

**Kankakee County Health Department
Regular Meeting
February 23, 2017**

Members Present: Dr. O. Akintilo, Ms. S. Crawford-Willis, Mr. Rodney Gustafson, Dr. A. Kurien, Mr. P. McConnell

Members Absent: Dr. J. Jurica, Dr. S. Wu

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

Others Present:

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

Mr. Bevis introduced new Board of Health member, Jim Johanek. Mr. Johanek is the owner of Coyote Canyon and Jimmy Jo's BBQ and active member of the Kankakee County Convention and Visitor's Bureau. He has lived in the area for fifteen years and is married with three children.

Currently there is one vacancy on the Board which needs to be filled by a dentist.

PUBLIC COMMENT

None.

A motion was made by Ms. Crawford-Willis to accept the minutes of the January 12, 2017 Board of Health minutes. Seconded by Dr. Kurien the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced the 30 year employee anniversary for Keith Wojnowski who is a Sanitarian in Environmental Health. Mr. Wojnowski was hired in 1987 as one of the first four original health inspectors. Previously this work had been done inconsistently by the State. He has been a Licensed Environmental Health Practitioner for a number of years and is a Standardized Food Officer. He will be recognized at both the County Board and our full staff meeting.

Current vacancies include two RN Case Managers and one Public Health Nurse. We will be participating in job fairs at both Olivet Nazarene University and Kankakee Community College. Mr. Bevis explained that staff have taken on an additional workload to ensure services are provided.

DIVISION REPORTS

Client Services

Mr. Bevis shared with the Board the concern regarding an outbreak of Seoul virus at the end of January in Wisconsin and Illinois. Similar to Hanta virus which is found in mice, Seoul virus is found in the brown Norway rat which are usually kept as pets. IDPH worked closely with the CDC and the health department to investigate the source and coordinate testing. There are two ratteries in Northern and Central Illinois where individuals may have been exposed to the virus. Several residents in Kankakee County tested negative for the virus. Mr. Bevis noted that the Kankakee Animal Control was very cooperative in providing a location for the CDC to perform testing.

Environmental Health

None.

Health Promotion/Community Outreach and Planning

Ms. Sztuba informed the Board of a new program, Training Amigo, available to staff as a platform for work site wellness through the CDASH grant. Each employee will have an individual profile with the opportunity for a wellbeing assessment, wellness resources, challenges, etc. In March there will be a step competition.

Ms. Sztuba noted that we are finishing up the five year emergency preparedness cycle that ends in June. She is working on the plan for the upcoming five year cycle. Two new communications radios were received; a regional and local drill are held each month.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis submitted the December 2016 and January 2017 financial reports for approval. At the end of December, 8% of the year, we have received 5.78% of the revenue and allocated 7.82% of the expenses. At the end of January, 16.6% of the year, we have received 12.01% of the revenue and allocated 15.99% of the expenses. Ms. Crawford-Willis motioned to approve the financial reports. Seconded by Mr. Gustafson the motion passed unanimously. Mr. Bevis noted that December 1 is the start of the fiscal year. Grant revenue is behind and will continue until there is a State budget. The money has been allocated but is sitting the comptroller's office waiting for checks to be written. Federal money is coming through. It was noted that expenses are under budget as well.

OLD BUSINESS

Mr. Bevis informed the Board that he had been contacted by the AFSCME union to have a Labor/Management meeting. This was scheduled but they needed to cancel and have yet to reschedule.

Over the last several months, the generator has been having trouble during the weekly load test. It has been looked at, but they have been unable to pin point a problem.

NEW BUSINESS

A letter of intent was received from Smith, Koelling, Dykstra, and Ohm regarding the FY16 fiscal audit. The amount of the increase is a reasonable \$200 and due to the good relationship with them we will work them again.

Ms. Sztuba discussed and presented the Kankakee County Health Department's Community Health Improvement Plan for the Board's approval. This is a five year plan that will be due again in 2021. Mr. McConnell motioned to approve the plan. Seconded by Dr. Jurica, the motion passed unanimously.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn at 7:48 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