

**Kankakee County Health Department  
Regular Meeting  
March 12, 2020**

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

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

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

Staff Absent: None

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 March 12, 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. Johaneck to accept the January 16, 2020 Board of Health minutes, seconded by Mr. Byrne, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we had one resignation from our contractual employee, Brady Bellin. Brady was our Opioid Overdose Prevention Specialist and accepted a position closer to home in Wisconsin.

DIVISION REPORTS

## *Client Services*

Mr. Bevis introduced our Communicable Disease Coordinator, Kristen Dozier. He explained that she and her team of nurses have been tirelessly working on COVID-19 related planning and he thanked her for all the time and hard work she has invested thus far.

Mrs. LaFine introduced the Family Connect Illinois Needs Assessment program sponsored through Ounce of Prevention and Success by Six. She explained that it's a universal approach to include every baby born in our community.

Mrs. LaFine also updated the Board on free sign language classes that were offered by Jackie Hernandez through the Bradley/Bourbonnais school district. We are happy to announce that six of our employees attended the eight weeks of sign language training and have been able to implement those skills as needed during app it to communicate with our clients.

## *Environmental Health*

Mr. Wojnowski updated the Board regarding the current LHPG Audit. This audit occurs every three years and reviews our food, water, and sewage programs. At this point, they are in the process of conducting the audit and we intend to update the Board once we have anything to report.

Mr. Wojnowski also updated the Board that all establishments have been licensed for 2020. They had had until January 15<sup>th</sup> to complete licensing without additional fees and we are happy to report that the process is completed.

Mr. Wojnowski also gave an update on the Lemonade law. He explained that this was introduced as a bill. If you remember, we had an issue in the past with someone in the community operating a lemonade stand with no water or sewer. They were then bottling their own lemonade with ingredients other than lemonade. We believe that we did our due diligence by educating them on what they should be doing, and we will continue to monitor this going forward.

## *Administrator's Report*

Mr. Bevis updated the Board on many of the meetings he has currently attended in the community. He also realizes that the biggest concern right now is COVID-19 so he wants to take this time to update the Board on what we at the Health Department have been doing. Mr. Bevis advised that he has been talking to Government Officials, Mayors, County Officials, Department Heads, Radio Stations, and putting out all the information that we have at this time. The information is changing every day, therefore as of now we currently have no positive cases in the county. Mr. Bevis then explained that it's not a question of if, but a question of when we will have confirmed positives. At this time, we are trying to calm the fear and let the public know that there is no need to panic. Mr. Bevis also gave the Board our website and hotline information to refer the public to for the most up to date information. Mr. Bevis explained that he has also spoken to KCC, Olivet, and the Superintendents, asking when or if, they will have to close. Regarding school closures, we will be working closely with IDPH and passing the information down as soon as we are informed. Mr. Bevis explained that at this time the incubation period seems to be 7-14 days, and we are waiting on commercial labs to have test kits ready Mr. Bevis then announced that he wanted to applaud the entire Health Department for all of their help with information and working together to get the information out to the appropriate people as we receive it.

Mr. Bevis also updated the Board on the recent completion of building security within the Health Department. We installed card reader locks on both sets of double doors, as well as the Maternal Child Health Suite to make sure that the public cannot access areas of the Health Department that they should not be in. We also installed multiple cameras throughout the building for added security.

## ADMINISTRATIVE REPORTS

### *Financial Status*

Mrs. Weakley updated the Board on November 2019 financials, announcing that they have been updated to reflect revenues received through February 2020. These numbers are still unaudited, and we will not have final complete numbers until the audit is completed in May. As of now, we are at 100.74% for expenses, and we ended the year at \$191,283.15 in net income and \$2,389,668.98 total cash on hand. Mrs. Weakley then explained that December 2019, January 2020, and February 2020 will show very little revenue received because we only received one lump sum LHP grant in December, and one very small grant in January. From February until March 1<sup>st</sup>, we only received three grants, including WIC, Health Works, and Genetics. Once we start to receive property taxes and more clinic services payments then you will see our revenues increase from the 15.22% that we are currently at. As for February, we are at \$2,428,013.15 cash on hand, and currently at 25% of the year. Mr. Byrne made a motion to combine November and December 2019, as well as January and February 2020 financials, seconded by Mr. Johaneck, the motion passed unanimously.

## OLD BUSINESS

Mr. Bevis announced that our 2019 Annual Audit has been partially completed. At this point they have found no issues and we were told that things look good. The auditors will now go back and compile their findings to complete the audit and we should receive a final report in May.

Mr. Bevis also reminded the Board that he will be in contact with the Personnel committee regarding scheduling a time to meet for his evaluation.

## NEW BUSINESS

Mr. Bevis explained to the Board that we have two out of state travel requests. These requests are for our Health Promotion Coordinators. We have Lindsay and Kayla that will need to attend a training in Cleveland, Ohio, and Alysha that will be going to a training in Detroit Michigan. All the expenses are covered by grants. Mr. Byrne made a motion to approve the out of state travel requests above, followed by Mr. Johaneck, the motion passed unanimously.

Mr. Bevis announced that we will need to replace the HVAC unit in the lobby. We have already put this in our budget and have ordered the new unit. This is a necessity for clients, and we planned on replacing it this year.

EXECUTIVE SESSION

Do not need to go into executive session per Mr. Bevis. We met with the Union and the matter was dropped.

ADJOURNMENT

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