

**Kankakee County Health Department
Regular Meeting
December 14, 2017**

Members Present: Dr. Olatunji Akintilo, Mr. Rodney Gustafson, Mr. Jim Johaneck, Dr. K. Syreeta Jones, Dr. John Jurica, Dr. Abraham Kurien, Mr. Pat McConnell,

Members Absent: Dr. Simon Wu

Staff Present: Mr. John Bevis, Ms. Kris Marcotte, Ms. Laura Sztuba

Others Present:

The meeting was called to order by Dr. Akintilo at 6:33 pm. Dr. Jurica motioned to approve the agenda; Dr. Kurien seconded the motion which passed unanimously.

Board members introduced themselves to K. Syreeta Jones, DDS who was recently appointed to fill the dentist vacancy on the Board. Welcome Dr. Jones!

PUBLIC COMMENT

None.

A motion was made by Mr. McConnell to accept the minutes of the October 12, 2017 Board of Health minutes. Seconded by Mr. Johaneck the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced the following new hires. Tamera Ponton will fill the RN Case Manager position starting on Monday. She was a previous employee for approximately 10 years in the Illinois Breast and Cervical Cancer program. Ryan Wheeler will also start on Monday as a Sanitarian in Environmental Health. Open positions include a full time RN Case Manager/Public Health Nurse and a recently vacated Certifying Health Professional (nutritionist or RN) position.

DIVISION REPORTS

Client Services

None.

Environmental Health

Mr. Bevis noted that the plan of corrective action for the food program was approved. A recent review showed an issue with the high risk facilities regarding record keeping and re-inspections. Staff have already been working on improvements. The State will return sometime in the Spring for a follow-up.

Health Promotion/Community Outreach and Planning

Ms. Sztuba shared information regarding the Brain Breaks training provided to

approximately 25-35 teachers in the Bourbonnais school district through the CDASH (Chronic Disease and School Health).

In January, education will be provided to St. Mary's physician's offices on how to take an accurate blood pressure measurement.

Under the Illinois Tobacco Free grant, work has been started to change the allowable age to purchase tobacco products from 18 to 21. A presentation was made by the county's Youth Advisory Council to the Administrative Committee of the Village of Bourbonnais recommending implementing the Tobacco 21 policy.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis noted that the November financial report is not available for approval due to a virus affecting a few computers/programs. Preliminary numbers indicate that we would have a positive balance of approximately \$100,000.

OLD BUSINESS

Mr. Bevis asked the Personnel Committee when/how they would like to meet to review any policies that need to be updated and brought to the full Board for approval. It was decided that the committee receive the policies via email and can communicate through email or a conference call. Mr. Bevis is still waiting for the State's Attorney's views on the dress code policy. Mr. Gustafson provided copies of Riverside's policy and it was suggest to look at St. Mary's and the County's policies as well.

NEW BUSINESS

Mr. Bevis presented two potential options for completely the FY17 fiscal audit with Smith, Koelling, Dykstra and Ohm. This year we were approached by the auditing firm to combine once again with the County as a whole as had been done in the past. Approximately fifteen years ago the County was considering changing the firm. The health department wanted to stay with SKDO because of the complexity of our audit due to grant funding, etc. Since that time we have paid for our own audit. Kan-Comm also chose to stay with SKDO, but has decided to go with a combined audit in the future due to the cost savings. Last year the audit expenses were \$11,900. If we combine with the county our portion would be approximately \$12,500 which is an increase of \$600. If we choose to do a separate audit, the cost would be approximately \$15,000 which is an increase of \$3,100. Either way the audit will meet our needs. KCHD would be responsible for their portion. Dr. Jurica motioned to approve a joint audit if the County is in favor. Mr. Johanek seconded the motion which passed unanimously.

Ms. Sztuba presented a new website proposal to the Board for approval. Our current website is out of date and not meeting the needs of the population. Ms. Sztuba researched other health department websites and spoke with and received proposals from a couple of companies including Civic Plus (McLean county) at \$19,000 and BCT (Cook county) at \$19,600. This proposal includes updating our current logo, providing a branding board for future uses. It will add a feature for the public to sign up for alerts (thru text or email), add a calendar which isn't currently available, and allow a means for online payments. Ms. Sztuba recommends working with Linkpoint media. They are a local company and presented a quote for \$9,975. Many of the other companies included features that would be nice, but not necessary. Staff training will be provided via videos and in

person. There is a 4-5 month timeframe before the website would be completed. Mr. McConnell motioned to approve working with Linkpoint Media. Dr. Jurica seconded the motion which passed unanimously.

Ms. Sztuba discussed a Quality Improvement Project within the health department. She is working on this as part of her school project and has already started implementing some of the steps. In November a QI committee was established with employees represented from each department. We would like to have a system in place to improve outcomes (wait times, CD outbreaks, etc.) With a QI culture everything employees do could have goals and provide empowerment.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn at 7:42 p.m. The motion, seconded by Dr. Jurica, 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