

**Kankakee County Health Department  
Regular Meeting  
October 17, 2013**

Members Present: Dr. R. Hess, Dr. J. Jurica, Mr. P. McConnell, Ms. J. Richmond

Members Absent: Dr. O. Akintilo, Mr. W. Boudreau, Dr. S. Wu

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

Others Present: Ms. Deanna Schroeder

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

**PUBLIC COMMENT**

None.

A motion was made by Ms. Richmond to accept the minutes of the August 15, 2013 Board of Health minutes. Seconded by Dr. Hess the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis reported that funding from the In-Person Counselor (IPC) grant provided the ability to hire two part time contractual employees, Sonja Gammon and Brenda Vazquez. They will be assisting the public with signing up for the new health insurance plans available under the Affordable Care Act. Laura Sztuba, a current employee, was promoted to the management position of Community Outreach and Planning Coordinator and will serve as the IPC Project Manager. Dr. Hess asked if the budget needed to be amended to include this additional funding. Mr. Bevis noted that it appears in the draft FY2014 budget.

*Client Services*

Ms. Boudreau presented the WIC review. There were five corrective actions which are due October 31. Caseload should be at 90%; we range between 84-87%. This is an issue statewide and might be due to the availability of the link card. WIC would like to see the intake staff promoting breastfeeding. While we want them to be knowledgeable, we do not want them to spend a lot of time with questions, but to direct them to the appropriate resource. There were some oversights during intake and certifications that will be addressed with training. Dr. Jurica asked that the corrective action plan be presented at the next meeting.

*Environmental Health*

Mr. Bevis reported that Monday was the last day to submit birds for West Nile Virus (WNV) testing. This year we had positive mosquitoes, birds, and one human case. This is not surprising as we know it is in the area; education will be continued.

*Health Promotion*

None.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Mr. Bevis presented the July, August, and September 2013 financial reports for approval. At the end of July 2013, 66.6% of the year, we have received 65.53% of the revenue and allocated 68.44% of the expenses. At the end of August 2013, 75% of the year, we have received 72.76% of the revenue and allocated 76.62% of the

expenses. At the end of September 2013, 83.3% of the year, we have received 81.47% of the revenue and allocated 85.22% of the expenses. Mr. Bevis noted that Local Health Protection and Family Case Management grant monies are due. Dr. McConnell motioned to approve the July, August, and September 2013 financial reports. Seconded by Dr. Hess the motion passed unanimously.

The draft budget for FY2014 was distributed for review and will be brought to the November Board meeting for approval.

#### OLD BUSINESS

Mr. Bevis noted that the parking lot repair/resurfacing went well and is completed. Mr. McConnell stated that the county has agreed to provide maintenance on the HVAC units for almost half the price of the previous company.

#### NEW BUSINESS

An updated list of Board of Health members was distributed along with a calendar of the 2014 board meetings. Currently there are two openings for members at large. Mr. Bossert is aware of this and has some ideas.

Mr. Bevis presented an estimate from S&S Heating to provide labor and material to install a new exhaust fan in the computer room. Mr. McConnell explained that the current fan isn't sufficient and should be exhausted through the roof. Roofing of the new curb would be completed by Langlois Roofing for under \$500.00. Mr. McConnell made a motion to approve the estimate from S&S in the amount of \$3,425. Seconded by Ms. Richmond, the motion passed unanimously.

#### 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