

**Kankakee County Health Department
Regular Meeting
December 3, 2015**

Members Present: Dr. O. Akintilo, Mr. W. Boudreau, Dr. J. Jurica, Mr. P. McConnell,
Ms. J. Richmond, Dr. S. Wu

Members Absent: Dr. R. Hess, 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 6:33 pm. Mr. McConnell motioned to approve the agenda; Ms. Richmond seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Mr. McConnell to accept the minutes of the December 3, 2015 Board of Health minutes. Seconded by Dr. Akintilo the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the 10 year employee anniversary of Cindi Wilcox-Clyden, Client Service Representative. Betty Bacskai, part time Client Service Representative submitted her resignation.

DIVISION REPORTS

Client Services

Ms. Schaafsma informed the board of the decision to terminate the Illinois Breast and Cervical Cancer contract. Within the scope of this grant, the health department provided payment to medical providers for the clients' screenings. This was a significant cash outlay per month (up to \$30,000) with the majority of clients living in Will County. A thirty day notice was given to end the grant November 30, 2015. The VNA of Aurora will take on the grant and the client records have been transferred to them. Due to attrition, there was one employee left in this program and she has accepted a Client Service Representative position.

Flu vaccine is still available. A walk-in flu clinic will be held on December 17 from 9-4:00 pm.

Environmental Health

Mr. Bevis noted that at the last meeting, the Board approved the EH program fee schedule. This was also approved at the December County Board meeting.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma stated that we are getting paid for the CDASH (Chronic Disease and School Health) grant. One of the objectives of this grant is to look at the menu items of daycare centers and hospitals.

We have not been paid by the State for the Teen Pregnancy Prevention (TPP) or Illinois Tobacco Free Communities grants. Because of the lack of TPP funding, Ms. Schaafsma noted that the Teen Conference will be put on hold for next year. Some headway has been made with enforcing the “no smoking” rules in public establishments. We have been working with the mayors who are responsible for issuing liquor licenses. If facilities are not in compliance with the law, they could have to forfeit their liquor license.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the September and October 2015 financial reports for approval. At the end of September, 83.3% of the year, we have received 72.71% of the revenue and allocated 80.09% of the expenses. At the end of October 2015, 91.6% of the year, we have received 75.63% of the revenue and allocated 89.26% of the expenses. Ms. Schaafsma noted that we have been running 10-15% behind in revenue because we have not been paid since July 1, 2015 for any State funded grants. We are receiving some money from our federal grants (WIC, Emergency Preparedness, CDASH), Environmental Health food license fees, and property tax revenue. Our monthly expenses are approximately \$200,000. Dr. Wu motioned to approve the financial reports. Seconded by Ms. Richmond the motion passed unanimously. A preliminary November 2015 financial report was also submitted for review.

Ms. Schaafsma shared information regarding the lack of a State budget and the effect on the health department. Almost 90% of the State budget has been appropriated for essential services. Much of the 10% that is left includes local health departments, mental health, social services, etc. The intent of the State is to pay back to July 1 the executed contracts that we have, but we are hearing that this might not happen. An 18 month contract covering January – June 2017 has been discussed, as well as, approving a budget that has cuts. Ms. Schaafsma stated that she is looking at all expenses and recently cut back on the cleaning services. The largest State grant is Family Case Management which is currently integrated with the WIC program. Other grants of concern are Local Health Protection, Teen Pregnancy, and Tobacco. In order to be a certified health department, we need to manage food, sewer, water, and infectious disease within the county. Ms. Schaafsma discussed staffing if these grants were cut or not funded. At a previous staff meeting, she informed employees of the financial situation and asked if any employees were considering retiring to let her know. Choices other health departments have made include going to a 4-day week, suspending services, lay-offs, etc. The biggest question is whether or not we will be reimbursed. Mr. McConnell agrees that we probably won't be paid. Dr. Jurica is concerned about running such a large deficit. Ms. Schaafsma, in addition to the members of the Board, agree that we still need to be good stewards of the money in reserve. Mr. McConnell motioned to cut programs as necessary keeping approximately \$750,000 in reserve. Seconded by Dr. Akintilo, the motion passed. Dr. Wu would like to see a solid proposal that would lower the monthly deficit to \$50,000. Ms. Schaafsma noted that the budget may need to be amended. Dr. Jurica asked if there were other sources of revenue. It is hoped that additional money will be available due to billing private insurances for services.

Ms. Schaafsma discussed the changes to the Medicaid system in regards to Managed Care Organizations (MCO). This has caused some problems with clients in our area being assigned to an MCO that does not have participating physicians within Kankakee County. There are multiple MCOs who we need to become credentialed with as a provider; this is often difficult to do as we not fit the traditional provider role. The Illinois Public Health Association (IPHA) and the Illinois Association of Public Health Administrator (IAPHA) organized a meeting with HFS, the MCOs and health department administrators

who are participating in the immunization billing project. This was in an effort to speed up the process of credentialing health departments as providers and to inform them of the value of our services. As we are already seeing many of their clients, we might be able to help them meet their care coordination guidelines.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Schaafsma presented a letter of engagement from Smith, Koelling, Dykstra, and Ohm (SKDO) to complete the external financial audit this year. The fee will not exceed \$11,650 which is approximately \$300 more than last year. Work should be in January and will be completed no later than April. Dr. Akintilo motioned to approve SKDO to complete the audit. Mr. Boudreau seconded the motion which passed unanimously.

Ms. Schaafsma noted that a slate of officers for 2016 needs to be presented for approval at the January 2016 meeting. Last year a committee of the whole nominated the current officers to serve another term. Serving two consecutive years is the limit and a new slate is necessary. Dr. Jurica, Ms. Richmond, and Dr. Akintilo agreed to be on the nominating committee. It was also noted that there is an open position on the Board. Mr. Boudreau will be out of town for several months. He could attend via phone, but could not place an official vote.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 7:33 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