

**Kankakee County Health Department
Regular Meeting
April 11, 2019**

Members Present: Dr. Syreeta Jones, Jim Johanek, Mr. Rodney Gustafson
Dr. Abraham Kurien, Dr. Simon Wu, Mr. Jim Byrne, Dr. John Jurica

Members Absent: Mr. Michael Taylor, Dr. Olatunji Akintilo

Staff Present: Mr. John Bevis, Ms. Nicole Finnegan, Mrs. Amy LaFine
Mr. Keith Wojnowski

Staff Absent: Mrs. Laura Sztuba

Others Present: Cortni (Benedictine University Student)

The meeting was called to order by Mr. Rodney Gustafson 6:31 pm.

APPROVAL OF AGENDA

A motion to approve the April 11th, 2019 agenda was made by Mr. Byrne, Mr. Johanek seconded the motion which passed unanimously.

PUBLIC COMMENT

We had a student, Cortni, from Benedictine University in attendance.

APPROVAL OF MINUTES

A motion was made by Mr. Johanek to accept the March 14th, 2019 Board of Health minutes, seconded by Dr. Kurien, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that after finally being fully staffed, the very next day we received a letter of resignation from one of our client service representatives, Cindi Wilcox-Clyden who was retiring after thirteen years of service. We had a very nice retirement party for her and now we have an open client services position that are actively interviewing for. We also received a letter of resignation from Jessica Boudreau, who was our newest Certifying Health Professional and was still within her probationary period. We have not posted yet for that position because we still need to finalize some details on the position. We recently posted for a student intern to help with our mosquito program. This position is not paid but there is mileage reimbursement. Mr. Bevis noted that one of our current Environmental Health inspectors started as an intern and after graduating was then hired as a full time inspector.

DIVISION REPORTS

Client Services

Mrs. LaFine announced that our Family Case Management site visit has been postponed and no new date has been set at this time. We are waiting for them to contact us and reschedule.

Environmental Health

Mr. Wojnowski gave an update on the Bradley Home Kitchen Act, explaining that the last time we met, Bradley voted against passing the home kitchen act until new language was added that required applicants to obtain a business registration and receive food sanitation training. As of March 28th, 2019 Bradley voted and passed the Home Kitchen Act. It is our hope that some awareness will come out of this new language being added and there is no update yet on how many have registered at this point.

Mr. Wojnowski also gave an update on the Momence Meadows Legionella case that involved the Kankakee County Health Department stepping in and performing numerous water samples within the facility. On March 19, 2019 all samples came back negative for Legionella. Once we received the results, we called the facility with IDPH and explained that at that point in time, there was no present Legionella based on the water samples. However, because the test only captures a snapshot in time and if it wasn't active when we tested, then it could still have come from within the facility. IDPH has published a summary and plumbing report based on their findings. As of now, Momence Meadows had independent testing performed and took off all water restrictions within the facility. Mr. Bevis added that through a number of conference calls everyone at KCHD did a tremendous job at taking care of this situation. The state was very appreciative and happy we were able to participate in this investigation.

Health Promotion/Community Outreach and Planning

Mr. Bevis gave an update on MAPP, which stands for mobilizing for action through planning and partnerships. This involves us working with hospitals and making sure that we are all working together. Our MAPP action team plans were finalized in March and they are now starting to meet to implement the plans. A handout will be available soon that highlights the Partnership for a Healthy Community, our strategic priorities for this MAPP cycle, and lists some of the data points we are monitoring.

Mr. Bevis also announced that Environmental Health completed their first QI project. The project involved streamlining the process of finding forms that the department uses daily and ensuring that everyone was following the same process to locate them. They were able to update the forms as well as organize them, and then educate everyone to maximize efficiency by reducing the average time by 39%. Although not a QI project because it was not measurable, a project from the QI board was achieved from a recommendation from the CSR staff in which we rearranged the computer towers to prevent children from turning off the computers during intake. This also provided more desk space for the CSR staff. The QI committee continues to meet on a monthly basis and will oversee implementation of QI projects for all departments.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis noted that as of March 31, we have completed 33% of the year. Total revenue received through 3/31/19 is 26.86 % of the amount budgeted for the year. We are holding our expenses at 32.36%. A number of our grants were just approved and executed eight months late into the year so we are now able to submit quarterly reports and bill for expenses. Our total Cash on hand is 2.3 million. Dr. Wu motioned to approve the March 2019 financials, seconded by Mr. Byrne, the motion passed unanimously.

OLD BUSINESS

Mr. Bevis explained that he met with Mr. Byrne and Mr. Gustafson on the personnel committee to discuss completing his evaluation. He feels that based upon that meeting, next month the evaluation will be at a point where the board can review and discuss during executive session.

Mr. Bevis also discussed the Board of Health meeting time. Mr. Bevis indicated that we are revisiting this discussion based on members asking about adjusting the starting time of the Board of Health meetings. Mr. Bevis opened it up for discussion amongst board members and the consensus was that most wanted some form of change. After going around the room individually asking what times each member was comfortable with, we decided that it would be best to send out a survey in which members could vote on the time and we would try to accommodate everyone based on the results of the survey. At this time, it was unanimously decided there will be no vote and we can discuss this at an upcoming meeting once we have responses from all board members.

EXECUTIVE SESSION

On a motion made by Mr. Jurica, seconded by Mr. Byrne, and approved unanimously the Board moved into Executive Session to discuss a personnel issue at 7:15 P.M. The board exited executive session at 7:40 P.M. on a motion made by Mr. Byrne, seconded by Mr. Johaneck and approved unanimously.

NEW BUSINESS

NONE

ADJOURNMENT

There being no further business before the Board, Dr. Wu moved to adjourn, and the motion was seconded by Mr. Byrne, which passed unanimously at 7:43 P.M.

Minutes respectfully submitted by,

Dr. Abraham Kurien, Secretary

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

Minutes prepared by, Ms. Nicole Finnegan, Administrative Coordinator