

NOTICE

Posted pursuant to the Illinois Freedom of Information Act (FOIA)

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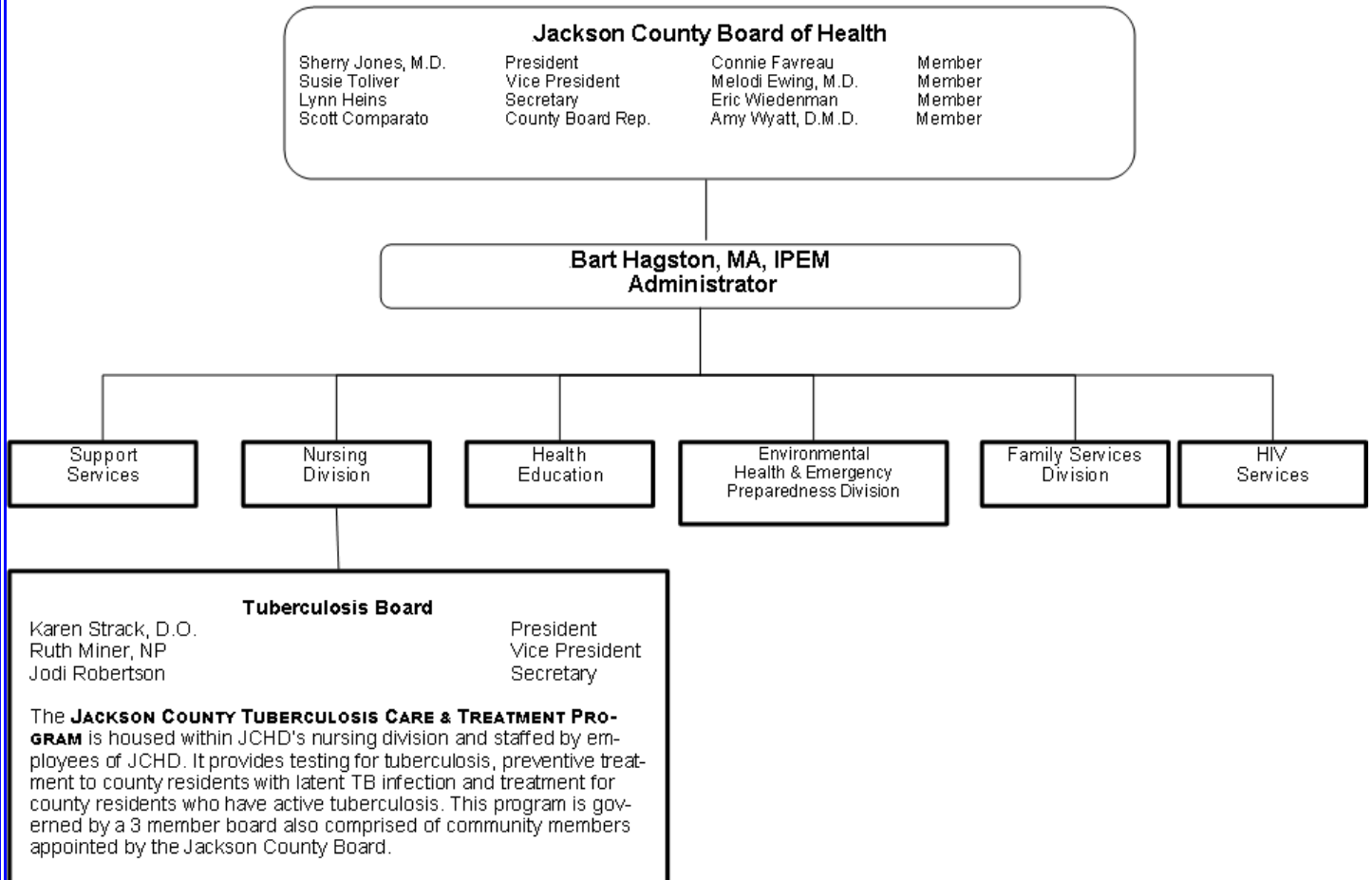
(Revised 11/21/19)



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 2020 is \$3,921,788. JCHD currently employs 41 full-time and 2 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	News releases sent*
Bids	Forms	Nursing program information*
Board of Health meeting minutes*	Grant applications, budgets, contracts	Payroll records
Budgets & other financial information	Health promotion/prevention services*	Policies and Procedures
Contracts	HIV prevention & service information	Program descriptions and statistics*
Committee and advisory group lists	Inspection/enforcement records	Salary schedule
Correspondence	IPLAN (needs assessment and program priority) files*	Staff lists and personnel information
Emergency preparedness information*	Linkage agreements	Staff/program activity data
Employee benefit information	Mailing lists	Services provided (statistics)
Environmental program information*	Maternal/Child Health program information*	Training records
Fee schedule	Meeting Minutes	Vendor information