

**Kankakee County Health Department  
Regular Meeting  
March 13, 2014**

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

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

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

Others Present:

Dr. Jurica called the meeting to order at 6:36 pm. Mr. McConnell motioned to approve the agenda; Dr. Hess seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Dr. Wu to accept the minutes of the December 12, 2013 Board of Health minutes. Seconded by Ms. Richmond the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma announced the five year employee anniversaries of Amber German, RN Case Manager, and Glynis Cailteux, MCH Coordinator both in the Maternal Child Health program. Also announced was the ten year anniversary of Linda McKay, Client Service Representative and the fifteen year anniversary of Diane Cinnamon, RN Case Manager. New employees include Betty Bacskai, Client Service Representative, and Deborah Kooy, RN Case Manager. These positions were filled due to a recent retirement and a change from full-time to part-time status.

*Client Services*

Information was shared with the Board regarding the recent Child Health Conference that was held at KCC. Mr. Boudreau commented that attendance wasn't what they hoped for but that the presenters were very informative. The target group was pediatric and general practice physician offices and school nurses. Dr. Hess asked that the dental offices be invited next year, in addition to Board members. There were several vendor tables that helped sponsor the event. The committee of health department staff did a great job.

*Environmental Health*

None.

*Health Promotion/Community Outreach and Planning*

Ms. Schaafsma provided an update on the In Person Counselor program which is going very well. IPC staff have provided assistance with enrollment to approximately 400 clients. Most have been eligible for adult Medicaid. Unfortunately due to the increase in Medicaid enrollment there has been a delay with approving medical cards for pregnant clients. Focus recently has been to outreach in the county. The public can apply online themselves. Medicaid enrollment will continue throughout the year, but the deadline for the Marketplace is March 31, 2014.

Ms. Schaafsma recently attended a forum on Heroin use/abuse in the county. The forum was held at the Bradley Bourbonnais Community High School. Members of the panel included local ER physicians, EMT personnel, Sheriff, coroner, and members of the judicial system. They all discussed the seriousness of the issue

and the increase in use in the county. One of our IPLAN/MAPP work groups is addressing violence and substance abuse. We have not seen an impact yet on the clients seen here in our programs.

Ms. Richmond asked about the “super lice” bug that are resistant to over the counter treatments. Ms. Boudreau hasn’t seen incidents of them in Kankakee County. She noted that the CDC does not recommend a child be sent home because lice do not carry disease. Schools no longer need to have a “no nit policy”.

#### ADMINISTRATIVE REPORTS

##### *Financial Status*

Ms. Schaafsma presented the December 2013, January and February 2014 financial reports for approval. At the end of December 2013, 8.3% of the year, we have received 6.8% of the revenue and allocated 8.32% of the expenses. At the end of January 2014, 16.6% of the year, we have received 8.45% of the revenue and allocated 15.96% of the expenses. At the end of February 2014, 25% of the year, we have received 11.24% of the revenue and allocated 24.01% of the expenses. Ms. Schaafsma noted that expenses are in-line with the budget, but as usual revenue is behind. Dr. Hess motioned to approve the financial reports. Seconded by Dr. Wu the motion passed unanimously. An accounts receivable report was distributed detailing the approximate \$400,000 in outstanding revenue due from the State. Unlike the county’s situation, we are behind monies that are contracted through grants. Ms. Schaafsma discussed several unexpected bills due to snow removal, generator and HVAC unit repairs. Ms. Schaafsma confirmed for Dr. Hess, that expenses for snow removal are listed under outside contracting. Ms. Richmond asked if there have been any employee injuries due to the weather; none have been reported. Although, there have been three weather related car accidents. On January 25, staff reported an electrical smell in the clinic area. The fire department was called, but they couldn’t find anything. Earlier there were several power surges to the building due to a transformer problem down the street. Neither of the two generators (one for Kan-Comm) started; perhaps due to the extreme cold. Mr. McGovern from Kan-Comm was able to manually start the generators. County maintenance checked out the HVAC unit and confirmed that it wasn’t damaged. Staff were sent home with pay around 11:00 am for the remainder of the day.

Ms. Schaafsma provided a budget update regarding the county. As you may have read in the paper, the county is facing a severe financial situation. While the health department does not receive general revenue money from the county we do receive property tax revenue (3%) as stipulated in the resolution of the County Board voted in place in December 1985 and which used to be considered the TB tax. Ms. Schaafsma explained that in 2009 we laid off employees due to a lack of revenue and did not ask the county for additional funding. We have always tried to operate within our budget and using our reserve monies when necessary. Ms. Schaafsma noted that we pay for our employee’s health insurance and our own fiscal audit. The County does pay our IMRF and reimburses us approximately \$60,000 in FICA. It was also noted that we have had one of the lowest wage increases of the union contracts. Mr. McConnell recommends keeping things status quo and voiced the importance of having monies in reserve. Dr. Jurica asked about the cash on hand ratio for the health department. When figured in the past, we have enough cash in the checking account to pay expenses for approximately three months.

#### OLD BUSINESS

Ms. Schaafsma informed the Board of the recent generator issues. Annual maintenance costs with Patten Power Systems are \$1,800-2,000 per year. Shortly after the power surges the weekly test of the generator was failing. Initially a new jacket heater was installed, but that did not solve the problem. A new map sensor was installed, but the problem continued. Another technician was called in and repaired a loose wire. Patten is also suggesting flushing the coolant system for \$11,000. Mr. McConnell will follow-up.

Keast Electric recently added another circuit breaker to move the large vaccine refrigerator from the back storeroom to the med room in the clinic.

NEW BUSINESS

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. McConnell moved to adjourn at 7:30 p.m. The motion, seconded by Ms. Richmond, 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