

**Kankakee County Health Department
Regular Meeting
September 13, 2018**

Members Present: Dr. Olatunji Akintilo, Mr. Rodney Gustafson, Mr. Jim Johaneck,
Dr. Syreeta Jones, Dr. Abraham Kurien, Mr. Jim Byrne

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

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

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 June 28th and August 16th 2018 Board of Health minutes. Seconded by Mr. Gustafson the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis noted that there are still current openings including a Certifying Health Professional and two nursing positions. Mr. Bevis indicated that we have made a few offers and they were declined. He also noted that Cathy Ebert will be retiring. Mr. Bevis indicated that we still have a phlebotomist opening but we are looking into necessity and it may not be needed.

DIVISION REPORTS

Client Services

Ms. Hubly noted that we started off Flu Clinic last Wednesday and she was able to broadcast on the radio to let the public know. She also indicated that the Flu vaccine would be available to kids in October.

Environmental Health

Mr. Bevis spoke about the update from the executive committee last month on the Cupcake ordinance. The ordinance would create a law that could pass allowing homes to cook pies, cupcakes and desserts without food education or an official license requirement. The Health Department would get involved if a complaint was made or a food borne outbreak were to occur. It was voted 8-4 in approval to push to the County Board on September 11, 2018. The Board voted 12-11 to not approve the ordinance. Mr. Bevis noted that many comments on Facebook were in favor of it but he felt comfortable that he was able to educate on the subject. Mr. Bevis also said it's great that he can be a part of public health to get the message out and help educate the public. He also noted that the discussion may come back again, maybe at election time or with new members coming onboard.

Health Promotion/Community Outreach and Planning

Ms. Sztuba introduced our new mission and vision statement after explaining that the Strategic Planning committee came together to decide on it. She also indicated that goal strategy areas were introduced and the Strategic Planning Committee will meet to review goals and formulate

how to reach them. Ms. Sztuba also announced that we have a January 1st goal for our new website to be up and running. Ms. Sztuba then introduced major themes of the IPHA, including gun violence in schools and trauma informed care. Trauma informed care included being aware of traumas we experience and the people we serve as well as being trauma informed. She also spoke about the Workforce Development plan that is building state wide using best practice examples to cut and paste individual parts and apply to our own department.

ADMINISTRATIVE REPORTS

Financial Status

At the end of June, we should be at 58.3% revenues and expenditures. We were at 38.89% for revenue, due to no property tax revenue received yet as of 6/30/18, along with some of the grant revenues being behind in paying (some pay quarterly). We held expenses down to 53.97%, even with the “spendout” of grants that ended 6/30/18, which were not very much this year.

At the end of July, we should be at 66.6% of revenues and expenditures. We were at 50.78% for revenues, which is a jump from June because of the property tax distribution received for the first installment due at the Treasurer’s office in June. We received just under half of our budgeted property tax revenue, just under \$215,000 of the budgeted \$450,000. Still held our expenses at 60.19%.

At the end of August, we should be at 75% of revenues and expenditures. We ended August at 68.44% of revenues budgeted; we received over \$376,000 in grant payments in August (almost half of that was a lump payment for Case Management of \$183,000). August also had more expenses than a normal month because there were 3 pay dates in August, plus under Pharmaceutical supplies, we paid for our flu vaccine and it’s back to school season, so we are constantly replenishing our private vaccines as quickly as we go through them. If you take a look at our Clinic Services and Immunizations revenue line on the front page, in the Fees section, you will see that in August alone, we brought in over \$31,000 (and that would have been for services that did not happen in August yet, as insurance reimbursements typically take at least a month or 2 to be received). We are already at \$186k for the year for clinical services reimbursements, which is 98% of the annual amount budgeted, so we will definitely be way over on that line item since we have 3 months remaining in the year. Overall, though, for the year, we still held expenses at 70.39%, more than 4% under budget. On the back side of the August financials sheet, you will see we have quite a few more Outstanding Checks than we usually do, and that’s due to a pay date on 8/31/18, and we coincide paying our Accounts Payable checks at the same time as our payroll, so that’s why there are so many Outstanding Checks for August.

In September, we expect to receive another \$200,000 or so as a property tax distribution from the Treasurer, and we still have about \$10,000 in grant payments that are “pending” and being held by the Comptroller due to IL’s budget, everything has been submitted on our end for grants through 6/30/18.

Mr. Bevis announced that IPTIP fund rates are rising, and we are receiving about \$2000 a month, which is much better than where it was. Mr. Bevis then went over the checking account and IPTIP and voiced his concerns that we don’t tie up too much money at one time. He indicated that this occurred when Illinois did not approve the budget and the checking account dipped very low.

He said it was his understanding that there is a threshold to keep the checking account around \$800,000 to get us through at least six months of expenses. The Board discussed invested IPTIP funds and Mr. Bevis announced that Ms. Weakley inquired about new investment possibilities. Mr. Bevis indicated that we received a mixture of interest rates from 10 local banks and some were higher than others. He also indicated that we keep the money staggered so things were not all tied up at the same time. Mr. Bevis asked the Board their thoughts and it was mutually agreed upon that something short term, no more than 13 months and FDIC insured would be the best option. Mr. Gustafson then suggested a money market account at First American Bank, as well as looking into Iroquois Federal. Jim Byrne made a motion to approve the financial report. Mr. Johanek seconded the motion which passed unanimously.

OLD BUSINESS

Mr. Bevis discussed the Administrator's evaluation tool and handed out a sample of an evaluation they could use if approved. Mr. Bevis indicated that he would get with the personnel committee to discuss a mechanism tool for evaluation. He also indicated that we need to submit a corrective action plan because one of the finding on our IDHS Fiscal Administrative Review was that Mr. Bevis has not had an evaluation yet as the Administrator and he would like to get this completed. Dr. Akintilo added that he would like the evaluation tool to show the period assessed. Mr. Gustafson asked if John writes grants, and Mr. Bevis explained some of them are completed through the computer and involve fill in the blank while others are written to describe the deliverable that must be met. Mr. Bevis, as well as others approved to complete the process are involved.

NEW BUSINESS

Mr. Bevis discussed with the Board that an employee in EH is seeking to take his LEHP training. He indicated the Local Health Protection Grant states we need at least one LEHP on staff. Mr. Bevis then explained that Ryan Wheeler, one of our sanitarians asked to take the study course that helps with the passing rate once they are ready to take the test. Out of state travel requires Board of Health approval. The study course is in Milwaukee, Wisconsin. If offered in Illinois this normally would be approved if budget allowed. Mr. Bevis is recommending this to be done, the course is \$450.00 and it would be a benefit to the KCHD. Mr. Bevis is asking Board to approve Ryan Wheeler to sign up for the out of state course. The Board indicated that they would like to make the stipulation that they would cover the course, as well as the two night stay, mileage, and per diem food with the understanding that they employee agrees to stay employed for at least one year after taking the course. Jim Johanek made a motion to approve the out of state course and travel expenses, Dr. Akintilo seconded the motion which passed unanimously.

Mr. Bevis then discussed need for the appointment of a new secretary because our previous secretary, Mr. Pat McConnell has resigned. Mr. Johanek agreed to be the new secretary until the nominating committee meets and discusses new roles. Ms. Jones made a motion to approve Mr. Johanek as interim secretary, Dr. Kurien seconded the motion which passed unanimously.

Mr. Bevis informed the Board that we had our IDHS Fiscal Administrative Review in August 2018. A finding was cited for our balance sheet report being off by \$401,802.62. This is not a typical report that is run for the Board and therefore is not a report that is verified each month. The DHS auditor noted that the difference on the Balance Sheet report plus what our Revenue/Expense report showed (which is the report brought to the Board for approval each

month), the difference would be even greater (closer to \$643,957.83). He asked about posting year-end balances, and we told him that when we were being trained on the new accounting system, the trainer had told us that we would no longer have to close out fiscal years because the system will simulate a close when it runs reports.

Upon taking a closer look at the numbers, our revenue and expense report was matching up to what the auditors final numbers were, but the balance sheet amount in the “Undesignated Fund Balance” account was not matching up, which is where our year-end positive (or negative) balances are posted. Even if we don’t “have” to close out the fiscal year, we would still prefer to do so once the year-end adjustments are made according to the auditors; that way no incorrect entries can be posted to past, closed years.

We contacted the (new) support person the next day, who walked us through the closing process. We posted and rolled the ending and beginning balances for 2016 (+\$329,072.32) & 2017 (+\$314,885.51), reran the reports in question, and everything now balances.

Going forward, we will make sure that the year-end close is completed as soon as the auditors make their final adjustments.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn, the motion, seconded by Jim 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