

**Kankakee County Health Department  
Regular Meeting  
October 11, 2018**

Members Present: John Jurica, Dr. Simon Wu, Mr. Michael Taylor  
Dr. Syreeta Jones, Dr. Abraham Kurien, Mr. Jim Byrne

Members Absent: Dr. Olatunji Akintilo, Jim Johaneck, Mr. Rodney Gustafson

Staff Present: Mr. John Bevis, Mrs. Sztuba, Mr. Wojnowski, Ms. Finnegan

The meeting was called to order by Dr. Jurica at 6:33 pm. Mr. Bevis requested amending two changes to the October agenda. The first change was adding an asterisk to the Division Reports section of Environmental Health labeled FDA food ordinance indicating this topic requires the Board to vote. The second change Mr. Bevis requested was adding a new topic under New Business labeled Opioid Forum, indicating that the Board would need to vote on a possible meeting date change due to a scheduling conflict. Mr. Taylor motioned to approve the amended agenda, Mr. Byrne seconded the motion which passed unanimously.

**PUBLIC COMMENT**

None.

**APPROVAL OF AGENDA**

Mr. Bevis requested an amendment to page two of the September 13<sup>th</sup> Board of Health minutes. Mr. Bevis requested adding the following sentences to the second paragraph of the section labeled New Business. The following sentences were proposed, "Mr. Bevis discussed the need for new Secretary and new nominating committee for the 2018-2019 year. The nominating committee would consist of the President, Vice President and Secretary." A motion was made by Michael Taylor to accept the amended minutes of the September 13<sup>th</sup> Board of Health minutes, seconded by Mr. Byrne the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis noted that Debra Hubly, who has been our Director of Client Services the last few months is no longer with us for personal reasons. He also noted that our Director of Client Services position is now open again, amongst four other current openings. Mr. Bevis indicated that we are also hiring for a Phlebotomist, a Certifying Health Professional, a Public Health Nurse and a part time contractual Adolescent Health Specialist. Mr. Bevis announced that we have hired two new nurses, Kirsten Schneider and Anna Milton, both of which replaced Cathy Ebert and Vicky Hodge. He also expressed that they both jumped right in and are doing a great job. Mr. Bevis also explained that Laura Sztuba has stepped in to cover the duties of Director of Client Services and work with nurses to make sure they are getting the right training. He thanked Mrs. Sztuba for stepping in to help with her knowledge and background. Mr. Bevis then indicated that as we hire and replace the Director of Client Services, these duties will be shifted out of Mrs. Sztuba's hands.

## DIVISION REPORTS

### *Client Services*

Ms. Sztuba announced that the Flu clinic is finished with walk ins and is only by appointment now. She also explained that clinics were steady and not overwhelmed because there are currently many other agencies where they can get flu shots. Ms. Sztuba noted that we have administered 60-90 doses of the children's flu vaccine and approximately 300 adult vaccinations.

### *Environmental Health*

Mr. Wojnowski gave an update on the Heartland Virus environmental surveillance trip he took with the team from the Vector Control Program out of Champaign/ Urbana. Mr. Wojnowski explained that once they received permission from the owner of the property they put out traps that drag to try to catch ticks. Ticks are currently in the Nymph stage now and they were not able to find any on the property. He also indicated that the team was interested in coming back in the spring to do more surveillance. Mr. Wojnowski explained that Lone Star ticks are not usually found in this States and the Vector Control team thinks that this is an isolated incident. He indicated that it could have been imported from another animal. They currently have one other case in Southern Indiana that is awaiting a surveillance report.

Mr. Wojnowski also gave a review on the updated FDA Food Code and presented a draft proposal for changes to the KCHD Food Ordinance incorporating those changes. He explained that this should go into effect January 1<sup>st</sup>, 2019 and it changes food inspection from a point based system to a risk based inspection. These changes will put more emphasis on the things that could cause a food borne illness. Mr. Wojnowski indicated that because of the statewide changes to the Food Code we had to make adjustments to our ordinance. He then indicated that the Board received an updated copy of these changes which reflects updated language to adjust to the new risk based scoring system. Mr. Bevis then explained the ordinance change process by indicating the Board of Health would first approve, followed by the Executive Committee, and then the County Board. He also reiterated that because they are no longer doing score based assessments, many revisions to language as well as new definitions from the FDA food code had to be added. Mr. Bevis then indicated we hope to have these changes approved by the County Board in November. A motion was made by Mr. Taylor to approve the food ordinance change, seconded by Dr. Kurien, the motion passed unanimously.

### *Health Promotion/Community Outreach and Planning*

Ms. Sztuba spoke about our upcoming Teen Conference on October 24<sup>th</sup>. This will be our 29<sup>th</sup> year of hosting about 200 eighth graders from the county. The event consists of ten different workshops being held at KCC, with a very strong committee and about \$1500.00 in sponsorships. All Kankakee City schools were invited, Bradley, Bourbonnais, Pembroke, Momence, St. Anne and St. Paul were attending. She also indicated that several public and most private schools declined. Ms. Sztuba then went on to explain that 90% of our staff took Mental Health First Aid Training provided by a grant from Helen Wheeler. She described it as a great class and great opportunity that showed our staff how to take action.

## ADMINISTRATIVE REPORTS

### *Financial Status*

We are currently at 83.3% of the year. We have not received a lot of grant revenue in September due to the grants being posted late. Property taxes and clinic revenue is good. Total Revenue received through 9/30/18 is 76.16% of the amount budgeted for the year, so we are about 7.17% under where we should be, but that's due to the low grant revenue for the month. We are still holding our expenses at 77.33%, so that's about 6% under budget, and only about 1.17% under what we have spent. This is most likely due to unfilled & open positions. Our total Cash on hand is 2.2 million. Discussion ensued regarding the Family Case Management Program, WIC and Caseload. Discussion also ensued regarding the tanning and body art grant and how the inspections must be loaded into the new computer system which causes a delay in their records reflecting the inspection. This results in delayed payment to us, causing us to receive the bulk of the payments usually all at the end of the year. Dr. Wu made a motion to approve the September financial report, Mr. Byrne seconded the motion which passed unanimously. Mr. Bevis then presented the Board with a follow-up Investment option from last month's decision to keep the threshold at 800k with a term no longer than 13 months. Mr. Bevis announced that Mrs. Weakley was able to find a 14 month CD option @ 2.6 %. Mr. Byrne motioned to approve the Investment, seconded by Dr. Kurien, the motion passed unanimously.

### OLD BUSINESS

Mr. Bevis discussed the DHS audit final report from August 27<sup>th</sup>. During the audit it was discovered that he has not been evaluated as the Administrator. Mr. Bevis then explained that we would need to submit a plan of action to correct this finding. This requires Mr. Bevis to reach out to the personnel committee to schedule the evaluation and he needs an opportunity from the Board to get this completed before the end of the year. It was discussed that anyone who wishes to fill out the evaluation along with the personnel committee is welcome and encouraged. Mr. Bevis will be reaching out to get this completed once we have an established personnel committee intact. Mr. Bevis also presented a follow-up on the second finding from the DHS audit, noting that we sent in a letter of completion regarding the corrective action plan. This finding resulted from previous year end totals not being closed out causing a balance discrepancy, however these years were now closed out and everything balanced. Mr. Bevis then explained that going forward we now know what changes need to be made regarding our financial year end policies and the evaluation and we have until January to submit these corrections to DHS for final closure of the audit findings.

### NEW BUSINESS

Mr. Bevis announced that we need a new slate of Board of Health officers, as well as a nominating committee. The nominating committee normally presents a slate of officers. The Board mutually decided there would be no vote at this time and discussed that the best option would be presenting them with options and they could vote at the November meeting.

Mr. Bevis also discussed the upcoming Opioid Forum at Bradley Bourbonnais high school at 6 P.M. on November 15<sup>th</sup>, 2018. Mr. Bevis encouraged Board members to attend if possible, and proposed changing our Board of Health meeting date to November 8<sup>th</sup>, 2018 to accommodate the scheduling conflict. Mr. Byrne motioned to approve the November Board of Health date change,

seconded by Mr. Taylor, the motion passed unanimously.

Mr. Bevis then announced the Union Negotiation update, explaining that we are working with Mr. Ron Kramer our attorney, who has submitted everything to the Union. At this point we are waiting on dates that both parties can agree to meet for the first initial meeting. Mr. Bevis asked which Board members would be interested in being present for these meetings if possible. Mr. Taylor indicated he had interest in possibly attending based on the dates they are available to meet. Mr. Bevis indicated he would send these dates to Dr. Akintilo and the Board members for review as they become available.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board, Dr. Jurica moved to adjourn, the motion, seconded by Mr. Byrne passed unanimously.

Minutes respectfully submitted by,

Mr. Jim Johaneck, Secretary

Minutes reviewed by, Mr. John J. Bevis, MPH, Public Health Administrator

Minutes prepared by, Ms. Nicole Finnegan, Administrative Coordinator