Present: Jason Asaad, Dr. Karen Broaders, Dr. Jane Cooney, Carla DeAngelis, Dr. Lori DeYoung, Ivadale Foster, Bob Jones, Brenda Larson and Connie Ostrander.

Absent: Dr. Todd Miller

The meeting was called to order by President Dr. Lori DeYoung at 6:05 PM.

A motion was made to invite Ivadale Foster in to the meeting by telephone.

Motion: Jason Asaad
Second: Dr. Karen Broaders
Motion carried unanimously.

The agenda was amended to read under Item #5 – Approval of the Regular and Executive minutes of the July 24, 2012 meeting.

A motion was made to approve the agenda as amended.

Motion: Carla DeAngelis
Second: Jason Asaad
Motion carried unanimously.

Ivadale Foster pointed out that in the minutes, Dr. Jane Cooney was listed twice in the roll call votes. Donna Dunham will correct this error.

A motion was made to approve the regular and executive minutes of the July 24, 2012 meeting as amended.

Motion: Brenda Larson
Second: Bob Jones
Motion carried unanimously.

Fiscal Status

We still have $300,000 in the bank. We have not had to ask for an early tax distribution. Our first tax distribution should be sent to us in September.

Shirley Hicks pointed out that the Special Circumstances line in the budget makes the Supply line look like we have overspent the Supply Line. However, if you back the $68,125.70 out of the expenditures, we have on spend $15,605.41 of the $54,000 budgeted or 28.89%.
We will need to do a Budget Amendment for the Special Circumstances line in September. We will have to estimate how much we think we will spend in the line through November 30, 2012 for the Budget Amendment. Last year Donna Dunham contacted Tammy Bennett from Foth, our consultants, and they came up with an estimated figure through our year end.

A motion was made to approve the Budget and Expenditure report and cash flow statements for July 2012 as presented.

Motion: Dr. Jane Cooney
Second: Jason Asaad

The motion carried as follows:

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jason Asaad</td>
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Old Business:

None.

New Business:

Shirley Hicks presented the proposed CFY 2012 – 2013 budget.

The first thing Ms. Hicks pointed out the to Board was that our real estate tax request is $11,375 less than the budget for CFY 2011-2012. Last year we were told to use the EAV (Estimated Assessed Valuation) of $835,000,000. When Donna Dunham talked to Nikki in June, she was informed that the EAV came in at $819,000,000. Therefore we would not be getting the full amount requested last year of $250,000. In projecting the budget for CFY 2012 - 2013, Nikki told us to use $800,000,000.

Last year our tax levy was 2.99 cents per $100 EAV. We were instructed by the County Board office to use 3.25 cents, our maximum approved tax levy, per $100 EAV. The excess between 2.99 cents and 3.25 cents or $21,375 would be paid to the County General Fund to offset health insurance costs of Health Department employees.

So when Shirley and Donna prepared the CFY 2012 – 2013 budget, they used the same rationale as last year. We have requested 2.99 cents per $100 of EAV, or $239,200 for our operating costs and the difference between the 2.99 center per $100 of EAV and the 3.25 cents per $100 or EAV, or $20,800 would be once again paid to the County General Fund to offset health insurance costs of the Health Department employees.
Our WIC grant has been reduced this year. We are only at approximately 82 – 83% of caseload. The State reduced our award because we are not serving at least 89% of caseload. However, due to our long standing relationship with the State of being a great WIC department and doing our jobs correctly, the State did not cut our dollars as drastically as other Health Departments. They are giving us money for special projects that we are doing for them.

If our numbers increase, we hope our funding level will be restored.

Due to the reduction in caseload, we have decided not to fill a vacant clerical position at this time. Also, two of our Nutritionist positions are being reduced from 100% funded to 80% as of December 1, 2012.

If our numbers increase, and our funding level is restored, we hope to restore the clerical position and the two nutritionist positions to full-time.

Our PHEP (Public Health Emergency Preparedness) grant increased slightly this year. However, we have been awarded a carryover grant of $24,225. This money is a special award to be used for a special project. This funding may only be used for enhancing or establishing the Health Department’s capability to respond to a pandemic by the purchase of equipment or similar projects.

We requested the funding to purchase equipment capable of checking credentials off-site for volunteers helping the Health Department out in a pandemic event. The equipment will be able to check credentials and prepare badges for the volunteers. When we downsized in 2010, our capabilities of staffing a pandemic diminished. We will have to rely on volunteers in the future and this equipment will make it possible to expedite services to the public.

Ms. Hicks pointed out that our Vital Records income almost doubled. This occurred because we now have to collect $4.00 per death record for remittance on to the State. This amount changed as of July 1, 2012. The amount used to be $2.00. Therefore, we have to collect the $4.00 per copy and, then, remit it on to the state. This money is used to support the IVRS, Illinois Vital Records Service, or the electronic filing of death records with the State.

On the expense side of the Budget, Ms. Hicks told the Board that we have factored in 2% increases for Non-union employees. The contract for CFY 2012 – 2013 is in negotiations and we have no idea when it will be settled. Therefore, we can not budget and increase for union staff.

Carla DeAngelis asked what positions are union positions and what were non-union. Shirley Hicks informed her that all clerical and our Licensed Environmental Health Practitioners (LEHP’s) are in the union. All other staff is Non union.

Discussion ensued about other areas of the budget.
A motion was made to approve the CFY 2012 – 2013 budget.

Motion: Bob Jones
Second: Carla DeAngeli
Motion carried as follows:

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Items of Information

Dr. Lori DeYoung asked if Probation is still moving in to our building. Shirley Hicks told her the Jim McMahon said that would not be proposed until after the election.

Dr. Lori DeYoung announced that she had applications for the Board of Health members whose terms are ending November 2012. Those Board members are Jason Asaad, Ivadale Foster, Brenda Larson and Connie Ostrander. The applications were given to the three board members in attendance. Ivadale Foster’s application will be mailed to her.

Dr. Lori DeYoung announced that she had completed the Freedom of Information Act (FOIA) training and had submitted her certificate of completion to Donna Dunham. She reminded the Board that this training must be completed by December 31, 2012 and all members are responsible for completing this by the due date.

Shirley Hicks informed the Board that the WIC department had an exception in the audit. When the auditors were here, they found two verification forms not signed by nutritionists. The sample taken was from 60 charts. The independent auditor from Clifton-Larsen-Allen reported at the County Board meeting that the unsigned forms was a big deal and that if these forms were not signed off on that the nutritionists were not verifying eligibility and we could lose funding. The forms are in-house forms. The verification of eligibility is determined by the information taken and entered into the computer. WIC is monitored very closely contrary to the report given by the independent auditor at the last July County Board meeting.

Ms. Hicks told the Board that we would need a September meeting to approve a Budget Amendment for the Special Circumstances line in the budget. This line is for the Brownfield project. At that meeting, the President will appoint a nominating committee. The nominating committee will bring a slate of officers to the annual meeting in November.

The Board was informed that the Health and Education Committee meeting will be on Thursday, August 23 at the County Board office in the Annex at 5:15 PM. All Board of
Health members are encouraged to attend. At the meeting, the budgets for the Health Department, Solid Waste Management, Animal Control and Mental Health. Chairman McMahon wanted to have the meeting at the Annex so that he and his staff would have the financial information for the departments easily accessible.

A motion was made to adjourn.

Motion: Jason Asaad
Second: Carla DeAngelis
Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Ivadale Foster
Secretary, Board of Health