

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

Members Present: Dr. Olatunji Akintilo, Mr. Rodney Gustafson, Dr. John Jurica, Dr. Abraham Kurien, Mr. Pat McConnell

Members Absent: Mr. Jim Johaneck, Dr. K. Syreeta Jones, Dr. Simon Wu

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

Others Present:

The meeting was called to order by Dr. Akintilo at 6:31 pm. Dr. Jurica motioned to approve the agenda; Dr. Kurien seconded the motion which passed unanimously.

PUBLIC COMMENT

None.

A motion was made by Dr. Jurica to accept the minutes of the August 10, 2017 Board of Health minutes. Seconded by Mr. Gustafson the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced the ten year employee anniversaries of Cathy Ebert, Public Health Nurse, and Dana Pippin, Certifying Health Professional. Open positions include: Part and full time RN Case Managers, Public Health RN or LPN, and a Sanitarian. Mr. Bevis noted that we are reaching out to those nursing applicants who previously declined a job offer due to salary.

DIVISION REPORTS

Client Services

Mr. Bevis commented that approximately 70 clients attended today's walk in flu clinic. Another will be held on September 21, 2017. These two first clinics were for adults only due to the inability to order the flu vaccine for children through the VFC program. There will be two additional clinics in October that will be open for children. Appointments can also be made for those who cannot attend a walk in clinic.

Environmental Health

Mr. Bevis presented the Local Health Protection compliance review for the three environmental programs including Food Protection, Potable Water Supply, and Private Sewage Disposal – during calendar year 2016. This was the first year of a virtual review for the food program. Information was submitted electronically and an exit interview was completed over the phone. The water and septic program reviews were in person. Mr. Bevis noted that the food program did not pass this year along with a majority of other health departments. In the past a high risk/Category I food establishment would need three inspections in a year. An exception would allow for two inspections if they have a certified individual on staff. This question would be asked at the first inspection but not at the second visit. The State was concerned that if changes to staffing were made, we would be unaware of the need for a third inspection. A corrective action plan will need to be submitted which will include inspectors completing the risk assessment at each inspection. Currently staff are focusing on inspecting the Category I establishments in order to give enough time for a third inspection this year, if necessary.

Mr. Wojnowski reported that a Bradley man in his 70's is the second human case of West Nile in the county. Birds and mosquitoes will continue to be collected and tested until the first hard frost or October 15 fulfilling the grant requirement. There has been a higher than normal amount of positive mosquito batches this year.

Health Promotion/Community Outreach and Planning

Ms. Sztuba reminded the Board of the upcoming Local Public Health Systems Assessment which will be held September 29, 2017. Ms. Sztuba and our Health Promotion Coordinator, Lindsay Wilson will be involved in the Student Shuffle for St. Anne school district tomorrow. They held a fundraiser where students could walk/run around the track during their PE time. Ms. Wilson will be showcasing this event as a "best practice" among other CDASH grant recipients.

Ms. Sztuba noted that the Teen Conference wasn't held last year but the community expressed a lot of interest in having another one. A meeting will be held October 2, 2017 and open to those who have helped in the past, in addition to past students who have attended to discuss ideas for a future event.

An Opioid Epidemic Forum will be held on September 25 at 6:00pm at Olivet Nazarene University. Providing education to the public is one of the deliverables of the recently obtained opioid grant. There will be a panel of 6-7 speakers discussing the current problem including Riverside Healthcare, KCHD, and the County Coroner.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis submitted the August 2017 financial report for approval. At the end of August, 75% of the year, we have received 75.08% of the revenue and allocated 74.97% of the expenses. Mr. Bevis noted that approximately ~\$167,000 is still outstanding from several grants and we recently received ~\$120,000 from the second installment of property tax monies. Dr. Jurica motioned to approve the financial report. Seconded by Mr. McConnell, the motion passed unanimously.

The 2016 Fiscal Audit was presented for approval. There were no difficulties, disagreements, or findings that were issued in the general audit. However, there was a mention under the second report noting that some records within the WIC program were not complete. Mr. Bevis noted that this is being addressed and improved with staff training and internal auditing. Dr. Jurica motioned to approve the 2016 Audit. Dr. Kurien seconded the motion which passed unanimously.

OLD BUSINESS

Mr. Bevis provided a generator update which has been installed and working. The weekly test ran today without any issues and a smooth transfer of power.

NEW BUSINESS

Mr. Bevis presented an updated Dress Code policy to the Board for approval. Dr. Jurica made a motion to approve the new policy. Mr. McConnell seconded the motion. The Board reviewed and discussed the presented changes. There was a general concern of the Board regarding visible tattoos and piercings as well as the language pertaining to it in the policy. The motion was denied unanimously by the Board and tabled at this time. They would like to receive a copy of the current policy for comparison with the proposed policy. In addition, it was asked to have the State's Attorney review the policy and have their support before moving forward with any changes.

EXECUTIVE SESSION

None.

ADJOURNMENT

There being no further business before the Board, Dr. Kurien 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