

**Kankakee County Health Department
Regular Meeting
January 16, 2020**

Members Present: Mr. Rodney Gustafson Mr. Jim JohaneK, Dr. Syreeta Jones
Dr. Olatunji Akintilo, Mr. Jim Byrne Dr. Abraham Kurien

Members Absent: Dr. John Jurica, Mr. Michael Taylor, Dr. Simon Wu

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

Staff Absent: Mr. Keith Wojnowski

Others Present: None

The meeting was called to order by Mr. Gustafson at 5:05 P.M.

APPROVAL OF AGENDA

A motion to approve the January 16, 2020 agenda was made by Mr. Byrne, seconded by Dr. Akintilo the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Mr. JohaneK to accept the November 14th, 2019 Board of Health minutes, seconded by Dr. Jones the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we are currently fully staffed. We recently hired Delaney Mazanec, who is our Certifying Health Professional, as well as a former intern that we are very excited to bring onboard.

DIVISION REPORTS

Client Services

Mrs. LaFine updated the Board about our recent partnership with Head Start. She and Mrs. Glynis Cailteux recently joined the policy committee which has been an incredible opportunity as it allows us to get feedback from the parents so that we can use that information to help meet the

needs of the community. We have a parent academy scheduled for February 12th that will include WIC signup, providing parents with information about Immunizations, as well as hearing and vision tests onsite.

Mrs. LaFine also updated the Board on our ongoing partnership with Project Sun. We are currently working on the Sun Grant, which the community foundation applied for and we received in 2018. The first year involved strategic planning, and now this year our focus is implementation. Mrs. LaFine also announced there will be a parent café scheduled for January 30th, 2020 at the Helen Wheeler Center in Kankakee. This is the first of a monthly series intended to regularly provide a space for parents to bring questions and concerns and gain free training from local professionals as well as share experiences amongst each other. We are excited to be a part of this group and look forward to the progress we can make within the community.

Environmental Health

Mr. Bevis updated the Board regarding the upcoming LHPG Audit. The audit is intended to encompass the inspections we have completed over the last three years and gives the auditor the opportunity to ask questions or concerns on how those inspections were done.

Administrator's Report

Mr. Bevis updated the Board on the status of recreational marijuana and how it currently affects our community now that it has been legalized. He indicated that our staff has attended many meetings over the last year and did a great job educating the public on factual evidence related to recreational marijuana in other locations in which it had already been legalized. Now that it is legal in our state, our job is to continue to educate the public by making sure that our community knows the rules set in place. It is important to note that we are not promoting recreational marijuana, but more importantly prioritizing education so that our community stays informed.

Mr. Bevis thanked Mr. Gustafson and Dr. Kurien for attending our 2019 Christmas Party. It was a great success and we were fortunate enough to spend another year collecting hats and mittens for our tree, as well as wrapping children's books that we can distribute to clients throughout the year. We also collected toiletries brought in by staff in which we donated to Fortitude and KC Casa.

Mr. Bevis also noted that most of our building repairs have been completed and we are starting to slowly put things back together. We were fortunate to have a wonderful group that was able to help disassemble and reassemble furniture, as well as paint so that we could have the suites ready for new flooring. They were able to get things finished ahead of schedule and work around our schedule so that our clinic and clients were not affected. Mr. Bevis also commended the KCHD staff for their patience in working through all the work to continue to provide services to our clients in need.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley announced that we only have November financials completed at this time. We had an issue with software updating and could not complete December financials prior to today's meeting. Mrs. Weakley noted that the County year ends November 30th, 2019, per our auditor we can move revenue back to November until January 31st, 2019. We can also move December revenue back to November. Mrs. Weakly indicated that we are at 101.32% revenue at this point, and we had the same issue in previous years with grants coming in late. As of now, we have \$344,658.00 outstanding. We also have seven grants that have not opened yet. We are still showing a positive overage of \$37,489.81. Lastly, Mrs. Weakley noted that our IPTIP and money market accounts are both doing well. Dr. Akintilo made a motion to approve the November 2019 financials, seconded by Dr. Kurien, the motion passed unanimously.

OLD BUSINESS

NONE

NEW BUSINESS

Mr. Bevis announced that we received our 2019 Audit Engagement Letter from SKDO, which is the same company we have used in combination with the County, Circuit Clerk and 911 for many years. Our fee of \$12,500 for our portion remains the same. Mr. Byrne made a motion to approve using SKDO for our 2019 Audit, seconded by Mr. Johaneck, the motion passed unanimously.

Mr. Bevis also announced that he will be reaching out to the Personnel Committee regarding his 2019 Evaluation to schedule a time to complete this.

EXECUTIVE SESSION

Mr. Byrne made a motion to move into Executive Session to discuss a Personnel Issue, Dr. Akintilo seconded the motion and the Board entered Executive Session.

ADJOURNMENT

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