

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

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

Members Absent: Dr. O. Akintilo, Dr. S. Wu, Ms. S. Crawford-Willis

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

Others Present:

Dr. Jurica called the meeting to order at 6:35 pm. Mr. McConnell motioned to approve the agenda; Mr. Boudreau seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Dr. Hess to accept the minutes of the September 11, 2014 Board of Health minutes. Seconded by Ms. Richmond the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the five year employee anniversaries of Laura Sztuba and Kathleen Arrington, Public Health Nurse. Ms. Sztuba recently received her Master's in Advanced Community Health Nursing. She moved from the position of Community Outreach and Planning to Chronic and Communicable Disease Coordinator following the retirement of Pam Boudreau. Also announced was the 10 year employee anniversary of Bryan Kennedy, Sanitarian. Two temporary contractual employees were hired. Ronnesha Addison has been working as an In Person Counselor assisting clients with the health insurance enrollment. Melissa Guzman is working on scheduling the back log of bilingual clients in the Breast and Cervical Cancer program.

**CLIENT SERVICES**

Ms. Sztuba provided a Flu update. To date, we have given approximately 380 out of 400 private doses for those age three and up. We used all 200 high dose flu vaccine for those age 65 and up. Under the VFC (Vaccines for Children) program we have given 28 doses to those 6 months – 3 years, 26 doses to those 3 years and up, and 25 doses of Flu Mist. Staff will be going to Pembroke School to give flu vaccine to students and staff.

World Aids Day was December 1 and a walk-in clinic was held the first week December where we provided 8 rapid HIV tests.

There have been no positive Ebola cases in Illinois. Phone conferences with the State and local agencies continue. Yesterday, St Mary's held a drill in which we participated. Most hospitals are "suspect centers" and with probable cause a patient would be transferred to one of the four hospitals that have been designated Ebola treatment centers. Ms. Schaafsma stated that the airports have been screening travelers from specific

areas. Those who are at “low risk” are self-monitoring for symptoms for 21 days.

*Environmental Health*

None.

*Health Promotion/Community Outreach and Planning*

None.

ADMINISTRATIVE REPORTS

*Financial Status*

Ms. Schaafsma presented the September, October, and November 2014 financial reports for approval. At the end of September, 2014, 83.3% of the year, we have received 70.82% of the revenue and allocated 80.07% of the expenses. At the end of October 2014, 91.6% of the year, we have received 73.67% of the revenue and allocated 89.3% of the expenses. A draft, unaudited copy of the November financial report was provided. At the end of November 2014, 100% of the year, we have received 86.39% of the revenue and allocated 95.98% of the expenses. Dr. Hess motioned to approve the financial reports. Seconded by Mr. Boudreau the motion passed unanimously.

Ms. Schaafsma noted that we are keeping to the budget with expenses, but continue to be behind in revenue due to the lack of grant payments. An Accounts Receivable report was distributed showing \$343,253 in outstanding monies through 11/30/2014. November appears to be \$263,000 in the red but if we would receive all of the expected revenue we could end the year with a positive balance around \$80,000. Any grant revenue received before January 31, 2015 can be credited to the FY2014 fiscal year.

Ms. Schaafsma reported that in 2011 some changes were made to staff who processed payroll. During this time, payroll taxes were paid, but the data entry field for the quarter was not updated to denote the correct period. This led to payments being applied all to one quarter instead of being applied to the subsequent quarters. The issue was corrected as soon as the mistake was noted but the IRS still noted an underpayment of \$34,000 including penalties and assessed a levy to our bank account. The paperwork has been submitted to abate the penalties and we are awaiting resolution.

A DHS audit was held this week. We were able to prepare materials ahead of time as requested and provided all of the fiscal and personnel information needed.

Ms. Schaafsma presented the FY2015 budget for formal approval. After discussion, Mr. Boudreau motioned to approve the budget as submitted. Ms. Richmond seconded the motion which passed unanimously.

Ms. Schaafsma asked the Board to approve the agreement with Smith, Koelling, Dykstra and Ohm to complete the 2014 fiscal audit. The amount increased \$400 from last year for a total not to exceed \$11,300. Mr. McConnell made a motion to approve the agreement. Seconded by Mr. Boudreau, 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.

It has been the practice of the Board to retain the same slate of officers for two years. Mr. McConnell

motioned to approve Dr. John Jurica as President, Mr. McConnell as Vice-President, and Dr. Richard Hess as Secretary for a second term. The motion was seconded by Ms. Richmond and passed unanimously.

EXECUTIVE SESSION

On a motion made by Dr. Hess, seconded by Mr. Boudreau, and approved unanimously the Board moved into Executive Session at 7:07 p.m. to discuss legal issues. The Board returned to regular session at 7:15 p.m.

ADJOURNMENT

There being no further business before the Board, Dr. Hess moved to adjourn at 7:16 p.m. The motion, seconded by Mr. Boudreau, 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