

**Kankakee County Health Department  
Regular Meeting  
June 13, 2019**

Members Present: Jim Johaneck, Mr. Rodney Gustafson, Dr. Olatunji Akintilo  
Dr. Abraham Kurien, Dr. Simon Wu

Members Absent: 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; Mrs. Erin Weakley

Staff Absent:

Others Present: Two students observing meeting for assignment

The meeting was called to order by Mr. Rodney Gustafson at 5:07 P.M.

APPROVAL OF AGENDA

A motion to approve the June 13<sup>th</sup>, 2019 agenda was made by Mr. Johaneck, seconded by Dr. Kurien, the motion which passed unanimously.

PUBLIC COMMENT

We had two students observing for college requirement.

APPROVAL OF MINUTES

A motion was made by Dr. Wu to accept the May 16<sup>th</sup>, 2019 Board of Health minutes, seconded by Mr. Johaneck the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we have an employee, Jackie Harris, who has reached her 25 year milestone with the Kankakee County Health Department.

Mr. Bevis also announced that we received a letter of resignation from Ryan Wheeler, one of our Environmental Health Inspectors that has been with us for a year and a half and who recently completed his LEHP certification. He applied for and accepted Director of Environmental Health for Iroquois County and he will be missed. The good news is that we have hired a new Environmental Health Inspector, Julie Larsen, who will be starting Monday, June 17<sup>th</sup>.

## DIVISION REPORTS

### *Client Services*

Mrs. LaFine announced that we have our upcoming Family Case Management site review scheduled for June 19<sup>th</sup>- June 21<sup>st</sup> and are looking forward to that process.

Mrs. LaFine introduced Family Bridges Agency out of Oakbrook, IL, from whom we've received an M.O.U. recently and are excited to participate in community collaboration to strengthen and preserve families. There will be more to come as we find out the details of the grant going forward.

### *Environmental Health*

No Report

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

Mrs. Sztuba shared an update on Project Sun, which is a children's mental health grant. This is a planning year for Project Sun and Mrs. Sztuba shared a recent summit for system of care in which she was able to learn more about the system of care, and how we can work toward strengthening that care within the community.

### *Administrator's Report*

Mr. Bevis updated the Board on an Opioid Summit he attended at the Majestic Theater specifically designed from a treatment perspective, our current Opioid grant is for purchasing Narcan.

Mr. Bevis also spoke about a meeting he recently attended, Trust Based Relational Intervention, in which they spoke about Pembroke and the impact of trauma and trust based intervention. He added that there was a lot of great information he took away from this meeting.

Mr. Bevis announced that in two weeks he will be attending the Public Health Emergency Preparedness Summit in which there should be some valuable presentations and information he can share with the Board at next month's meeting.

Mr. Bevis also announced that we have partnered with Eagle and Associates, a web based training for staff in which they can log in and receive all their necessary required trainings online. We are excited about streamlining this process so that we can electronically access these trainings at any time which makes it more convenient for staff as well as allowing us to more time for discussion during full staff meetings rather than presenting trainings, preparing power point presentations and updating new rules and changes.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Mrs. Weakley noted that as of the end of May we are at 50% of the year. Total revenue received through 5/31/19 is 40.33 % of the amount budgeted for the year. This is a result of property taxes still at 0, we anticipate we should receive our distribution soon. We are holding our expenses at 48.19% and grants are at 47.09%. We have already received \$125k this month through June 12<sup>th</sup>, 2019. Our total Cash on hand is 2.3 million. Dr. Wu motioned to approve the May 2019 financials, seconded by Dr. Akintilo the motion passed unanimously.

### OLD BUSINESS

Mrs. Weakley gave an update to the Board regarding the Money Market account that we will be opening with First American Bank. We have emailed our contact from the Treasurer's office and they have to send a mailed form to the state to get approval. We will be transferring \$257k from IPTIP and then use \$1,000,000 from checking. Once the money is moved we will continue to keep an eye on the balance and make necessary adjustments as needed.

Mrs. Weakley also gave an update on the FY 2018 Annual Audit. After all of the auditor's adjustments were entered and the revenues received in December 2018 and January 2019 were transferred back into FY 18, we ended the year with a positive balance of \$160,238 for the year. The numbers in our accounts mirror what the auditor reported on the final FY 18 financial statement (\$1,081,225 cash on hand and \$1,242,348 in investments) and there were no financial findings.

Mr. Bevis announced that as of Tuesday, June 11<sup>th</sup>, the County Board approved the AFSCME Contract and we are excited that the process has been finalized.

### EXECUTIVE SESSION

#### Personnel Matters

#### New Business

None

### ADJOURNMENT

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