

# Fiscal Year 2009/2010 Budget Program Description

## Health Department - Administration

### Department Mission Statement:

The Mission of McHenry County Department of Health is to prevent disease and promote health and safety. This shall be accomplished by investigating, assessing and implementing solutions to Health and Safety needs through collaborative community involvement and education

| Program Description (By OCA Code)  | Customers Served   | Mandated Service               | Funding Source   |
|--|--|--------------------------------|--|
| 1) Public Information<br>Disseminates public information by means of written and electronic media. Develops informational materials about the Department and its services. Maintains relationships with local media. Informs the public of various timely health issues. Assists with coordination and referral for necessary services. Provide phone and direct reception.    | All residents, 16 Newspapers (approx 261 subjects), 2 Weekly Radio Shows (61 topics), 50Internet-TV or Cable adds, 15 Billboards<br>Information available via internet site. | 55 ILCS 5/5-25013              | Health Protection Grant<br>Local Funds                             |
| 2) Fiscal Operations<br>Conducts all accounting and budgeting functions for the Department, tracking all revenues and expenditures, and grant vouchering, and billing for services   |  | 55 ILCS 5/5-25013              | Various Grants<br>Local Funds                                      |
| 3) Human Resources<br>Assures compliance with relevant HR regulations and maintains Departmental Personnel files, creates and oversees interpretation of personnel policies adopted by the Board of Health   |  | 55 ILCS 5/5-25013              | Health Protection Grant<br>Local Funds                             |
| 4) Policy Development and Assurance<br>Assures that programs address priority health issues and develops policy to support public health issues and programs   | All County Residents   | 55 ILCS 5/5-25013              | Health Protection Grant<br>Local Funds                             |
| 5) Vital Records<br>Assure birth and death records accurately completed and registered properly with the State. Records are available to those requesting to have them. Databases of records are created to facilitate utilization of birth and death statistics   | County residents needing certificates<br>4,594 Births and 1915 Deaths registered in 2008   | 410 ILCS 535/7 (4)<br>et. Seq. | Fees collected   |
| 6) Planning<br>Completes a community health planning document (MAPP) and facilitates action plan, maintains and analyzes County health statistics, interprets mortality and morbidity trends for program development and program prioritization. Assists in developing goals and objectives for the department in comprehensive, integrated planning process                   | All County residents   |                                | Health Protection Grant  |
| 7) Dental Clinic<br>Provides dental care and treatment to low income adults and children unable to obtain care elsewhere. Priority is given to alleviating pain and suffering through emergency care. Preventive care is emphasized through participation in well child clinics and through provision of exams, prophylaxis, fluoride treatment and dental sealants in schools | Low income adults and children<br>5367 clients were seen in 2008   | No                             | Foundation Funds, Fees,<br>Donations, State Grants and<br>Medicaid |