

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

Members Present: Mr. Jim Johaneck, Mr. Rodney Gustafson, Dr. John Jurica  
Dr. Abraham Kurien, Dr. Simon Wu

Members Absent: Dr. Olatunji Akintilo, Dr. Syreeta Jones, Mr. Michael Taylor, Mr. Jim  
Byrne

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

Staff Absent: Mrs. Erin Weakley

Others Present: None

The meeting was called to order by Mr. Rodney Gustafson at 5:03 P.M.

APPROVAL OF AGENDA

A motion to approve the July 11<sup>th</sup>, 2019 agenda was made by Mr. Johaneck, seconded by  
Dr. Wu, the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Dr. Wu to accept the June 13<sup>th</sup>, 2019 Board of Health minutes,  
seconded by Dr. Kurien the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we have an employee, Paula Sparenberg who is celebrating her  
15<sup>th</sup> year anniversary working for the Kankakee County Health Department. We will be presenting  
her with a certificate at the full staff meeting in recognition of her achievement.

Mr. Bevis also announced that our new health inspector, Julie Larsen, who recently  
replaced Ryan Wheeler, has been doing a great job training in the field and we are excited to  
welcome her to our Environmental Health team.

## DIVISION REPORTS

### *Client Services*

Mrs. LaFine announced that we had our Family Case Management site review on June 19<sup>th</sup>- June 21<sup>st</sup>. We received very positive feedback in regards to documentation compliance.

Mrs. LaFine also announced that we have our WIC Certification review scheduled for August 27<sup>th</sup>- August 29<sup>th</sup>, 2019. This review will look at the following areas: our assigned caseload, infants at risk, vaccinations for children, as well as the main focus of Family Case Management and Women's Wellness.

### *Environmental Health*

Mr. Wojnowski updated the Board on the Heartland Virus. He explained our participation with the State in which we were part of a team that assembled to do a second round of tick drags in Kankakee County where there was a positive case of Heartland Virus found in 2018. They were able to collect 715 ticks, of which 687 were Lone Star Ticks. Lone Star Ticks are known carriers of the Heartland Virus. The Ticks are being sent to Colorado to be tested for the Heartland Virus and we will share the findings with the Board once the State receives the results and sends out the updated report to us. This will help us provide education to the public on tick safety.

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

Mrs. Sztuba announced the AmeriCorps member application program in which we would apply to have an AmeriCorps member provide services for an eleventh month period at the Kankakee County Health Department. This individual would receive training from IPHD, as well as stipends, housing and student loan forbearance in exchange for their service at the Health Department. If we are chosen for his program, the Health Department would benefit by getting qualified applicants who have a background in Emergency Preparedness, who can then help us strengthen our PHEP program by coordinating with other agencies within Kankakee County. Mrs. Sztuba explained that this individual would be extremely beneficial for our PHEP program and asked the Board to approve moving forward with spending \$11,500 which would cover our cost of the program. Dr. Jurica motioned to approve the \$11,500 investment for the AmeriCorps Emergency Preparedness applicant with the understanding that if we are not chosen we would not pay any fees, seconded by Mr. Johanek, the motion passed unanimously. Mrs. Sztuba also reiterated that we still have to be accepted as an AmeriCorps host site and if chosen, the member would start in September.

Mrs. Sztuba also shared a copy of the Annual Report draft. This captures what we do as a local Health Department. As of now, we are still waiting on HIV results before we can distribute the report. We are still waiting for final numbers, based on historical data if the actual number is under 5 cases then it is considered non reportable.

Mrs. Sztuba announced that our annual Satisfaction Surveys will be going out to employees, clients, and community partners next month.

## *Administrator's Report*

Mr. Bevis updated the Board on the PHEP Conference in Normal, IL. that he recently attended. The conference consisted of a tabletop drill in which there was a nationwide outbreak and team members had to work together to strategize and participate in a wide variety of roles in which they all had job specific duties to carry out in the event of an actual emergency. Mr. Bevis described it as a very pressure packed experience that reinforced our role locally and how to work collaboratively with many agencies through exercises and drills.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Mr. Bevis explained that our June 2019 financial reports are still preliminary. We currently have not received any tax money yet and are at the beginning of a new grant year. We anticipate the numbers will change pending the receipt of all invoices. June and July 2019 financial reports will be presented at the next Board of Health meeting once numbers are finalized, at this time there is nothing to vote on.

## OLD BUSINESS

Mr. Bevis gave an update on our money market account, explaining that everything is currently in place and has been signed. At this point, the \$257K from IPTIP as well as the \$1,000,000 from checking has been moved into the money market account. We anticipate with grants and money market account interest earnings that we are on pace for exactly what we planned for and feel confident with our decision to move forward with opening the money market account.

## EXECUTIVE SESSION

None

## New Business

None

## ADJOURNMENT

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

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