

**Kankakee County Health Department  
Regular Meeting  
September 11, 2014**

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Dr. R. Hess, Dr. J. Jurica, Ms. S. Lockman-Crawford,  
Mr. P. McConnell, Ms. J. Richmond, Dr. S. Wu

Members Absent:

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

Others Present:

Dr. Jurica called the meeting to order at 6:34 pm. Dr. Akintilo motioned to approve the agenda; Dr. Hess seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Mr. McConnell to accept the minutes of the July 17, 2014 Board of Health minutes. Seconded by Mr. Boudreau the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the ten year employee anniversary of Paula Sparenberg, RN Case Manager. In addition, Laura Halbach, a Nutritionist in the WIC Program, will be retiring this Friday.

*Client Services*

Ms. Schaafsma reported that walk-in flu clinics will be starting on Thursdays in October. We ordered less this year due to the increased number of places that the public can get the vaccine. There will be 200 doses of high dose vaccine available for those 65 and older. Due to the Affordable Care Act, we might see more adults with Medicaid or health insurance. Due to the storage requirements, some providers might be withdrawing from the VFC program which would increase our numbers. Our vaccine storage is monitored by the alarm system.

*Health Promotion/Community Outreach and Planning*

Ms. Schaafsma noted that have received a new grant, Reality Illinois. We will be contracting with an adult advisor who will lead a teen (ages 13-18) advisory panel. They will be focusing on tobacco prevention policies in Kankakee County.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Ms. Schaafsma presented the July and August 2014 financial reports for approval. At the end of July 2014, 66.6% of the year, we have received 58.25% of the revenue and allocated 65.88% of the expenses. At the end of August 2014, 75% of the year, we have received 61.9% of the revenue and allocated 73.93% of the expenses. Mr. Boudreau motioned to approve the financial reports. Seconded by Ms. Lockman-Crawford the motion passed unanimously. Ms. Schaafsma noted that as usual we are behind in revenue but are keeping in line with expenses. We have received half of the property tax to date.

A three year grant list was distributed including the FY 2015 grant information. Ms. Schaafsma submitted the FY2015 draft budget for approval. The county board has posted their budget on display for the public and ours needs to be included. Ms. Schaafsma noted that the revenue is accurate and conservative. It can be difficult to determine what future grant funding will be. The county has been successful in keeping insurance costs down. Ms. Schaafsma reviewed some of the line items in detail. This year the State will be transitioning the Cornerstone Program to a V-Stone (internet based) and will no longer be maintaining the computer equipment. Programs that are not entirely grant

funded include Environmental Health, Administration, and Clinic Services. Salaries are the priority when writing the budget for a grant. Dr. Hess motioned to approve the FY2015 balanced budget in the amount of \$2,683,273.00. Seconded by Ms. Richmond the motion passed unanimously.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Ms. Schaafsma reminded Board members to complete their Open Meetings Act online training if they haven't already done so.

#### EXECUTIVE SESSION

On a motion made by Mr. Boudreau, seconded by Dr. Akintilo, and approved unanimously the Board moved into Executive Session at 7:08 p.m. to discuss personnel issues. The Board returned to regular session at 7:38 p.m.

#### ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 7:39 p.m. The motion, seconded by Dr. Hess, passed unanimously.

Minutes respectfully submitted by,  
Dr. Richard Hess, DDS, Secretary

Minutes reviewed by, Ms. Bonnie Schaafsma, RN, BSN, MBA Public Health Administrator  
Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator