

**Kankakee County Health Department
Regular Meeting
November 17, 2016**

Members Present: Dr. O. Akintilo, Ms. S. Crawford-Willis, Mr. Rodney Gustafson,
Dr. J. Jurica, Dr. A. Kurien, Mr. P. McConnell

Members Absent: Dr. S. Wu

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

Others Present:

Ms. Schaafsma announced an unprecedented situation pertaining to the Board of Health. Ms. Richmond, current Board of Health president, need to resign at the end of October due to personal reasons. The Vice-President position had been filled by Dr. Hess but he did not renew his term which expired June 30, 2016. Ms. Schaafsma suggested that the Board approve the current Secretary, Mr. McConnell, as the interim President until new officers can be voted into office. Mr. McConnell could then appoint a nominating committee to be presented at the next meeting for the Board's approval. Dr. Jurica made a motion to accept Mr. McConnell as interim president. Seconded by Mr. Gustafson the motion passed unanimously.

The meeting was called to order by Mr. McConnell at 6:37 pm. Dr. Jurica motioned to approve the agenda; Mr. Gustafson seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Dr. Jurica to accept the minutes of the August 11, 2016 Board of Health minutes. Seconded by Mr. Gustafson the motion passed unanimously.

EMPLOYEE INFORMATION

Ms. Schaafsma announced a couple of resignations. Carol Hartman, Division Office Manager in Chronic and Communicable Disease recently resigned. We are evaluating whether it will be filled. Over the past year there have been several nurse resignations that we were uncertain of filling at the time. We recently posted for these positions and have offered the job to several applicants. We have not been able to fill these positions due to the low salary and the issue will need to be evaluated. As management changes were made in Environmental Health, it was decided to hire another sanitarian. That position was filled at which time another sanitarian submitted their resignation. This position will be filled.

DIVISION REPORTS

Client Services

Ms. Sztuba reported that we have held our third walk-in flu clinic today. We have given approximately 400 (100 high dose) flu vaccinations. The number of vaccines given to those eligible for the Vaccine for Children Program has increased. As a note of interest, in 2001 we ordered 5000

doses of flu. It is believed that the public continues to receive the flu vaccine but more are seeking it through their doctor or local pharmacy.

Environmental Health

Mr. Bevis presented on behalf of Mr. Wojnowski, a proposal to create an outdoor grilling permit that would have a \$100 annual fee. Mr. Bevis explained that there are a few established food facilities that would like to grill outdoors as part of their cooking process. Mr. Bevis reviewed the policy submitted to the Board for approval. Discussion ensued regarding types of equipment, fuel, events, etc. Ms. Crawford-Willis motioned to approve the policy/fee for the outdoor grilling permit. Seconded by Dr. Jurica, the motion passed unanimously which will be effective January 1. Establishments will be notified and the information posted on our website.

Health Promotion/Community Outreach and Planning

Ms. Schaafsma noted that long time health educator, Linda Hildebrandt, retired at the end of June. Ms. Lindsay Wilson was hired, but has primarily been working with the CDASH (Chronic Disease and School Health) and Illinois Tobacco Free Initiative grants. She has recently reactivated the employee wellness activities.

ADMINISTRATIVE REPORTS

Financial Status

Ms. Schaafsma presented the 2017-2018 budget for approval which is reduced approximately \$160,000 from last year. The reduction is primarily due to not renewing the Breast and Cervical Cancer Program and Teen Pregnancy Prevention grants. Otherwise revenues remain the same with the exception of clinical services which has almost doubled due to implementation of the third party biller and electronic health record program. We continue to contract with private insurance companies and local managed care organizations. A grant through IPHA has helped with the implementation of the program and contracts. This budget reflects a 2% raise for staff following the union contract. Non-union staff will receive the same increase. Health insurances expenses came in less than projected. Dr. Akintilo motioned to approve the 2017-2018 budget. Seconded by Dr. Jurica, the motion passed unanimously.

Ms. Schaafsma noted that the financial reports are not available due to switching over to a new accounting program. A Cash on Hand report was provided to the Board for review. There is a new format for the Accounts Payable report, which is signed by the finance committee, making it easier to review. Ms. Schaafsma projected that the year would end November 30, 2016 with a positive balance. The Board discussed the invested funds and the necessary amounts to have on hand that may be necessary to cover a public health emergency.

Ms. Schaafsma presented a new chain of command effective December 1, 2016 when Mr. Bevis becomes Administrator. If he is not available, Ms. Laura Sztuba would step in and if she is not available, the command would go to Mr. Keith Wojnowski. Dr. Jurica motioned to approve the new chain of command for Kankakee County Health Department. Dr. Akintilo seconded the motion which was approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Schaafsma informed the Board of a recent emergency repair to the HVAC unit in

KanComm which we are responsible for. Mr. McConnell was made aware of the situation and agreed with the quote to replace the unit which was approximately \$3,600. Mr. Crawford-Willis made a motion to approve the repair. Mr. Gustafson seconded the motion which passed unanimously. Estimates to replace the unit were approximately \$8,000-10,000. Discussion ensued whether repairs over \$2,500 need to have Board approval similar to purchases.

EXECUTIVE SESSION

On a motion made by Dr. Jurica, seconded by Dr. Akintilo, and approved unanimously the Board moved into Executive Session at 7:34 p.m. to discuss personnel issues. The Board returned to regular session at 7:50 p.m.

Dr. Kurien motioned to approve salary increases to the following employees respectively due to their additional job responsibilities as discussed in executive session. Annual wages will be as noted: John Bevis, Public Health Administrator, \$84,651.03, Keith Wojnowski, Director of Environmental Health, \$70,074.74, and Laura Sztuba, Director of Community Outreach and Planning, \$59,058.63.

ADJOURNMENT

There being no further business before the Board, Dr. Akintilo moved to adjourn at 7:55 p.m. The motion, seconded by Dr. Kurien, 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