

NOTICE

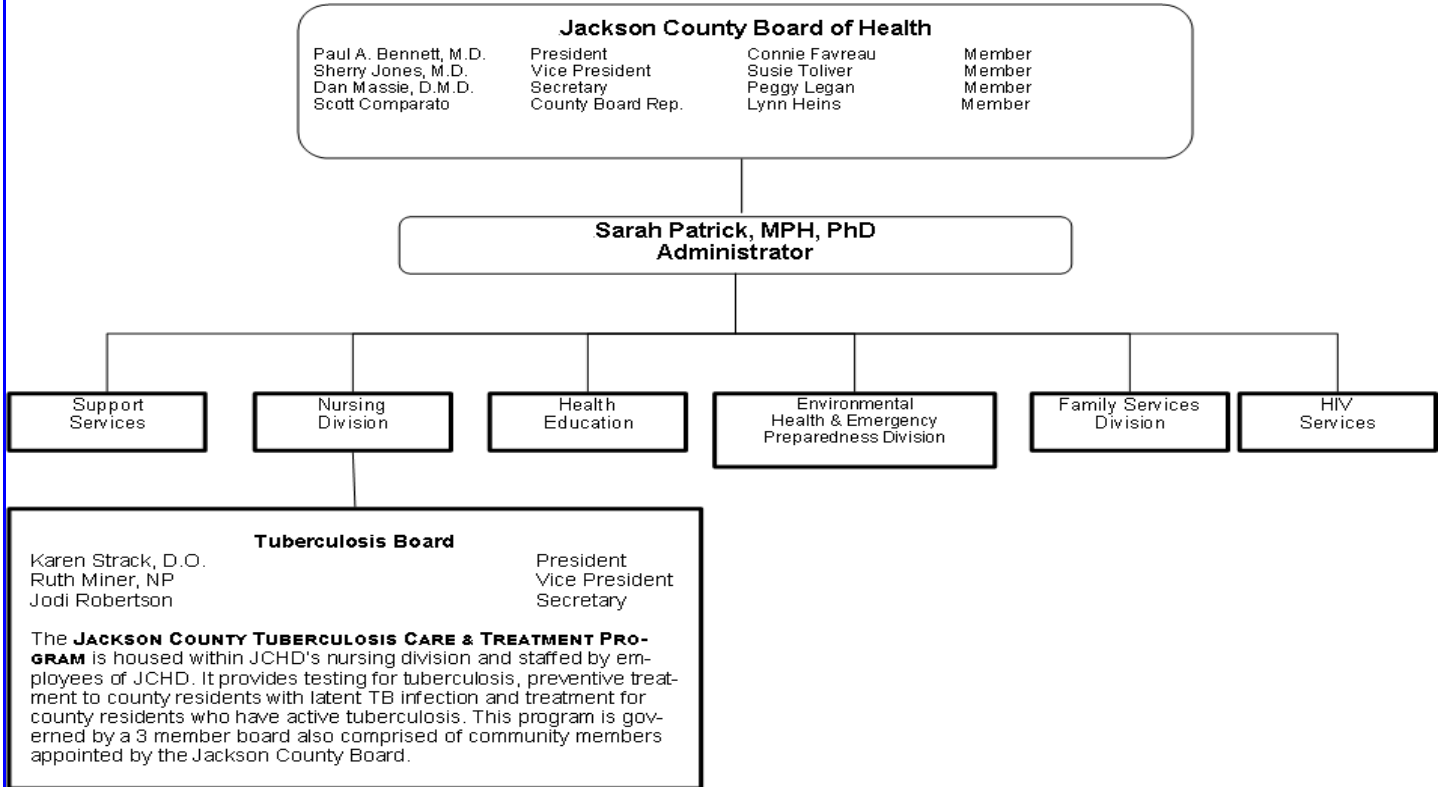
Posted pursuant to the Illinois Freedom of Information Act (FOIA)
 5 ILCS 140
 (Revised 8/23/17)



Public Health
 Prevent. Promote. Protect.

JACKSON COUNTY HEALTH DEPARTMENT (JCHD), an agency of Jackson County government, provides a wide array of public health services for residents of Jackson County, Illinois. The focus of these services is to promote health, prevent illness, protect our environment, and prepare for emergencies. Funding for services comes from grants, local property taxes, fees, and the Jackson County Solid Waste Fund. The operating budget for fiscal year 2017 is \$3,657,294. JCHD currently employs 44 full-time and 6 part-time employees. JCHD is governed by an 8-member Board of Health comprised of community members appointed by the Jackson County Board.

JCHD ORGANIZATIONAL CHART



Freedom of Information Act Information

JCHD works to maintain transparent processes and open communications with the community. As part of that effort, JCHD makes a variety of information available on our website (www.jchdonline.org) and in our facility located at 415 Health Department Rd., Murphysboro, Illinois. We also work to maintain compliance with the newly updated Illinois Freedom of Information Act (FOIA), which outlines how public organizations should share information. The Freedom of Information Act does exempt from disclosure some information in possession of the Department. JCHD's FOIA Officers are Sarah Patrick, Bart Hagston and Karen Brown.

FOIA Request Process – Requests for public records must be made in writing. A request form is available for your convenience. Requests may also be made via email to FOIArequest@jchdonline.org. If submitting a paper request, please send or deliver it to: Freedom of Information Officer, Jackson County Health Dept., P.O. Box 307, Murphysboro, IL 62966.

The Illinois FOIA does allow for the assessment of fees as follows: No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for electronic recording medium (e.g. compact disk, tape, DVD). Fees may be waived or reduced if the requestor states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

Types of Public Records Maintained by JCHD – Examples of the types of public records available for public inspection include the following (items with an asterisk are generally available immediately and posted on JCHD's website):

Annual Reports*	FOIA requests and responses	Salary schedule
Bids	Forms	Staff lists and personnel information
Board of Health meeting minutes*	Grant applications, budgets, contracts	Staff/program activity data
Budgets & other financial information	Health promotion/prevention services*	Services provided (statistics)
Contracts	HIV prevention & service information	Training records
Committee and advisory group lists	Inspection/enforcement records	Vendor information
Correspondence	IPLAN (needs assessment and program priority) files*	
Emergency preparedness information*	Linkage agreements	
Employee benefit information	Mailing lists	
Environmental program information*	Maternal/Child Health program information*	
Fee schedule	Meeting Minutes	
	News releases sent*	
	Nursing program information*	
	Payroll records	
	Policies and Procedures	
	Program descriptions and statistics*	