



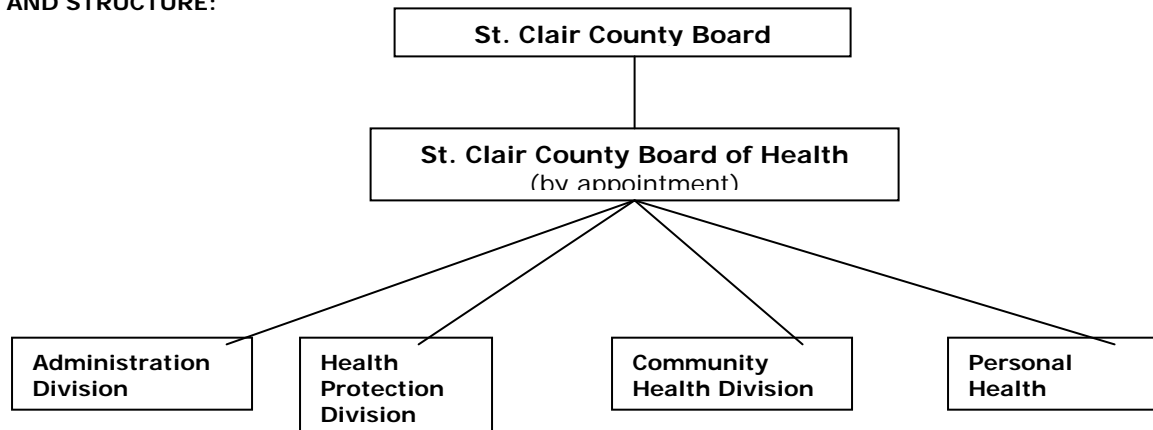
# St. Clair County Health Department

## ILLINOIS FREEDOM OF INFORMATION ACT POSTING

PURSUANT TO 5 ILCS 140/1 *et. seq.*

**PURPOSE:** The purpose of the department is to promote wellness, prevent disease, and protect the public's health and safety. This is accomplished through a range of programs and services associated with food and water safety, infectious disease control, Tuberculosis treatment, pollution prevention, public health emergency planning and response, childhood immunizations, health screenings and community health education.

**FUNCTIONS AND STRUCTURE:**



**ADMINISTRATION DIVISION:** The goal of Administration is to ensure that the Department carries out the functions of public health. These functions include assessing the health of the community, developing plans, resources and programs to meet the needs of the community and assuring that the health goals are met through collaborative planning and public health policy development. Administration oversees the operations of the Department through fiscal management and coordination of community health partnerships.

**HEALTH PROTECTION DIVISION:** The goal of the Health Protection Division is to promote wellness, develop implementation plans to respond to public emergencies and to protect the health and safety of St. Clair County residents through the control of infectious disease, the management of environmental resources, the safe handling of food products, and the maintenance of an effective health alert system.

**COMMUNITY HEALTH DIVISION:** The goal of the Community Health Division is to promote healthy families in the county through outreach programs and services that improve access to health care. It also helps to promote healthy lifestyle choices among County residents through health education services.

**PERSONAL HEALTH DIVISION:** The goal of the Personal Health Division is to promote the health of women, infants and children by offering prevention, education and supportive services in our clinics, throughout the community or in your home.

**ANNUAL BUDGET:** The health department's 2012 annual budget is \$6,502,059.

**STAFFING LEVEL:** The department currently employs 59 full time and 7 part-time employees.

**GOVERNANCE**

- PUBLIC BODIES**

**Board of Health** The health department is governed by a nine person Board of Health whose members are appointed by the County Board and include one elected County Board member. The Board of Health is ultimately accountable to the County Board who appointments members of the Board of Health and approves the annual operating budget as submitted by the Board of Health. The Board of Health also is accountable to the Illinois Department of Public Health to meet state standards as a Certified Local Health Department.

**Enforcement Decision Group** Members of the County Board Environment Committee along with staff representatives from the State's Attorney's office, Illinois Environmental Protection Agency, and the Executive Director of the Health Department serve as the local enforcement decision group for matters within the purview of the department as a delegated agent of the Illinois Environmental Protection Agency for Solid Waste Act Enforcement.

- NON-PUBLIC BODIES**

The health department serves as convener of several community planning groups and advisory committees for various health improvement initiatives or for specific grant funded programs. Examples include Health Care Commission, Tobacco Prevention Coalition, and Women's Health Advisory Committee for Breast Cancer Prevention.

**REQUESTS FOR INFORMATION AND PUBLIC RECORDS:** Persons requesting general information about the department and services offered can make inquiries by phone at 618-233-7703, in person Monday--Friday between 8:a.m. and 4.p.m., or by visiting the St. Clair County website at [www.health.co.st-clair.il.us](http://www.health.co.st-clair.il.us). All requests for specific information or records under the Freedom of Information Act must be submitted in writing.

**FREEDOM OF INFORMATION ACT (FOIA) OFFICER(S):** Designated FOIA officers for the St. Clair County Health Department are Assistant State's Attorney Leonard E. Cleary Jr. and Assistant State's Attorney Benjamin P. Henning.

**FOIA REQUESTS:** Persons requesting public records must specify the information and/or documents requested and submit their request in writing to:

**Division of Administration  
St. Clair County Health Department  
19 Public Square, Suite 150  
Belleville, Illinois 62220**

**TYPES OF RECORDS:** The St. Clair County Health Department has the following types of records under its control:

- **Infectious Disease Records:** Records of suspected or confirmed cases of infectious diseases reported to local public health authority as stipulated in state and federal statutes and regulations. Also includes case investigation reports, field investigations, follow-up of persons possibly exposed to a communicable disease. Examples include suspected food borne illnesses, childhood infectious diseases, anthrax, Tuberculosis, Chlamydia, and other sexually transmitted illnesses.
- **Regulatory Permits, Inspections, and Surveillance Records:** Records of permits, complaint investigations, inspections, and enforcement actions for specific public health related activities. These include food service establishments, private wells, private sewage disposal systems, landfill inspections, illegal dumping investigations, public health nuisance complaints, Smoke Free Illinois complaints, Tattoo Parlor inspections, and Tanning Facility inspections. Surveillance records for West Nile Virus, rabies, and other environmentally related illnesses may also be on file.
- **Public Health Program Records:** Records of services, activities, and information associated with a specific state or federal grant funded program or service. Examples include Women, Infant and Children (WIC) nutrition program, Illinois Breast and Cervical Cancer Prevention Program, Public Health Emergency Preparedness, Tobacco Free Communities, H.I.V. Care Consortia, and Pollution Prevention Program.
- **Administrative and Financial Records:** Records of administrative nature including general correspondence, health statistics, community health assessment and plan, annual reports, personnel files and financial records including various revenue sources, expenditure records of the type and amount of expenses, and audit reports. Official records of the Board of Health including meeting agendas, minutes, and reports are also on file.

**SCHEDULE OF FEES FOR DOCUMENTS REQUESTED PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT 5 ILCS 140/1 et. seq.**

- 1) The first fifty (50) pages of black and white, letter or legal sized copies are **FREE**.
- 2) Each copy after the 50<sup>th</sup> page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of **\$1.00 PER CERTIFIED DOCUMENT** will be assessed.

*Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.*