

**Kankakee County Health Department  
Regular Meeting  
August 10, 2017**

Members Present: Mr. Rodney Gustafson, Mr. J. Johanek, Dr. J. Jurica, Dr. A. Kurien, Mr. P. McConnell

Members Absent: Dr. O. Akintilo, Dr. S. Wu

Staff Present: Mr. J. Bevis, Ms. K. Marcotte, Ms. L. Sztuba, Mr. K. Wojnowski

Others Present:

The meeting was called to order by Dr. Jurica at 6:37 pm. Mr. Johanek motioned to approve the agenda; Mr. McConnell seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Mr. Gustafson to accept the minutes of the July 13, 2017 Board of Health minutes. Seconded by Mr. Johanek the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis announced the five year employee anniversary for Patricia Krugman, RN Case Manager. Open positions include: Part and Full time RN Case Managers, Public Health RN or LPN, and a Sanitarian. Recently filled was the bilingual CSR position; Helen Villagomez will start August 22, 2017. Mr. Bevis noted that staff have been doing a great job filling in as needed due to the vacancies.

**DIVISION REPORTS**

*Client Services*

Ms. Sztuba reported that two Back to School clinics have been held. The second clinic was better attended with approximately 110 coming in and 87 being seen. There were a number of challenges that day including the air going out in the lobby, but staff did a great job. Thank you to Dr. Akintilo for volunteering his service.

*Environmental Health*

Mr. Wojnowski distributed information regarding West Nile Virus (WNV) including a recent press release and statistics from 2001 to date. The first human case was recently reported. The public is encouraged to avoid mosquito bites. There have been twelve human cases in Kankakee County since 2001. Mr. Wojnowski provided a summary of the WNV program which generally runs April – October. Initially beginning with education and training to public works departments. The State starts collecting birds for testing May 1 and EH staff put out mosquito traps around the end of May to monitor activity within the county. Ms. Sztuba commented that a Public Health Nurse does a case interview for positive human cases to determine where they might have gotten it. This press release had by far the most activity on Facebook reaching at least 5800 people.

*Health Promotion/Community Outreach and Planning*

Ms. Sztuba noted that BBCHS reached out for us to be at their school registration. It wasn't feasible to give immunizations, but we did make appointments and/or referred them to our Back to School clinic. We hope to work with Manteno as well.

State Representative Lindsay Parkhurst hosted a job fair on July 27. Ms. Sztuba attended and provided information on the current job openings. There was some interest in the Sanitarian and Client Service Representative positions, but none for the nursing positions.

Ms. Sztuba invited Board members to participate in the MAPP Local Public Health System Assessment which will be held September 29, 2017 from 8:30-3:30pm. A flyer was distributed with a link to register.

#### ADMINISTRATIVE REPORTS

##### *Financial Status*

Mr. Bevis submitted the May, June, and July 2017 financial reports for approval. At the end of May, 50% of the year, we have received 31.12% of the revenue and allocated 48.80% of the expenses. At the end of June, 58.3% of the year, we have received 51.13% of the revenue and allocated 59.11% of the revenue. At the end of July, 66.6% of the year, we have received 67.78% of the revenue and allocated 66.67% of the expenses. Mr. Bevis noted that in June we received ~\$220,000 for last year's the Local Health Protection grant and in July we received ~\$240,000 in property tax money. Mr. Gustafson asked about interest rates for CD's. Currently the only investment is through the Illinois Public Treasurers Investment Pool (IPTIP). Mr. McConnell motioned to approve the financial reports. Seconded by Dr. Kurien, the motion passed unanimously.

The 2016 Kankakee County Health Department Annual Reports were re-presented for approval as there were some corrections made. Mr. Johanek made a motion to approve the report. Seconded by Mr. Gustafson, the motion was approved unanimously.

#### OLD BUSINESS

Mr. Bevis provided a generator update which will be installed on Monday, August 21, 2017. We may be without a backup for a couple of days.

#### NEW BUSINESS

None.

#### EXECUTIVE SESSION

On a motion made by Mr. McConnell, seconded by Dr. Kurien, and approved unanimously the Board moved into Executive Session at 7:05 p.m. to discuss a wage adjustment. The Board returned to regular session at 7:22 p.m.

Mr. McConnell made a motion to increase the starting and minimum hourly wage for registered nurses to \$23.00. The union will be notified giving a month's notice as specified in the contract. Seconded by Mr. Johanek, the motion passed unanimously.

#### ADJOURNMENT

There being no further business before the Board, Mr. McConnell moved to adjourn at 7:24 p.m. The motion, seconded by Dr. Kurien, passed unanimously.

Minutes respectfully submitted by,  
Mr. Pat McConnell, Secretary

Minutes reviewed by, Mr. John J Bevis, MPH Public Health Administrator  
Minutes prepared by, Ms. Kris Marcotte, Administrative Coordinator