

# STEPHENSON COUNTY HEALTH DEPARTMENT

*Building a Healthy Community*

[www.stephensonhealth.com](http://www.stephensonhealth.com)

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## Stephenson County Health Department and the Freedom of Information Act

This facility is the Stephenson County Health Department, located at 10 West Linden Street in Freeport, IL. It houses the Stephenson County Health Department divisions (Administration; Vital Records; Finance; Well Woman Programs; Public Health Nursing Programs; Public Health Family Services; Health Education; and Emergency Response), and is also the administrative office of the Environmental Health Division, located at 295 West Lamm Road, Freeport.

The Stephenson County Health Department has a budget for FY2010 of \$2,418,025.49, and employs 45 full- and part-time employees. Hours of operation: Monday through Friday, 8:30 am to 4:30 pm, with the exception of legal or court holidays.

The Health Department is administered by Craig Beintema, MS, LEHP, CPHA, with oversight by the Stephenson County Board of Health: Bobbie Yount, President; Steve Rothschadl, Vice President; Adrienne Becker, Treasurer (ex-officio); Kathy Brenner, RN; Robert Geller, MD; Marie Heimerdinger, MD; Vicki Hooper (County Board representative); Keith Martin, MD; Andrea Moring; Chad Reedy, DDS; Christy Reuber, RN; and Dan Scheider.

Many of the Health Department's records are not available for public perusal, including medical records, which are exempt from FOIA requests under HIPAA, and birth and death records, which are exempt per the Illinois Vital Records Act.

Some documents, including Health Department Ordinances, annual reports, and monthly program statistics, are available without the completion of a FOIA request.

**Before you complete a FOIA request, you may want to review our website [www.stephensonhealth.com](http://www.stephensonhealth.com) for available information and services.**

All other health department records available under FOIA can be obtained by written request from the **Administrative Offices of the Health Department, 10 West Linden Street, Freeport, Illinois 61032**. These include:

- Approved Minutes of Board of Health open meetings
- AOK Network Meeting minutes
- HFI Staff Meeting minutes
- WIC Staff Meeting minutes
- Well Woman Coalition Meeting minutes
- Family Planning Information & Education Committee minutes
- Well construction records
- Well sealing records
- Water test results
- Soils information
- Septic system records
- Well & Septic Evaluations
- Certified Food Managers
- Food Establishment Information & Inspection Reports
- List of Licensed Septic Installers & Pumpers
- Tanning Information & Inspection reports
- Body Art Information & Inspection reports
- Financial Audits

Freedom of Information requests must be made in writing. A template form is available for use but is not mandatory. A request can be made by mail, special courier, email, or other means as long as it is in writing. Requests should be as detailed as possible to assist in finding the requested information in a timely fashion.

**The designated Freedom of Information officers for the Stephenson County Health Department are:**

Craig Beintema, MS, LEHP, CPHA, Public Health Administrator/Stephenson County Registrar [craig.beintema@aeroinc.net](mailto:craig.beintema@aeroinc.net)

Mary Boeke Hill, BA, Administrative Assistant/Chief Deputy Registrar [mary.boekehill@aeroinc.net](mailto:mary.boekehill@aeroinc.net)