deny the request. This employee is asking for a letter stating the position of the Board. As it is not in policy, it was the consensus of the Board to hold to the previous decision. It was also the consensus of the Board that the development of such a policy is not recommended at this time. Ms. Schaafsma will provide the response for the employee on behalf of the Board.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Ms. Richmond moved to adjourn at 7:00 p.m. The motion, seconded by Dr. Hess, 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