

**Kankakee County Health Department
Regular Meeting
June 18, 2015**

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

Members Absent:

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

Others Present:

Dr. Jurica called the meeting to order at 6:41 pm. Ms. Richmond 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 March 12, 2015 Board of Health minutes. Seconded by Dr. Akintilo the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma informed the Board that a current employee, Linda McKay, recently passed away after a brave battle with cancer. She was a steward with AFSCME and her work at KCHD was appreciated.

DIVISION REPORTS

Client Services

As part of the WIC program, clients are allowed two sets of Farmer's Market vouchers (\$9.00 and \$15.00 value). This year we were part of a pilot project and distributed approximately 65% of the first set at the downtown Kankakee Farmer's Market. These vouchers can only be used for fresh fruits and vegetables and expire June 30. In August, KCHD will host a Farmer's Market on site and distribute the second set of vouchers. The University of Illinois Extension office will be here providing food/cooking demonstrations.

Environmental Health

Environmental Health has been keeping an eye of the area flooding. So far, no food establishments have been jeopardized other than getting to one place in Aroma Park. They have been receiving phone calls regarding wells and septic system. Information will be posted on our website. KCHD can take water samples for testing and provide education on chlorinated wells.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma announced that although the In Person Counselor grant came to an end on June 15, we will continue to provide assistance to those who wish to apply for Medicaid. Those interested, or who qualify for the Marketplace, can be referred to another agencies that can help.

The Annual Teen Conference was held May 12 at Olivet Nazarene University where approximately 500 8th and 9th graders listened to a keynote speaker and attended breakout sessions on a variety of topics.

KCHD received a new federally funded grant (Chronic Disease and School Health or CDASH) from January to June in the amount of \$90,000. We were one of six counties that qualified. Part of this grant will gather data regarding obesity and diabetes and work with schools and hospitals implementing improvements. Because of the late start, it is anticipated that this grant will be auto-renewed for next year and monies will be carried over as a no cost extension. Ms. Schaafsma is looking at filling a Health Education Coordinator position to assist with this grant. The Board asked if the County's hiring freeze would apply to us. The county Board has appointed a Committee of Five to look at the County's fiscal situation. We have not received specific direction.

ADMINISTRATIVE REPORTS

Ms. Schaafsma explained the county's budget and critical financial status. In part, KCHD does not receive general revenue money but rather a percentage of the property tax as established by a resolution of the County Board in 1985. It is the duty of the County Board to appoint a Board of Health. The members have served well managing the health department in regards to building maintenance, supplies, policies, and employees, etc. The health department has its own budget which is approved by the County Board and cannot be used for another department. Ms. Schaafsma noted that she has never asked the County for additional funding even in hard times. At one time the health department had a three million dollar budget and approximately sixty employees. In 2009 there was a cash flow concern and staff were laid off. We have operated conservatively and in the past have been able to save. If there was an outbreak (IE TB) we would need to utilize reserve monies.

Ms. Schaafsma noted that the other local AFSCME contract in the Circuit Clerk's office was not passed by the County Board in May 2015. They proposed salary increases between 2-2.5% and the County wanted 0% raises. Ms. Schaafsma met with the Committee of Five and pointed out how KCHD is different from other county departments stressing that we pay our share of insurance, rent, audit, maintenance, etc. The County is currently reimbursing KCHD approximately \$60,000 per year for FICA; we will no longer seek this reimbursement. As there was a union negotiation meeting that night, Ms. Schaafsma asked for their support of our AFSCME contract including a 2% raise across four years.

Financial Status

Ms. Schaafsma presented the March, April, and May 2015 financial reports for approval. At the end of March 2015, 33.3% of the year, we have received 20.36% of the revenue and allocated 31.05% of the expenses. At the end of April 2015, 41.67% of the year, we have received 29.93% of the revenue and allocated 39.10% of the expenses. At the end of May 2015, 50% of the year, we have received 36.23% of the revenue and allocated 49.20 of the expenses. Dr. Hess motioned to approve the financial reports. Seconded by Dr. Akintilo the motion passed unanimously. An accounts receivable report was also presented and discussed. Dr. Wu asked about the ability to pay the bills with a \$300,000 plus deficit. Ms. Schaafsma replied that there is cash on hand in the checking account. There is a concern for the decreased grant funding. The IBCCP grant was reduced as there isn't as much of a need due to the Affordable Care Act. The Client Care Advocate in that program is now filling the vacant CSR position four days a week. WIC funding was reduced due to a decrease in caseload. This is a problem statewide because of ease in receiving food stamps. An initiative is in place to increase caseload. Environmental fees (food licenses, septic permits, etc) haven't been raised in twelve years. John is getting data comparing collar counties. Applications have been submitted for most grants and some contracts have been sent back. We have not

received any executed contracts that should start July 1, 2015.

Ms. Schaafsma presented the 2014 Fiscal Audit completed by Smith, Koelling, Dykstra and Ohm, PC for approval. There were no transactions of significant concern. KCHD has been operating conservatively and there are no issues with our financial position. Mr. Boudreau motioned to accept the 2014 Fiscal Audit as presented. Dr. Wu seconded the motion which passed unanimously.

Ms. Schaafsma will be working on the FY16 budget. Revenue appears to be down approximately \$200,000. The goal is to have a balanced budget by decreasing expenses. An effort is made to cover salaries as much as possible through grant funding. There have been a few staff retire/leave whose positions were not filled. Travel has been reduced by utilizing webinars and phone conferences.

OLD BUSINESS

Work is in progress to complete the IPLAN with community partners. A meeting is scheduled for June 29, 2014 to present the data/assessments and establish the top priorities for our county. The hospitals complete an assessment every three years to identify their role in the community; ours is due every five years and needs to be submitted in 2016.

Ms. Schaafsma has been working with local sheriff deputies to provide Narcan training. The City of Kankakee police is also interested. The price of Narcan has nearly tripled. According to the County's Coroner, heroin overdoses have become an epidemic problem. And although Narcan may save a life, we need to find a solution to the problem. Oftentimes, a heroin addiction starts with an abuse of opiate pain killers.

NEW BUSINESS

Ms. Schaafsma noted that to help with revenue and due to the changes with the Affordable Care Act we have been working on getting credentialed as a provider with private insurance companies, as well as, many of the Medicaid managed care organizations. As a health department, we don't fit the traditional mold and IPHA has been working with a third party (CDP) to facilitate this process. CDP also has a computer application that can create an electronic medical record and submit medical claims to insurances/Medicaid/Medicare. Grant money (\$3,000) is available through IDPH to cover some of the implementation/training costs. Their fee is 10% of the successful claims that are processed. There is also a licensing fee per user based on their level of access. Ms. Schaafsma asked for the Board's approval with an approximate cost of \$1,700/\$900 per month for licensing and fees, respectively. Recently the fee schedule for clinical services was updated to reflect maximize reimbursement. A sliding scale was also established to help those who are under/un-insured. The Vaccine for Children program is still available for those who qualify. Board members had several questions regarding denied claims, length of the contract, and the ability/cost to obtain the client data if we choose to use another program in the future. Mr. McConnell motioned to approve the contract with CDP/ezEMRx as long as these questions could be answered favorably. Ms. Crawford-Willis seconded the motion which passed unanimously.

Ms. Schaafsma stated that after six months of union negotiations, she has a tentative agreement to present for Board approval. Major changes in the contract include a 2% raise each year, three hour minimum for work on Saturday/Sunday, additional personal day, closed Christmas Eve instead of ½ day on Christmas Eve/New Year's Eve, and additional vacation time at seven instead of eight years, among a few minor changes. It is a four year contract with AFSMCE effective December 1, 2014. Dr. Jurica, who was a member of the negotiating committee, commented that these changes all cost money and may not be unreasonable but something to watch in the future. He noted that Ms. Schaafsma and her staff should be commended. Attorney, Mr. McElroy, from the State's Attorney's office was retained as legal counsel. Ms.

Schaafsma stated that it has been past practice to give non-union employees the same wage increase as in the contract. Dr. Hess motioned to approve this recommendation. Mr. Crawford-Willis seconded the motion which passed unanimously. Mr. McConnell motioned to approve the union contract with AFSCME. Seconded by Dr. Akintilo the motion passed unanimously.

Ms. Schaafsma informed the Board of the County's Safety grant and suggested an access control system be installed on the Admin/EH side door entrance. This door would stay locked and employees would use a "swipe card" to unlock/use the door as an entrance. This is an unobserved entrance and would allow greater building security. In addition, all visitors are being asked to sign in/out and wear a visitor badge. Quotes were obtained from three local vendors and range from \$3,234 to \$3,521. The grant amount is \$2,300. Ms. Crawford-Willis motioned to approve the purchase; seconded by Ms. Richmond. The motion passed unanimously.

Dr. Jurica thanked everyone for coming to the meeting. The Board discussed meeting bi-monthly instead of monthly. Minimum requirements are to meet quarterly according to our Board of Health by-laws. It was agreed to meet monthly and cancel as needed as long as the minimum requirement is met.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Ms. Crawford-Willis moved to adjourn at 7:24 p.m. The motion, seconded by Dr. Akintilo, 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