

**Kankakee County Health Department
Regular Meeting
October 15, 2020**

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

Members Absent: Mr. Jim Johanek, Dr. Syreeta Jones

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

Staff Absent: None

Others Present:

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

APPROVAL OF AGENDA

A motion to approve the October 15, 2020 agenda was made by Mr. Byrne, seconded by Dr. Long, the motion passed unanimously.

PUBLIC COMMENT

APPROVAL OF MINUTES

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

EMPLOYEE INFORMATION

Mr. Bevis announced that we are currently hiring for two contractual Contact Tracers, and one Door Screener. We are also in the process of hiring a contractual Epidemiologist.

DIVISION REPORTS

Client Services

Environmental Health

Mr. Bevis announced that we currently have thirty complaints registered, twenty-one of which are COVID-19 related. Of the twenty-one, three will need letters to let them know they are not making reasonable efforts. It is our hope that they will come to compliance.

Administrator's Report

Mr. Bevis announced that the State of Illinois has discussed with all Health Departments that the Federal Government has allocated 250,000 Rapid Tests that they will distribute to Health Departments across the State. We will do our best to provide these to colleges, the jail, and long-term care facilities within our community. These are rapid tests, and the results appear within fifteen minutes. Our first shipment is going to be 1,750, followed by 1,750 each week after that until supply is exhausted. These tests must be administered by a medical professional and facilities must register with the state before they can receive the test kits.

Mr. Bevis also shared that we have been hosting the Illinois Department of Public Health's mobile testing units in our parking lot. We have done six hundred and fifty tests since the beginning of October. This has been a great partnership; we are extremely pleased with the public turnout and our ability to provide local testing that's free of charge. We plan on continuing this as long as the weather cooperates. One of our deliverables for the Contact Tracing Grant was to help testing for the vulnerable and despaired populations and we are trying to facilitate that.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley updated the Board on September 2020 financials, indicating that we have received overdue grant money from April, May, June, and July. We also had clinical service dollars pick back up and are fully booked until the end of November. We have also only received a very small amount of interest. For all revenue, we are showing 100% of the year because we have received 25% of the contact tracing grant. Our expenses are at 83.45%. We did have to purchase quite a bit of equipment to get the Contact Tracer's up and running with computers and headsets. As of the end of September, we are at 83.3% of the year and have \$3,174,825.41 total cash on hand. Mr. Byrne made a motion to approve September 2020 financials, seconded by Dr. Akintilo, the motion passed unanimously.

OLD BUSINESS

Mr. Bevis indicated that we will follow up with Dr. Jones regarding her term renewal.

Mr. Bevis also shared that we made significant progress October 8th, 2020 regarding the Arbitration and that we were happy to announce that we were able to reach a settlement on all five grievances.

NEW BUSINESS

Mrs. Weakley introduced the fiscal year 2021 tentative budget. She announced that it has increased this year, which is all in direct relation to COVID-19. Most of the grants remained similar, with some increases and decreases across the board. One of the main changes affected two of the women's health grants that were not renewed. We have also not received anything yet for the Adolescent Health grant. Mrs. Weakley explained that fees remain about the same as last year. There are a few things we need to review, one being the credit card charge fees that we incur. As of now, we do not charge our clients that fee, however, the more we use credit cards going forward, we do feel it would be in our best interest to have clients pay that fee. We will continue to explore this option moving forward. The Administration overtime that is listed is fully covered by grant money due to COVID-19. We anticipate increased cleaning fees and maintenance on a 20 year plus building that would include our parking lot, doors, and multiple areas inside the building and exterior that may need to be repaired. We also anticipate needing to replace the dock heater, add an additional heater, and upgrade the technology in the conference room, lobby, and small admin conference room. After further review of the fiscal year 2021 tentative budget, Dr. Kurien made a motion to approve the fiscal year 2021 tentative budget, seconded by Dr. Akintilo, the motion passed unanimously.

Mr. Bevis announced that it is almost time for the nominating committee to present a slate of officers for the upcoming Secretary, Vice President, and President of the Board of Health. Typically, the Vice President may be willing to serve as the President. Mr. Johanek and Dr. Wu may both be interested in pursuing President. Mr. Gustafson will reach out to both individuals over the next month so that the slate is ready to present at November's meeting.

EXECUTIVE SESSION

ADJOURNMENT

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