

**Kankakee County Health Department
Regular Meeting
February 11, 2020**

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

Members Absent: Dr. Syreeta Jones, Dr. Jeffrey Long

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 February 11th, 2020 agenda was made by Mrs. Panozzo, seconded by Dr. Kurien, the motion passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

A motion was made by Mr. Gustafson to accept the December 17, 2020 Board of Health minutes, seconded by Mrs. Panozzo, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we have made an offer to Shelby Shiver for our new Health Promotion Coordinator. We also had a Client Service Representative resign, and we are currently interviewing for that position.

DIVISION REPORTS

Client Services

We are continuing to serve clients through our curbside pickup for WIC appointments. We have now opened our clinic up for immunizations and are trying to get caught up with the number of children that require mandatory immunizations for school. We have also seen a rise in our county's HIV and Syphilis cases; therefore, we felt the need to open our STD clinic back up one day a week. We are also actively vaccinating groups 1A and 1B during our onsite clinics that are hosted in our conference room and that has kept our staff extremely busy.

None

Environmental Health

Mr. Bevis indicated that guidance currently states that you can have up to 50 people or capacity for indoor dining, groups up to 10 people, with tables spaced 6 feet apart. Complaints have significantly decreased, and we are hopeful that it will stay that way moving forward.

Administrator's Report

Mr. Bevis explained that our staff have been working tirelessly to get the vaccine out to as many people as we possibly can. Our greatest obstacle now is supply. We are not receiving enough vaccine to hold mass vaccination events; therefore, we are trying to work with our community partners and distribute it to Riverside, Meijer, and Jewel so that everyone can try and vaccinate people in our county. Another obstacle we are dealing with is not knowing how many doses we will receive and then trying to plan county wide with how many doses we can accommodate based on facility. The state has said they will try and give us more notice when sending out our allotment, however, that has not yet been the case. We were just told that we will receive 300 doses total for the county, which is disheartening, however the state told us that it is based on supply and factors like the weather. We have explained we will take anything they can give us, specifically Pfizer, because they were at a point where nobody could store Pfizer. We can work with Riverside, who has been hosting clinics with Pfizer, therefore, we made it clear that we can handle as much as they can send out. The process has been frustrating, primarily for planning purposes, as well as trying to explain to our county that we just don't have enough vaccine to pour into the community yet. Mr. Bevis also explained that our staff of 32 people has been inundated with phone calls and complaints because of the supply shortage and we are continuously trying to explain the process and why it seems as though we don't have enough vaccine to go around.

Mr. Bevis announced that Senator Joyce and Jackie Haas were part of a meeting in Springfield to voice their concern and help streamline the process. We have been reassured that things should improve as the state gets more organized and our vaccine supply should increase. Our main frustration is that we aren't receiving the supply

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 1st-December 30th related to personnel costs and expenses. We checked our notes going back to March 1st 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