

**Kankakee County Health Department  
Regular Meeting  
May 17, 2018**

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

Members Absent: Dr. John Jurica, Mr. Michael Taylor

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

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

**PUBLIC COMMENT**

None.

A motion was made by Mr. Johaneck to accept the minutes of the April 12, 2018 Board of Health minutes. Seconded by Mr. Gustafson the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis announced the resignation of Jeana Irvin, Director of Client Services, effective June 11, 2018. In addition to her position, there is an opening for a part time RN Case Manager in the HealthWorks program. This was a previously posted position that we had been unable to fill.

Ms. Sztuba discussed a newly awarded Adolescent Health grant which will focus on adolescent youth ages 11-21 years. We have hired a part time contractual employee who will work with parents, schools, and healthcare providers to promote wellness and disease prevention.

**DIVISION REPORTS**

*Client Services*

None.

*Environmental Health*

None.

*Health Promotion/Community Outreach and Planning*

Ms. Sztuba shared that the management team will start the process of creating a strategic plan and come up with some goals for the next five years.

A copy of the new logo was distributed. It will be rolled out with the new website.

**ADMINISTRATIVE REPORTS**

*Financial Status*

Mr. Bevis presented the April 2018 financial report for approval. At the end of April, 41.6% of the year, we have received 28.85% of the revenue and allocated 38.52% of the expenses. Mr. Bevis noted that we are waiting for reimbursement of the third quarter billing. There is

approximately \$263,000 outstanding from grants at this time. Typically revenue is down until property tax payments are made. Mr. Bevis stated that expenses are below budget. Mr. Gustafson asked about current interest rates of the invested funds. The Board discussed various options. Mr. Bevis will provide additional information at the next meeting. Mr. Gustafson made a motion to approve the financial reports. Dr. Kurien seconded the motion which passed unanimously.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Mr. Bevis presented an invoice to repair the concrete stoop outside of the Kan-Comm entrance on the East side of the building. The total amount was considerably cheaper than originally quoted (~\$10,000) because the entire stoop did not need to be removed/replaced. The base was still in good condition and only the stairs were removed/replaced. Mr. Johaneck motioned to approve the repair completed by Piggush-Simoneau, Inc. in the amount of \$6,083.54. Ms. Jones seconded the motion which passed unanimously.

Mr. Bevis also presented an invoice from Glade to replace one of the HVAC units in KanComm in the amount of \$7,896. This unit provides air conditioning to their mechanical/equipment room and there was a concern that if not kept cool, there could be equipment damage/failure. The unit is approximately 16 years old and was cost prohibitive to repair. Mr. McConnell made a motion to approve invoice. Seconded by Mr. Johaneck, the motion passed unanimously.

Mr. Bevis presented four new and one updated policies for the personnel manual which included, Breastfeeding, Nutritional Environment, Physical Activity at Work, Safety-Active Shooter, Tobacco-Free Worksite, and Dress Code, respectively. The personnel committee of the Board had reviewed these policies and recommends the approval of the full Board. Mr. McConnell made a motion to approve the new/updated policies. Mr. Johaneck seconded the motion which was approved unanimously.

#### EXECUTIVE SESSION

None.

#### ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn at 7:16 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