

**Kankakee County Health Department  
Regular Meeting  
December 17, 2020**

Members Present: Mr. Rodney Gustafson, Dr. Olatunji Akintilo  
Dr. Abraham Kurien, Mrs. Neelie Panozzo  
Mr. Jim Johanek, Dr. Syreeta Jones  
Dr. Simon Wu, Dr. Jeffrey Long

Members Absent: None

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

Staff Absent: Mrs. Amy LaFine, Mr. Keith Wojnowski

Others Present:

The meeting was called to order by Dr. Wu at 5:00 P.M.

**APPROVAL OF AGENDA**

A motion to approve the December 17, 2020 agenda was made by Dr. Long, seconded by Dr. Kurien, the motion passed unanimously.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

A motion was made by Dr. Long to accept the November 12, 2020 Board of Health minutes, seconded by Mr. Johanek, the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis announced that we hired a contractual Opioid Prevention and Tobacco Outreach Specialist, Tyan Berry. We have also received resignations from two of our contractual Contact Tracers. At this point, we do not feel that we need to fill those positions unless we encounter a surge in cases.

## DIVISION REPORTS

### *Client Services*

We are continuing to serve clients through our curbside pickup, as well as take a limited number of patients onsite for immunizations. We are also preparing to our staff for the vaccine arrival and distribution process.

None

### *Environmental Health*

Mr. Bevis indicated that our last two locations with outstanding complaints are now making reasonable efforts in terms of masking, signage, and social distancing

### *Administrator's Report*

Mr. Bevis reminded the board that it wasn't until last month that we had our first positive staff member and we feel very fortunate that we were able to maintain a low positivity rate amongst employees so that so that we could continue to serve the community. We utilized our rapid test kits to test staff up to twice a week, so we were able to limit their exposure if they were positive onsite. As it stands today, we have had 10,144 positive cases of COVID-19 in our county, 4878 recoveries, 5124 active cases, and 142 deaths. We are optimistic that we will not have another big surge going forward.

Mr. Bevis shared that there are many questions involving the vaccine distribution process and there are many questions that we are waiting to have answered by the state. At this point, it is a frustrating process because there are many things that have not been addressed yet, but we are doing our best to be prepared. We can share that Riverside has received 66% and Amity has received 34% of our first shipment of Pfizer. Amity St. Mary's has agreed to let our staff get vaccinated, but the state has mandated that the first week vaccinations must occur in a hospital setting. We are being told that we will be allocated a weekly amount and we will know more information as it becomes available. It is possible that we may not get more based on supply, but we plan on trying to communicate with physicians and the public as to where we are at in the process as we become informed. We are also in the process of collaborating with schools to schedule their staff, as well as pharmacies that will help us get the vaccine to as many people as possible.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Mrs. Weakley updated the Board on November draft 2020 financials reports indicating that we are at 100% of the year. The Auditors will allow us more revenues back, that is why this month's financials are a draft. We are at 111.45 % revenues; the second quarter is due by the end of this month. We also have property tax revenue, and interest is currently down. We did not have teen conference this year because of COVID. On the expense side, the personnel

portion is final. 40k in overtime and straight time. 99.46%, right on target for salaries and expenses. We also had lots of computers and contact tracer costs. For our cash on hand: we have \$1,019,613.77 in the IPTIP account, \$1,014,571.59 in the money market account, \$1,093,641.19 in the checking account, and there are \$27,838.03 in outstanding checks. Total cash on hand is \$3,099,988.52. Dr. Long made a motion to approve the November draft 2020 Financials, followed by Mr. Johaneck, the motion passed unanimously.

#### OLD BUSINESS

Mrs. Weakley explained that we are asking for a Fiscal Policy Revision change, this was explained to the Board by highlighting items that needed to be changed or revised. Under Property Management we are asking that items \$500 or more will need to be inventoried, changing from \$100 or more. We are asking that we can make updates to the micro-purchases section involving 10k or more and items 50k or more will be subject to a bid process before a vendor is approved. We also need to add an emergency purchases section that would allow us to make a purchase in the event that we were under an extreme emergency situation that would create a threat to public health, welfare, safety, or public property. Dr. Long made a motion to approve these changes, seconded by Mr. Johaneck, the motion passed unanimously.

#### NEW BUSINESS

Mr. Bevis explained that we are looking into using a company called Trula that would help us with our contact tracing needs. They currently staff 200 people and would be able to efficiently do everything for us in terms of taking all our positive cases and documenting into salesforce. This could alleviate our Health Department from having 12-15 contractual contact tracers on staff and trying to manage caseloads that are above our threshold. This would be a big expense if we were to move forward, however our hope is that the Contact Tracing Grant would cover the cost. At this point, we are waiting on more detail, and are asking the Board's approval to move forward with the Trula partnership if the grant does allow us to use them. Dr. Long made a motion to approve using Trula, with the guidelines that the Board receives the data by the end of January to then review on a monthly basis. Dr. Kurien seconded, and the motion passed unanimously.

Mr. Bevis also explained that we were notified of a Local Cure Support Program Grant that expires at the end of the month. We found out that KCHD qualifies to ask for reimbursement for items such as COVID-19 related expenses from March 1<sup>st</sup>-December 30<sup>th</sup> related to personnel costs and expenses. We checked our notes going back to March 1<sup>st</sup> and we had language that indicated we would try and secure Hazard pay for our employees if we were able to, but none of the grants at the time covered that. After speaking to the Cure Grant representative, they said that some of those expenses may be allowed. We are going to try and submit based on the number of hours in that period, how many hours they worked at a rate of \$5.00 per hour. Based on the program, their work had to be impacted by COVID-19. As such, we are under a timeline. They may deny it, but we are asking for the opportunity to try and submit it as a way to reward staff in relation to all of the extra hours they had to come in and were exposed to the public. This is federal money, and we realize that we may be told no, but we are asking to try and submit a hazard pay request with the Board's permission. Mr. Gustafson made a motion to approve trying to submit hazard pay through the Local Cure Support Program, seconded by Mrs. Panozzo, the motion passed unanimously.

EXECUTIVE SESSION

Mr. Bevis asked Mr. Gustafson to be a witness at a recent union meeting regarding a grievance. The grievance was explained to the board and it was mutually discussed. Mr. Gustafson made a motion to allow moving forward with arbitration, seconded by Dr. Long, the motion passed unanimously.

ADJOURNMENT

There being no further business before the Board, Dr. Long moved to adjourn, the motion was seconded by Mrs. Panozzo and 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