

**Kankakee County Health Department  
Regular Meeting  
September 17, 2015**

Members Present: Dr. O. Akintilo, Dr. R. Hess, Dr. J. Jurica, Mr. P. McConnell, Ms. J. Richmond

Members Absent: Mr. W. Boudreau, Ms. S. Crawford-Willis, Dr. S. Wu

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. Dr. Hess motioned to approve the agenda; Ms. Richmond seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Dr. Hess to accept the minutes of the June 18, 2015 Board of Health minutes. Seconded by Dr. Akintilo the motion passed unanimously.

**EMPLOYEE INFORMATION**

Ms. Schaafsma informed the Board of two employee resignations. A nutritionist who recently started in December decided to go back to school full time to pursue a nursing degree; the other, an RN Case Manager in the Family Case Management program.

**DIVISION REPORTS**

*Client Services*

Ms. Schaafsma announced that in the late Spring, the University of Illinois had approximately 70-80 case of mumps, which has recently increased to ~150. They have held some mass immunization clinics and vaccinated around 7,500-8,000 people. IPHMAS (Illinois Public Health Mutual Aid System) was activated and one of our Public Health nurses assisted at one of the mass clinics. In this capacity they work as our employee in their facility. Since then there are have been a handful of cases at Heartland, Mclean Co. and EIU. Ms. Schaafsma noted that a lot of the cases have had the recommended two doses of MMR. In Quincy, IL there was an outbreak of Legionella at the Veteran's facility.

Ms. Schaafsma reported that we are preparing for the upcoming flu clinics. Walk-in clinics will probably be held on Thursdays from 9-4 with one late clinic from 9-6. IPHA supported legislation which passed this year tightening the religious exemptions. A physician will need to sign off on a form and educate the patient off the risks.

As discussed at the June Board meeting, we have implemented a new electronic billing and medical records system. Although the system is "cloud based", we would own the data. There would be a minimal fee to have them convert the data to a file if we chose another system in the future. Staff training starts next week M-W and we will "go live" on Thursday. In light of having fewer staff and not hiring due to budget concerns, Ms. Schaafsma hopes this system will provide more efficiencies and an increase in clinical

services revenue which is not from a grant resource. We continue to increase the number of insurance and managed care companies that we can bill for services.

### *Environmental Health*

Mr. Bevis noted that it has been some time since we have increased the food program fees. Information regarding a proposed food license fee schedule was distributed and discussed. Current annual fees for High, Medium, and Low Risk food establishments are \$250, 200, and \$150 respectively. Mobile food units and plan review fees for these categories follow the same schedule. Mr. Bevis asked the Board to approve the following fee schedule as presented: High Food Establishment, Mobile Food Unit, and Plan Review fees: High - \$350.00, Medium - \$300.00, and Low - \$200.00. A chart was presented showing comparable county's fees averaging of \$446.00, \$326.00 and \$217.00 for High, Medium, and Low risk facilities.

Mr. Bevis explained that currently plan reviews are needed for all new food establishments. However, sometimes this may be just a change of ownership without extensive remodeling, etc. It is proposed to charge \$100.00 in these circumstances, in lieu of a full plan review for all categories.

Also proposed was an increase to the late charges for food establishment licenses that are not submitted by January 15 (\$25.00 to \$50.00) or by January 31 (\$50.00 to \$100.00).

In addition, some revision to the current language in the Kankakee County Health Department ordinance is needed regarding classification. Currently the language states that low risk facilities need to be inspected "one time annually". This would be changed to "shall receive one inspection every two years" to be in alignment with the local health protection grant rules. It is anticipated that we will continue the current practice of a yearly inspection, but would give us some freedom if it is not required. Currently high risk facilities receive three inspections a year as they are at the greatest risk for foodborne illness. Medium risk facilities (generally have no leftovers that need to be reheated) receive once inspection per year. Low risk facilities (generally pre-packaged items) need to be inspected every other year, but an assessment is submitted to make sure their risk is still the same.

These changes would be effective with the 2016 food license and if approved, be brought to the County Board for approval at the November meeting. Mr. McConnell motioned to approve the changes as presented. Seconded by Dr. Akintilo, the motion passed unanimously.

### *Health Promotion/Community Outreach and Planning*

None.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Ms. Schaafsma presented the June, July, and August 2015 financial reports for approval. At the end of June, 58.3% of the year, we have received 41.26% of the revenue and allocated 57.77% of the expenses. At the end of July 2015, 66.6% of the year, we have received 58.29% of the revenue and allocated 65.19% of the expenses. At the end of August 2015, 75% of the year, we have received 63.07% of the revenue and allocated 73.08% of the expenses. Ms. Schaafsma noted that we are staying within projected expenses, but continue to at 12-15% below in revenue. Dr. Akintilo motioned to approve the financial reports. Seconded by Dr. Hess the motion passed unanimously.

The State has yet to approve a budget, which means we will not receive those contracted grant monies for approximately 1.8 million dollars. We have been paid completely for the grant year ending June

30, 2015. Some grants use federal dollars and we anticipate getting that funding for WIC, C-DASH, and PHEP. We are fully performing the services required by all of these grants based on the initial contracts, but there is a chance that some money could be cut. Many health departments are having to make changes especially if they don't have money in reserve. Dr. Jurica asked if there was any insight as to what grant will be cut. Ms. Schaafsma noted that local health protection (food, water, septic, and infectious disease) funding was protected. The Family Case Management grant is one to consider for cuts due to the Managed Care Organizations providing similar care. This year's grant was cut 10% (approximately \$40,000). We are able to claim federal match dollars for this program which would also be reduced. Ms. Schaafsma stated that health department expenses are approximately \$200,000 per month. We could function for two months with money in the checking account. Another benefit will be the revenue coming in December and January for the food establishment licenses. Hopefully the State will approve a budget in January. The Illinois Breast and Cervical Cancer program funding was reduced this year as more people have insurance coverage under the ACA. Ms. Schaafsma is considering ending this grant as the cash out flow is significant and a large percentage of the clients are from Will County. The RN Case Manager in this grant recently resigned and the Client Care Advocate is training to fill a Client Service Representative position in another program.

Ms. Schaafsma presented the 2016 budget for approval. Information was provided for 2013 and 2014 actuals and the 2015 budget with an actual amount thru 9/4/15 (75% of the year). The fiscal year runs 12/1/15 thru 11/30/16. Changes to the budget were discussed. Mr. McConnell motioned to approve the balanced budget as presented in the amount of \$2,477,578.00. Dr. Hess seconded the motion which passed unanimously.

#### OLD BUSINESS

None.

#### NEW BUSINESS

None.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 8:00 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