

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

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

Members Absent: Dr. Simon Wu

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

Staff Absent: Mr. Keith Wojnowski

Others Present: None

The meeting was called to order by Mr. Gustafson at 5:00 P.M.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Dr. Kurien to accept the June 11, 2020 Board of Health minutes, seconded by Mr. Johaneck, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we received a resignation letter from our Clinic Assistant, Junnah Gattermeir. We were able to transition her to a part time contractual Contact Tracer and will be posting her position shortly. We also have a new part time Healthworks RN, Brianna Koskinas, starting Monday, July 20th.

DIVISION REPORTS

Client Services

Mrs. LaFine announced that July has been a month of change. From July 8th-10th, our staff went through new IWIC training. We have had great success with virtual WIC appointments and are very happy with our staff's ability to transition to the new IWIC program that involves new EBT cards and no longer requires paper coupons. Mrs. LaFine shared that this has been a learning experience for all involved and we feel that things have really transitioned better than expected with implementation of the new process.

Mrs. LaFine also explained that we are resuming limited services onsite. We are currently taking patients that have pre-scheduled appointments for immunizations, as well as TB tests, and limited STD testing. We have set up our lobby to keep patients safely socially distanced, as well as requiring all patients and staff who are in contact with patients to wear masks. At this time, all WIC appointments are still being held virtually and we have not been told when in person appointments are set to resume at the state level

Environmental Health

Mr. Bevis explained that our Director of Environmental Health, Keith Wojnowski, has had discussions with his staff about returning to the field and resuming our food inspection process. We are looking forward to starting that process back up, as well as providing as much education and information that we can for local restaurants and businesses on safety guidelines.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley updated the Board on June 2020 financials, indicating that as of the end of June we have been waiting on quite a bit of grant money to come in. As of June 30th, we are at 58.3% of the year and have \$2,335,321.15 total cash on hand. Dr. Kurien made a motion to approve May 2020 financials, seconded by Dr. Jones, the motion passed unanimously.

OLD BUSINESS

Mrs. Weakley explained that we received our FY 2019 Audit back and the Health Department had two findings. The first finding was number 2019-002, citing that a WIC Program Client Certification Form was not completed in its entirety; the eligibility category was left blank on the form. We have submitted a corrective action plan indicating that our Client Service Representatives and Certifying Health Professionals have been instructed on the important that all boxes and blanks need to be fully completed on the certification form. The second citing was finding number 2019-003, citing that the Health Department's financial policy procedure manual does not address suspension and debarment requirements nor are there procedures in place to ensure compliance with these requirements. Our corrective action plan will involve our Business Manager receiving all completed and approved Purchase Orders. Before completing the purchase,

the Business Manager will check the SAM (system for AWARD management) to verify that all vendors with approved purchase orders over \$25,000 are not suspended or debarred. Furthermore, the financial policy and procedure manual will be updated to address the federal suspension and debarment regulations and implement controls to ensure compliance.

Mr. Bevis gave the Board an update on our Contact Tracing Grant, indicating that we have hired two screeners for the front door that will screen all visitors by taking their temperature, as well as filling out a Covid-19 screening form. They will also assist with all vendors and deliveries that come through ensuring that a limited amount of people come into the Health Department. The screeners will also help the nurses by cleaning and sanitizing the chairs and rooms after every patient so that we make sure everything is clean and we avoid exposure to our clients. At this point, we have hired two contact tracers that make calls on positive cases, as well as a few volunteers that are able to come in as needed based on caseload. We received notice from the state that we need to make a few revisions to our original budget submittal and once that is completed the Contact Tracing Grant should be approved.

Mr. Bevis then announced that locally our numbers are good, and we haven't seen a death in the last few weeks. Our Health Educators have put together a great pamphlet that explains the definitions of things like quarantining. Mr. Bevis also indicated that he has started to meet with Superintendents about school starting back up and the best way to protect everyone. As we are getting settled into this new world of COVID, we want to make sure that the proper procedures are being upheld and children are not considered a high-risk population at this point.

Mr. Bevis shared that the Union has finally agreed to our terms of the ten paid days off and explained that the COVID-19 Union MOU has been signed by both parties and is effective immediately. Mr. Bevis indicated that we have been very fortunate that nobody has tested positive at the Health Department, but when it does happen, he is glad that we now have a plan in place to protect our employees.

Mr. Bevis gave an update on current Board of Health member renewals. We have been told that three of our members filled out their application paperwork to renew their term and they are expected to be voted in at executive committee and announced at the full board meeting in August. Mr. Wheeler also indicated that we have an opening for two new board members, one to replace Dr. Jurica, who gave his resignation earlier this year, and Mr. Taylor, who has not renewed.

NEW BUSINESS

Mrs. Weakley introduced the revision to our financial policy and procedure manual to include information regarding the process we need to add regarding our financial policy finding from our FY 19 Audit. This revision is necessary to fulfill the corrective action plan to include that our Business Manager will receive all completed and approved Purchase Orders. Before completing the purchase, the Business Manager will check the SAM (system for AWARD management) to verify that all vendors with approved purchase orders over \$25,000 are not suspended or debarred. Mr. Johaneck made a motion to approve the revision to the financial policy and procedure manual, seconded by Dr. Akintilo, the motion passed unanimously.

Mrs. Weakley also explained a temporary overtime agreement for salaried employees from June 1st, 2020 to May 31st, 2021. The purpose of the temporary overtime agreement allows for compensation for overtime work performed by salaried employees for the COVID Contact Tracing Grant in addition to their normal responsibilities. Mrs. Weakley also explained that salaried employees will need to complete daily time studies so that it can be determined how many hours per week that COVID Contact Tracing activities are taking place. For the overtime to be paid, the total number of COVID Contact Tracing hours on the daily time studies for the two-week period must be equal to or more than the number of overtime hours being paid. The overtime hours are only to be paid out of the COVID Contact Tracing Grant which goes from 6/1/20-5/21/21 and the additional work is of a special or one-time nature. Dr. Kurien made a motion to approve the temporary overtime agreement, followed by Dr. Akintilo, the motion passed unanimously.

Mr. Bevis announced that we currently need to make space for Contact Tracers, and we do not have room in our back storage to house all of the old and broken equipment that we currently have. In an effort to make space for the Contact Tracers, we need to move this equipment out of the back-storage room because we have other equipment from the CD room that needs to go back there. Mr. Bevis explained that we are asking for permission to dispose of equipment and our plan is to reach out to the community agencies to see if they could use it. Mr. Johaneck made a motion to approve the disposal of equipment, followed by Dr. Kurien, the motion passed unanimously

EXECUTIVE SESSION

Mr. Bevis indicated we do not need to go into Executive session. The Union wishes to arbitrate, we are in the process of who and when currently.

ADJOURNMENT

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