

**Kankakee County Health Department
Regular Meeting
March 14, 2019**

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

Members Absent: Mr. Rodney Gustafson, Dr. John Jurica, Mr. Michael Taylor

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

Others Present: None

The meeting was called to order by Mr. Jim Johaneck at 6:33 pm.

APPROVAL OF AGENDA

A motion to approve the March agenda was made by Mr. Byrne, Dr. Kurien seconded the motion which passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

A motion was made by Mr. Byrne to accept the December 13th, 2018 Board of Health minutes, seconded by Dr. Akintilo, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis noted that he is pleased to report we are at full capacity with the addition of three new employees. Terri Anderson, our public health nurse who's primary focus will be handling lead, as well as Alysha Basel, our former contractual employee who is now heading up the adolescent health and tobacco grants. We also welcomed our newest contractual employee, Cara DalCanton who will be assisting with the Opioid grant.

We also had an employee, Amber German, who is an RN Case Manager hit her ten year anniversary with the Kankakee County Health Department.

DIVISION REPORTS

Client Services

Mrs. LaFine gave an update on the Legionella case that was reported from Momence Meadows back in February 2019, after a resident tested positive for Legionella bacteria.

On Friday, March 1st, 2019 two more residents were admitted to local hospitals from Momence Meadows for pneumonia like symptoms. IDPH became involved in overseeing testing and reporting results. On March 5th, one of the two cases tested positive for Legionella and Influenza. There were now two confirmed cases from the same facility.

On Wednesday, March 6th, KCHD/ IDPH had a conference call to review current status of known cases and the Momence Meadows investigation. No other cases have been admitted or diagnosed. To date, there have not been any other positive reported cases. Testing of water samples at Momence Meadows remained ongoing.

Amy would like to thank the KCHD Environmental Health and Communicable Disease staff that went to the facility and was involved in the investigation. She stated that everyone did a great job in working together as a team and was very proud of them.

Environmental Health

Mr. Wojnowski announced that we are halfway through our first round of inspections and they have been going very well. He also explained that we are doing a lot of education based inspections and passing out binders with information that will help teach management proper food handling procedures. Mr. Wojnowski also spoke about special processes in the future in relation to specialty food items like proper PH level of Sushi.

Mr. Wojnowski gave an update on the Bradley Home Kitchen Act, explaining that the County denied the Home Kitchen Act and now it is being presented to the Village of Bradley. There has been much discussion on home rule, and the Mayor's decision to wait for the Attorney General's ruling to come back before voting has changed. There was discussion amongst trustees that wanted it put through but there were issues with two things; obtaining a business registration and receiving food sanitation training that needed to be added. It did not pass and will go through again with the new language put back in to include those two things. We are under the impression that they do want to pass it once the new language is included.

We are limited to the scope of our duties because they have their own code enforcement and ultimately we are against this ordinance being passed because it doesn't allow a health department to inspect. We will feel more comfortable once the new language is added that requires a business registration and to receive food sanitation training. Mr. Wojnowski also added that home kitchens are completely different than a restaurant inspection. He also explained the difference between a Farmers Market in which they obtain a temporary food license and get inspected. If there were to be an outbreak we will inspect, similar to the cottage food rules in which there are only certain foods but the difference being that it is not done out of their home.

Health Promotion/Community Outreach and Planning

Mrs. Sztuba announced the upcoming Child Health Conference which actually started at the Health Department and just grew bigger each year. It will be at KCC on April 11, 2019.

Mrs. Sztuba also passed out the KCHD Strategic Plan, explaining that it took a lot of time and effort to get to this point and come up with strategies and objectives to implement this plan.

We are focused on better serving the community by promoting our services and getting information out to the public as well as maintaining sustainable funding.

Mrs. Sztuba also spoke about her experience working with the National Leadership Academy of Public Health. They are currently working on a project building leadership skills to build a trauma informed community. This involves working with providers to identify traumas and adverse childhood experiences. Examples would be divorce, incarcerated parents, substance abuse issues and many other evidence based issues that are now impacting kids.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis explained that The December 2018 financials were revised since the January BOH meeting. We are able to put any revenues received in December 2018 or January 2019 for services performed before November 30, 2018, BACK into November 2018. That is why you see some negative numbers in the Grants section of the Revenue page for December. Those payments received in December were actually for services in July – November 2018, so the revenues were put back into the previous fiscal year. At 8.33% of the year for December, after putting the grant revenues back into November, December revenues are now showing 1.35%, and the expenses were at 7.03%.

January 2019 also had some grant revenues received for services prior to November 2018, so you will see some negatives again there in the Grants section of the Revenue. By the end of January, we are showing that we have received almost all of our budgeted Food License money for the year, with a few more trickling in February and then the remainder of the year would be changeovers and/or some places that we do not make them pay until they open for the season, such as youth sports complexes. As of January 31, we have completed 16.66% of the year, but revenues were only at 10.63% and expenses were at 13.43%.

Anything received after February 1, 2019 will all show in the current year's budget, but we still had outstanding money we hadn't received yet since July 1, 2018: Local Health Protection Grant, Vector, VFC, CLPPP, & Tobacco to name a few. Pharmaceutical Supplies was abnormally high this month due to the purchase of Narcan to provide at the trainings for the Opioid grant. At the end of February, we should be at 25% of the year's budget. We are at 14.27% for revenues, and 22.18% for expenses.

In addition to these reports, Mr. Bevis then explained that he was also reporting that the November 2018 financials have been revised to report the revenues received in December and January. Originally in December, it was reported that we ended the year showing a LOSS (negative) of \$8891.52. After December's revenues received were moved back to November, that number jumped to a positive balance of \$79,511.54, and with January's revenues moved back to November, we are currently showing a positive balance of \$156,580.53. The auditors could still make adjustments to these numbers, and once we receive those adjustments (usually not until the end of May or June), we will report back the final standings of November 2018.

This weekend, we did receive word that our Comprehensive grant (LHPG, CLPPP, Vector, VFC, Body Art, & Tanning) was finally executed and we received the full amount of \$231,788 upon execution for the LHPG. We also received an 80% upon execution for the

Tobacco grant, so that's another \$21K we've received in March thus far. So far in March 2019, we have received nearly \$300K in grant payments. Now that these grants are executed, we can begin to bill for them back to July and start to catch up on the grant revenues still owed to us. We still have one grant that has not yet been posted to EGrams, and we are hearing that the State is going to offer this grant as an inter-governmental agreement as opposed to going thru EGrams, and that's the Genetics grant, which is a \$16,000 grant we receive to basically account for 2-3% of each of the Case Management nurses' time during the year. Mr. Byrne then motioned to approve the December 2018, January and February 2019 financials, seconded by Dr. Akintilo, the motion passed unanimously.

OLD BUSINESS

Mr. Bevis discussed that he will be reaching out to the Personnel Committee to meet and discuss the Administrator's review tool. He feels the best platform will be to meet in person so that it's easier to ask questions.

Mr. Bevis gave a brief update on the 2018 Annual Audit that we had last week, at this point it is still a work in progress. All of our programs and grants are being reviewed to ensure deliverables and reporting requirements are met.

EXECUTIVE SESSION

On a motion made by Mr. Byrne, seconded by Dr. Kurien, and approved unanimously the Board moved into Executive Session to discuss personnel issues.

NEW BUSINESS

Mr. Bevis indicated that Board members were potentially asking about adjusting starting time of Board of Health meetings. Mr. Bevis explained that we can open up the discussion over the course of the next few meetings to all board members and potentially send out a survey to determine what would work for everyone. At this time, it was unanimously decided there will be no vote and this will be something we can discuss when we have all Board members present and we can put it back on the agenda for future discussion.

ADJOURNMENT

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