

**Kankakee County Health Department
Informational Meeting (No Quorum)
January 17, 2019**

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

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

Staff Present: Mr. John Bevis, Mrs. Laura Sztuba, Ms. Nicole Finnegan,
Mrs. Amy LaFine

Others Present: Student attending, Nina Chandon

The meeting was called to order by Mr. Rodney Gustafson, at 6:40 pm.

APPROVAL OF AGENDA

January agenda was presented, no vote due to lack of quorum.

PUBLIC COMMENT

Introductions by Board members and staff for student in attendance.

APPROVAL OF MINUTES

No vote due to lack of quorum.

EMPLOYEE INFORMATION

Mr. Bevis noted that we currently have one position open, an RN or LPN that will primarily handle lead.

DIVISION REPORTS

Client Services

Mrs. LaFine explained that our Family Case Management is a statewide program that provides comprehensive service coordination to improve health, social, educational, and developmental needs of pregnant women and infants from low-income families in the communities of Illinois. The Illinois Department of Human Services conducts periodic program site reviews to monitor and determine whether sufficient progress toward expected performance standards is being met to justify continued funding of the project at this site. Every two years the DHS must complete a recertification site visit at Kankakee County Health Department to approve our continued participation and funding of this project. Our annual certification review will occur in the window of February- March 2019 and we have been informed it will take about three to four days to conduct. We have requested March 6-8, 2019 and are awaiting confirmation of schedule.

In the past, KCHD has met and exceeded the targeted case load set for this project at this agency.

Environmental Health

Last month, Mr. Wojnowski announced we were starting risk based food inspections. So far, they have done thirty restaurant inspections. These are taking longer because they have to learn this new risk based process in which they sit down and interview the manager. One of the new things being introduced is the employee sick awareness form. If employees are sick, managers must describe what they will be doing to prevent the spread of illness. They also must have a diarrhea and vomit kit onsite as well as a certified food safety training plan when dealing with allergens and how to accommodate for that within their menu. There are also thermal labels, which show temperatures are hot enough for equipment washing, in addition to adding handwashing signs. Another thing Environmental Health has done, is create a compliance binder to give to restaurants. The focus is looking at how restaurants receive, store, and prepare food, as well as what steps are taken with food after preparation. The process has been very educational and we will continue to work with the managers to get them caught up as they are learning the process also.

Health Promotion/Community Outreach and Planning

Mrs. Sztuba passed out the KCHD Strategic Plan, explaining that it took a lot of time to get to this point and come up with strategies and objectives to implement this plan. She also explained that during our Administrative meeting we identified people within our organization who will be assigned to specific roles to carry out this plan.

Mrs. Sztuba also spoke about Trauma Adverse childhood and how it can manifest into psychosocial trauma that affects their physical body. This program has a lot of research on how to identify traumas and provide intervention. We are very fortunate to have a partnership with Pledge For Life and to have this opportunity to be one out of ten in the Country chosen to work on this transformational project in which we can take the next steps and come together to develop a program that will help educated the community on trauma.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis announced that we currently have money that is going back into the November budget, including six grants that have not been approved yet for the County of Kankakee. He explained that we don't receive the money until everything has been approved because we have one grant still pending. We also still have food licenses trickling in. We are currently owed 195,870.93 by the state. We are not comfortable saying that we will receive it all in January and we cannot put it back into this year's budget unless we get it by the end of January so we may have to put it into next year's budget. We are currently at 8.33% of the year and total revenue is at 4.34% of money received and 6.98% expenses.

Mr. Bevis explained that we spoke with Tom at First American Bank and he explained the mechanisms we currently have in place for many investment options. We are trying to schedule a meeting with him in upcoming months to present to the Board regarding this matter.

OLD BUSINESS

Mr. Bevis discussed that he was going to send out an Administrator's review tool to the personnel committee members. He indicated that they can fill it out on their own or they can meet with him to discuss or leave it to discuss with the whole board at the next meeting.

EXECUTIVE SESSION

None

NEW BUSINESS

Mr. Bevis indicated that Board members were potentially asking about adjusting starting time of Board of Health meetings. We could do earlier, but not sure how early Board members would be interested in starting. Early mornings are good if that works, otherwise we could do during workday. At this time, it was unanimously decided that this would be something we can discuss when we have more Board members present and put it back on the agenda for future discussion.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned.

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