

**Kankakee County Health Department
Regular Meeting
October 17, 2019**

Members Present: Mr. Jim Johaneck, Mr. Rodney Gustafson, Dr. John Jurica
Dr. Abraham Kurien, Dr. Olatunji Akintilo, Dr. Syreeta Jones

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

Staff Present: Mr. John Bevis, Ms. Nicole Finnegan
Mr. Keith Wojnowski, Mrs. Erin Weakley

Staff Absent: Mrs. Amy LaFine

Others Present: None

The meeting was called to order by Mr. Rodney Gustafson at 5:02 P.M.

APPROVAL OF AGENDA

A motion to approve the October 17th, 2019 agenda was made by Mr. Johaneck, seconded by Dr. Jurica the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Dr. Jurica to accept the August 15th, 2019 Board of Health minutes, seconded by Mr. Johaneck the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we are currently fully staffed. He explained that shortly after our August meeting, Laura Sztuba resigned as our Director of Community Outreach and took a position with Amita Health. Her last day was September 29th, 2019. Mr. Bevis explained that our plan is to take the current projects that Mrs. Sztuba has been working on and spread them amongst our Health Promotion Educators. We also hired Kayla Pacton as an additional Health Promotion Educator and currently have her shadowing our Health Promotion team. An offer was also just accepted for a Public Health Nurse position that we have had open and we are excited to share that Audrey Shivers will be joining us in the beginning of November.

DIVISION REPORTS

Client Services

Mr. Bevis shared that Mrs. LaFine had a previous commitment tonight and he would be sharing on behalf of Client Services. Mr. Bevis announced that we had our WIC Quality Site Review the week of August 26th- 30th. Our review went very well, and we have a short action plan of follow-up. Our surveyor was very complimentary of our case managers work and Glynis's leadership of the program.

Mr. Bevis also shared that we currently have two nursing students interning with us in client services, Tiana Tucker Esparza from Olivet University and Danielle Gilbert from Des Moines University.

Environmental Health

Mr. Wojnowski updated the Board on our recent positive West Nile Virus case. He explained that this was a probable case and after speaking directly with the CDC they consider a probable case a positive case. At the time this was recorded, it was the third human case of West Nile Virus in all of Illinois. We are currently up to fourteen cases in Illinois now. Mr. Wojnowski also shared that he has done several radio interviews regarding the case and the public has been made aware. As far as the Vector Program, our last day was October 14th, 2019. We tested over one hundred and twenty-five batches, as well as three birds that all tested negative for the virus.

Mr. Wojnowski also presented the Board with the Food License Fee Increase as well as a change to the time for reinspection's from 24 hours to 72 hours to allow for flexibility and weekends, which explains that every five years we try and review our fee schedule and policies. In addition to that, he explained that we are now required to go back to these sites multiple times with the new law that has gone into effect. Mr. Wojnowski explained that the chart explains the proposed fee structure and we feel it is justified based on the hours that go into these inspections as well as the research we have done on what other counties are charging. The Board suggested that we try and evaluate our fees more routinely than every five years so that it becomes more of a yearly process. Dr. Akintilo made a motion to approve the Food License Fee Increase, seconded by Dr. Kurien the motion passed unanimously. Mr. Bevis explained that the next step is now the Executive Committee, if that is approved then it will go to Full County Board in November to be voted on. Renewal notices go out in December and if approved this fee increase would take effect FY20.

Administrator's Report

Mr. Bevis announced to the Board that he was featured in the Daily Journal after he was contacted by David Giuliani, who explained that he wanted to do an article about his involvement in the community and his role as Public Health Administrator. Mr. Giuliani explained that he has noticed Mr. Bevis active in the community attending meetings and speaking out on behalf of the Health Department. Overall, Mr. Bevis shared that he felt that the article did a good job explaining

his role as Administrator, except for one misprint that stated he was a Republican Libertarian.

Mr. Bevis also shared that he has started attending meetings in relation to the zoning and planning of dispensary placement in Kankakee County. Mr. Bevis expressed his concerns with the Board and explained he doesn't feel it is good to allow this. He also wanted to clarify that he is not speaking against the law, or against medical marijuana. The issue is recreational marijuana and allowing a dispensary for the sale of marijuana. Mr. Bevis then said he feels he is presenting the public health aspect by educating the public on what can and has happened based on states that it has already negatively impacted and the statistics currently out there. Mr. Bevis also stated that he believes the city of Kankakee, as well as the Village of Bradley may allow these, however the County and Village of Bourbonnais has yet to approve them.

Mr. Gustafson stated that he thinks it is a good idea that Mr. Bevis is presenting information from other states of the negative effects it has already had. Mr. Gustafson also suggested that the Board is all on the same page regarding the issue and stand behind Mr. Bevis with their approval to go out and speak against the issue. Dr. Akintilo agreed that it is our obligation to tell the public and the Board of Health agreed.

Mr. Bevis also shared that the Health Department would be participating in the Countywide Active Shooter Drill with the hospitals on October 24th, 2019. This will involve us participating in an active shooter drill, role playing, and helping with the re-unification process.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley announced that for August 2019 we should be at 75% of the year. As you can see, revenues were at 71.26% and expenses were at 76.21%. We did receive quite a bit of grant revenue in August (\$172,346.17) and a smaller portion of our property tax distribution from July (43,393.80), but our fees are still lagging due to clinic services and immunizations being under budget. We have voiced our concerns and are looking into how to maximize the dollars we are getting as well as how to increase the numbers we get walking through the door to receive our services. August was also a higher month than usual for expenses due to it being a three payroll month.

For September 2019, we received another large chunk of property tax money, bringing our total to \$457,222.30 of the projected \$493,672. We haven't received another distribution yet in October, but we should be receiving at least one more distribution for the year, and that should come close to the budgeted amount for the year. For September, we should be at 83.3% of the year, revenues are at 82.13% and expenses are at 83.46%. We are right on track for expenses and do have approximately \$45,000 still outstanding from grants that ended in June 2019. There is also \$43,000 still in the queue for the Comptroller's office which has already been approved from IDPH and just has to be released to us as payment from the Comptroller. There is also \$55,000 outstanding in Match Money, which reports have been filled out and submitted for, so we anticipate receiving that money as well.

As of the end of September, we have \$1,008,664.39 in IPTIP, and we now have \$1,004,796.47 in the money market that we opened in June. We are now earning about \$2500 in interest per month for just the IPTIP, as well as \$3000-3500 with the two invested accounts.

Dr. Jurica made a motion to approve the August and September 2019 Financial Reports, seconded by Dr. Akintilo the motion passed unanimously.

Mrs. Weakley also presented to the Board that we have a small breastfeeding account that currently has old signors listed on the account. The signors listed are the previous administrator, as well as a former hospital employee as it used to be a coalition. There is approximately \$2100 in the account and we need to update the signors so that we can decide what we can do with it in relation to breastfeeding within our Client Services Department. Dr. Jurica made a motion to approve updating the signors to Mr. John Bevis, the current Administrator, and Mr. Rodney Gustafson, the current Board of Health President. The motion was then seconded by Mr. Johanek and passed unanimously.

OLD BUSINESS

EXECUTIVE SESSION

New Business

Mr. Bevis presented the Child Passenger Safety Seat Distribution policy to the Board, this is in relation to some of our staff members who have recently been trained on the safety seat installation and we created this policy to specifically describe the procedure for when our clients need car seats and the requirements we follow in regards to those needs. This policy would take effect as of November 1st, 2019 if approved. Mr. Johanek made a motion to approve the Child Passenger Safety and Seat Distribution policy, seconded by Dr. Kurien the motion passed unanimously.

Mr. Bevis then explained to the Board that we had a heating unit replaced and there have been some issues with the replacement. The situation started a few months back after we had a bad storm and our generator ran for three days straight. After being unsure why the Maternal Child Health suite was so hot, we discovered that their unit had in fact failed and needed to be replaced. This had already been put in the budget to replace and it was beyond our ability to make any repairs to try and make it work. During the installation process of the new unit, one of the workers hit one of the condenser lines. Mr. Bevis explained that because we were unaware of what that meant, he contacted Mr. Pat O'Connell who then contacted Glade so that he could better understand the situation. Mr. O'Connell then informed us that the unit would still be covered under the original one year warranty, as well as Glade providing an additional year warranty and a five year warranty on the actual repair. Glade also repaired the unit onsite and it is fully functional at this time. Mr. Bevis then explained that we have yet to pay the bill because we wanted the Board's approval that they felt this was a fair deal based on the extended warranty that Glade would provide due to the error. The Board unanimously agreed that they were okay with keeping the unit.

Mr. Bevis then announced that it was time to either select a nominating committee for 2020 officers or we could continue with the same offices for 2020. The Board unanimously agreed to keep the same officers for 2020.

ADJOURNMENT

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