

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

Members Present: Dr. O. Akintilo, Mr. W. Boudreau (via telephone), Dr. Richard Hess, Dr. J. Jurica, Mr. P. McConnell, Ms. J. Richmond, Dr. S. Wu

Members Absent: Ms. S. Crawford-Willis

Staff Present: Ms. B. Schaafsma, Ms. K. Marcotte

Others Present:

Dr. Jurica called the meeting to order at 6:30 pm. Dr. Hess motioned to approve the agenda; Mr. McConnell seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

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

**EMPLOYEE INFORMATION**

Ms. Schaasfma announced the 25 year employee anniversary of Sharon Vanderhei, Division Office Manager for Environmental Health.

**DIVISION REPORTS**

*Client Services*

Ms. Schaafsma reviewed some facts about the Zika virus. It has been around for over 60 years and was first discovered in Uganda, Africa. It is spread to people by mosquito bites. Symptoms are generally mild including fever, rash, joint pain, and conjunctivitis. In South America there seems to be a correlation with microcephaly and the Zika virus. Current recommendations are for pregnant women or those planning on becoming pregnant to avoid travel in areas where Zika is found. Those who have traveled to these areas should report these symptoms to their doctor. As we receive information we are passing the guidance on to local providers. Hospitals need to contact the health department and we need to obtain permission from IDPH before testing can be completed.

*Environmental Health*

None.

*Health Promotion/Community Outreach and Planning*

None.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Ms. Schaafsma presented the November and December 2015, and January 2016 financial reports for approval. At the end of November, 100% of the year, we have received 86.02% of the revenue and allocated 95.75% of the expenses. We end FY15 with a deficit of \$260,891.08. An Accounts Receivable report was distributed which shows an amount of \$299,937.09 due from the State for bills through November 30, 2015. If this amount would have been received before January 31, 2106 we would have ended FY15 approximately \$50,000 ahead. Preliminary financial reports for December 2015 and January 2016 were presented for approval. At the end of December, 8.3% of the year, we have received 2.0% of the revenue and allocated 9.86% of the expenses. At the end of January, 16.16% of the year, we have received 6.7% of the revenue and allocated 21.51% of the expenses. Dr. Akintilo motioned to approve the financial reports. Seconded by Dr. Hess the motion passed unanimously.

### *Budget Discussion*

Ms. Schaafsma informed the board of a recent court decision requiring the State to pay us for services provided through the Case Management grant. If we hadn't received this reimbursement, layoffs would have been considered. There hasn't been any further information regarding the \$223,000 local health protection grant monies. Dr. Akintilo asked about next year's grant funding. Ms. Schaafsma noted that she has heard about some grants whose fiscal year has already started (IE West Nile Virus, Vaccines for Children), but nothing from the others. Steps have been taken to reduce spending by approximately \$40,000 per month and we haven't needed to use reserve funds. At the end of January there was approximately \$326,000 in the bank.

Ms. Schaafsma distributed the proposed amendments to the FY16 budget and explained the primary adjustments to revenue and expenses which reduces the budget by \$101,243.92. Mr. McConnell motioned to approve the amended FY16 budget. Seconded by Dr. Akintilo, the motion passed unanimously. Ms. Schaafsma will forward the amended budget to the County Board for approval.

### *Personnel*

After a thorough evaluation of current management personnel status and in an effort to: 1) reduce expenditures due to reduced revenues as a consequence of the current state fiscal crisis and 2) promote a smooth transition in health department leadership, Ms. Schaafsma proposed the following personnel changes for the board's approval.

Linda Hildebrandt, Health Educator, will retire from full time service effective February 26, 2016 and be re-hired with a part time status effective March 1, 2016 through June 30, 2016. The majority of her salary is covered by the Illinois Tobacco Free Communities grant which has not paid out monies since July 1, 2016. The remainder of her salary is covered by the Teen Pregnancy Prevention grant; we have received payment because it is federally funded. Ms. Hildebrandt will continue her work on the Teen Conference which is held in May. The IMRF (Illinois Municipal Retirement Fund) guidelines state that she can work up to 600 hours per rolling year. This position would not be filled unless grant funding could be secured.

John Bevis, Director of Environmental Health, will be promoted to Assistant Public Health Administrator effective March 1, 2016. Mr. Bevis would continue at his current salary. At a future

date and with the Board's approval could then be promoted to Public Health Administrator effective December 1, 2016. Mr. Bevis has a Master's in Public Health and is qualified for the Public Health Administrator position. Environmental Health has a high ratio of management/staff as the number of inspectors has decreased.

Keith Wojnowski, Supervising Sanitarian, with over 25 years of experience would be promoted to Director of Environmental Health effective March 1, 2016. Mr. Wojnowski will continue at his current salary, but the salary range would move to A3.

Laura Sztuba, Communicable and Chronic Disease Coordinator, would be promoted to Director of Client Services/Health Promotion effective March 1, 2016. Ms. Sztuba has a Master's in Advanced Public Health Nursing and a Bachelor's degree in nursing through Olivet Nazarene University. We did not fill a similar position held by Ms. Pam Boudreau when she retired. She will be a valuable resource to Mr. Bevis in regards to the "clinical" services provided through the health department. Ms. Sztuba has taken on additional responsibilities and has been successful in her endeavors. Ms. Sztuba's salary would increase 5% and she would be moved to salary range A3.

Ms. Schaafsma would retire from full time service effective May 31, 2016 and be rehired as part time effective June 1, 2016 through November 30, 2016 which is the end of the fiscal year.

The total cost savings for this fiscal year with these changes is \$53,220.00; the total cost savings for the FY17 budget by reduction of two positions is \$184,469.00.

A motion was made by Mr. McConnell to approve these personnel changes and Public Health Administrator succession plan; Dr. Hess seconded the motion. The board discussed the proposed changes and the motion was approved unanimously.

#### OLD BUSINESS

None.

#### NEW BUSINESS

The nominating committee which consisted of Dr. Jurica, Ms. Richmond, and Dr. Akintilo presented the following slate of officers for 2016. President – Ms. Jean Richmond, Vice-President – Dr. Richard Hess, and Secretary – Mr. Pat McConnell. Mr. McConnell motioned to approve this slate of officers. Seconded by Dr. Akintilo, the motion passed unanimously. Ms. Richmond will need to appoint members to the following committees: Personnel, Finance, and By-laws.

Ms. Schaafsma presented the request to purchase a new fund accounting software, Abila MIP, to the Board for approval. The current program, Fundware, has been in place for many years and is not as robust as other programs that are available. In addition the cost to maintain this system is increasing. Abila MIP is a program that works with our current accounts receivable program, Zobrio Cash Management. The proposed cost is \$19,940 which includes the software, user license, 2 years of maintenance, software implementation and training, and data conversion from Fundware. Dr. Akintilo motion to approve the purchase of Abila MIP. Dr. Hess seconded the motion, which passed unanimously.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 7:42 p.m.

The motion, seconded by Mr. Boudreau, 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