

**Kankakee County Health Department
Regular Meeting
August 11, 2016**

Members Present: Mr. W. Boudreau, Mr. Rodney Gustafson, Dr. J. Jurica, Mr. P. McConnell,
Ms. J. Richmond

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

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

Others Present:

Ms. Richmond called the meeting to order at 6:38 pm. Mr. McConnell motioned to approve the agenda; Dr. Jurica seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Dr. Jurica to accept the minutes of the June 16, 2016 Board of Health minutes. Seconded by Mr. McConnell the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced the 15 year employee anniversaries of Maggie Galloway, Client Service Representative, and Pedro Gonzalez, Translator. Also announced was the 10 year employee anniversary of Carol Hartman, Division Office Manager.

It was noted that due to budget concerns, a hold was put on filling vacated positions which has affected meeting program goals. Now that the stop gap budget has passed, we see that revenue coming in and have decided to fill the following positions: RN Case Manager (2), Public Health Nurse, Nutritionist, Sanitarian, and Client Service Representative.

DIVISION REPORTS

Client Services

Ms. Schaafsma reported that there is one potential pertussis case.

Environmental Health

Mr. Bevis reported the first case of a mosquito pool testing positive which is not surprising as we know it is here. A press release was distributed today. There has been nothing new regarding the Zika virus, especially since it probably will not be seen this far north. The CDC recommends the pregnant women or those considering getting pregnant not travel in Florida or other affected areas. We did have Public Health Emergency Preparedness (PHEP) monies reduced as it is re-routed to the south. Environmental Health has been busy with summer temporary food events.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma announced that we attended the Catholic Charities Back to School Fair held at Olivet Nazarene University. Approximately 1,000 children participate in this event.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the June and July 2016 financial reports for approval. At the end of June, 58.3% of the year, we have received 55.83% of the revenue and allocated 53.78% of the expenses. At the end of July, 66.6% of the year, we have received 67.62% of the revenue and allocated 60.93% of the expenses. Both show a positive balance due to receiving the Local Health Protection (LHP) grant monies too late to post back in last year's budget. Expenditures have been kept in line. Dr. Jurica motioned to approve the financial reports. Seconded by Mr. McConnell the motion passed unanimously.

Ms. Schaafsma distributed and reviewed the outside financial audit for the year ending November 30, 2015. There were no deficiencies or material weaknesses found. The Statement of Fund Revenue and Expenses shows a net change in fund balance of -\$237,585. This is due entirely to grant funding that we didn't receive on time. The Revenue and Expense Report in Comparison with the Budget report shows that we were under budget in expenses by -\$64,663. Revenues were under budget by -\$302,248. Another report is the OMB Circular A-133 which has one finding for not complying with the requirements of the WIC program. The audit noted that 3 of 60 WIC records did not have a complete certification form, thus going over the 5% error rate threshold. Staff training is planned.

OLD BUSINESS

Ms. Schaafsma noted that Keast Electric will replace the outside light fixture on the building. There is a metal door to the outside on the south side of the building that is rusting; it will cost approximately \$1,200 to be replaced. Plans are in place to do some painting in the clinic. Another future project will be to replace the carpeting.

NEW BUSINESS

Dr. Hess did not choose to renew his appointment on the Board of Health. Ms. Richmond will need to appointment a nominating committee at the next meeting to vote for another Vice-President. Ms. Bossert has an applicant for a member at large, Dr. Kurien. Dr Hess's vacancy will need to be filled with a dentist.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn at 7:08 p.m. The motion, seconded by Dr. Jurica, passed unanimously.

Minutes respectfully submitted by,
Mr. Pat McConnell, Secretary

Minutes reviewed by, Ms. Bonnie Schaafsma, RN, BSN, MBA Public Health Administrator
Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator