

**Kankakee County Health Department  
Regular Meeting  
May 11, 2017**

Members Present: Dr. O. Akintilo, Mr. J. Johaneck, Dr. J. Jurica, Dr. A. Kurien, Mr. P. McConnell

Members Absent: Ms. S. Crawford-Willis, Mr. Rodney Gustafson, 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 6:34 pm. Dr. Jurica motioned to approve the agenda; Dr. Kurien seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

A motion was made by Mr. McConnell to accept the minutes of the February 23, 2017 Board of Health minutes. Seconded by Dr. Jurica the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis announced the 15 year employee anniversary of Erin Weakley who is the Business Manager. She will be recognized at the full staff meeting with a certificate.

Current vacancies include a Sanitarian, a part time and full time RN Case Manager, and Phlebotomist. KCHD has a CLIA waived lab. Services provided include capillary lead tests, venous draws for lead, STD, and liver profiles, and urine based pregnancy tests. Specimens are sent to the State lab or Riverside.

**DIVISION REPORTS**

*Client Services*

Ms. Sztuba informed the Board of the upcoming plans to provide school physicals, immunizations, and lead testing at a couple of "Back to School" clinics on June 29 and August 10. We will be able to bill Medicaid, insurances, and perhaps charge a fee. No one would be turned away.

*Environmental Health*

None.

*Health Promotion/Community Outreach and Planning*

Ms. Sztuba discussed the additional information (Health Problem Analysis sheet) that was needed for the MAPP/IPLAN. Once that was submitted, the IPLAN was approved. Application for recertification is required every five years and will be required in 2021. All of the MAPP assessments and a copy of the IPLAN will be posted on the KCHD website.

The Kankakee City police will provide active shooter training at the full staff meeting tomorrow.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Mr. Bevis submitted the February, March and April 2017 financial reports for approval. At the end of February, 25% of the year, we have received 15.63% of the revenue and allocated 23.77% of the expenses. At the end of March, 33% of the year, we have received 21.74% of the revenue and allocated 34.09% of the expenses. At the end of April, 2017, 41.67% of the year, we have received 25.91% of the revenue and allocated 41.77% of the expenses. Dr. Kurien motioned to approve the financial reports. Seconded by Dr. Jurica the motion passed unanimously.

### OLD BUSINESS

None.

### NEW BUSINESS

Mr. Bevis informed the Board of a new Opioid grant from DHS in the amount of \$225,000. Kankakee was one of 5-6 counties to receive the award. We are currently working with the hospitals and coroner to coordinate activities to address opioid overdoses in the county. A contract is in process and would be effective July 1, 2017. KCHD will be the facilitator and receive monies for administrative costs. This grant will provide training for officers, education, and Narcan which is the drug used to treat a suspected opioid overdose.

Mr. Bevis mentioned that property tax money will be coming in June. Dr. Jurica noted that we have been in this budget issue for the past three to four years and asked if we have been paid for all of our grant contracts. The answer is yes, the State has always paid although they have been late many times. The threshold of savings to keep for emergencies and the "days of cash on hand" was discussed. The Board agreed to keep the threshold as it has been in the past at \$800,000.

Mr. Bevis presented a proposal to purchase a new generator from Ruder Electric in the amount of \$57,270 to replace the current one that has been having problems. Dr. Jurica made a motion to approve the proposal. Seconded by Mr. Johaneck, the motion passed unanimously. Mr. McConnell was very helpful and instrumental in getting the proposals. The State's Attorney's office supported the decision not to go out for bid due to the urgent nature/necessity of having a generator in place due to the amount of vaccine kept on hand and the ability to provide services to the public. It will take approximately 12-16 weeks to build/install. The proposal also includes a service contract for five years. Initial interest was shown by another company, but Ruder Electric ended up being the only bidder. Mr. Bevis noted that the current generator should kick on if there was a power outage, but backup plans are in place to move the vaccine to another location if necessary. The weekly generator test will be discontinued due to the problems it was causing.

Mr. Bevis informed the Board of a grievance that was filed regarding use of benefit time for a friend's funeral. It was unclear what type of time (sick, extended illness, vacation) could be used as bereavement time wasn't applicable in this case. Mr. Bevis felt extended illness should not be used. The union provided examples of past practice where extended illness had been approved by the previous administrator, and thus should continue to be an option. Mr. Bevis made the decision to allow the use of extended illness at this time and will bring it up in negotiating the next contract.

Mr. Bevis presented a request from Harbor House for a letter of support from the Board of Health.

### EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Dr. Jurica moved to adjourn at 7:37 p.m.  
The motion, seconded by Mr. McConnell, 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