

**Kankakee County Health Department
Regular Meeting
May 13, 2021**

Members Present: Mr. Rodney Gustafson, Mr. Antonio Carrico, Dr. Abraham Kurien
Dr. Olatunji Akintilo, Mr. Jim Johaneck, Dr. Simon Wu
Dr. Syreeta Jones, Dr. Jeffrey Long (phone), Mrs. Neelie Panozzo (phone)

Members Absent:

Staff Present: Mr. John Bevis, Mrs. Erin Weakley

Staff Absent: Mrs. Amy LaFine, Mr. Keith Wojnowski, Ms. Nicole Finnegan

Others Present: Mr. Jesse Erickson (Pathfinder/website company)

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

APPROVAL OF AGENDA

A motion to approve the May 13th, 2021, agenda was made by Dr. Kurien, seconded by Mr. Johaneck, the motion passed unanimously.

PUBLIC COMMENT

None

NEW BUSINESS

Mr. Bevis explained that he would like to move the "Website Update" portion under New Business up to this point in the meeting due to the fact that we had a guest, Jesse Erickson from Pathfinder, here this evening. Mr. Gustafson motioned to approve moving Website Update under New Business up in the agenda, and Dr. Kurien seconded, the motion passed unanimously.

Mr. Bevis noted that at the April meeting, a public comment was made regarding the outdated information on our website. The Board expressed the importance of updating our website and making it a priority for this month's (May) meeting. We reached out to Pathfinder, now owned by Jesse Erickson, to assist us in updating the obsolete items, adding all information missing since the website was turned over to us in August 2019, just before Laura Sztuba resigned her position at the Kankakee County Health Department (in September 2019). She was the point person between Linkpoint Media and the Health Department for the website changes and was the only person trained to make any updates to the website. As the pandemic hit in early 2020, we reached out to the company to work on our website to add a popup message, a COVID tab, and other pertinent information to get out to the public, as all of our employees were diligently working on

other tasks and were unable to make the changes.

Mr. Bevis emphasized that since last month, when we contacted Mr. Erickson regarding the changes needing to be made, Mr. Erickson immediately began making the changes requested and has been very cooperative and helpful. Mr. Bevis then introduced Mr. Erickson. Mr. Erickson apologized for the previous miscommunication and explained that he purchased the company in October 2020 and was unaware of how some of the accounts were previously handled by the previous owner. He then went through the changes made to the website using the laptop/television.

There were previously 2 tabs on the COVID banner that have now been combined and simplified into one tab, the COVID-19 tab at the top was moved over next to the Home button for more visibility, he linked the pages to IDPH's website and data, the Board of Health page was updated with the past members removed and the current members added, the Agendas and Minutes have been added to the current meeting, a Public Comment section was added regarding the current process, the Annual Reports section has been updated with the Budgets, Audits, and Compensation Reports all now being up to date, the WIC page has been updated, and the Press Releases have now all been added as well.

Mr. Bevis commented that we have come a long way in a month and that we sincerely appreciate Mr. Erickson and the time and attention he has put into getting us up to date. Dr. Wu asked how easy or difficult it will be to update in the future and that he is concerned about the lack of training. Mr. Erickson answered that he is willing to train all individuals who will be responsible for any updates. There are some items that are hard coded into the website that would still need to be updated by the company, but most of the updates can be done by staff. He noted that on the Events tab, he walked an employee through how to set up an event, and the employee was able to add additional events on their own without additional training. Dr. Akintilo asked a question about how often the updates will take place. Mr. Erickson answered that his company is available whenever we would need an update. Mr. Carrico commented that he would like to thank Mr. Bevis for his prompt attention to this matter, and that in fact he can see how much more expediently things are being done right now because he contacted the office today regarding an incorrect date on the website and it was fixed within an hour. Mr. Bevis noted that in December/January, two additional employees who also had gained some knowledge about being able to make updates to the website after Mrs. Sztuba left, also resigned, so we really struggled to make updates to the COVID portion of the website. It has been decided that when we have Mr. Erickson provide training, we will train multiple people so that we are not in this position again. Dr. Wu commented that he likes the popup on the website and the fact that it is also in Spanish. He also asked about dedicating staff to the website, Mr. Bevis answered that we will train the 3 Health Promotion Coordinators, one of which is our designated Public Information Officer, and that Nicole will also be trained to update the Administration /Board of Health pages. Dr. Wu asked about links to Facebook, Twitter, other social media sites. Mr. Erickson noted that they would be able to link, either up on the banner, or at the bottom of the page it can show a Live Feed, such as from our Facebook page. Dr. Wu also asked about linking to Indeed for the Job Opportunities, Mr. Erickson answered that an integration can be made, or that our job application can be put on the website that will provide the information needed. Dr. Akintilo asked about how much the changes are going to cost. Mr. Erickson noted it is their hourly charge and asked about our annual plan. Mrs. Weakley noted that we paid \$420 for the year, which is for unmanaged hosting. Mr. Erickson noted that we can also upgrade to \$660 per year, which would then include ½ hour of changes allowed per month. Mr. Johanek thanked Mr. Erickson for fixing the website. Mr. Bevis acknowledged the speed with which Mr. Erickson was able to make the changes and then also thanked Mr. Erickson for volunteering to come to the Board of Health meeting to show the changes made and answer any questions the members may have regarding the website or his company. The Board thanked Mr. Erickson for his time.

APPROVAL OF MINUTES

A motion was made by Dr. Akintilo to accept the April 15th, 2021, Board of Health minutes, seconded by Mr. Johaneck, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that last month we had made an offer for a new Sanitarian to replace Julie Larsen's position, who moved over into one of the open Health Promotion Coordinator positions. The new Sanitarian is Dana James and he started 5/3/2021. We also filled the two contractual Contact Tracer positions with bilingual individuals, so that is a great asset in that department.

DIVISION REPORTS

Client Services

Family Case Management certification review is coming up on 5/26/2021; this is a periodic site review on whether we are completing the deliverables per the grant. It is covering the grant year of 7/1 – 6/30 and will be interesting due to the changes that COVID caused, including no home visits and the inception of telehealth appointments and closing the building to clients. Healthworks has been reorganized and taken over from DCFS to Aetna Better Health Youth Care, a managed care contract model. We were required to complete a Due Diligence package which has been submitted, we are still awaiting the review and approval on that package. Under WIC, DHS has extended the emergency/drive-up & virtual appointments to 08/21; they are also utilizing telehealth appointments. Under Chronic & Communicable Disease, vaccine inventory was completed to make sure that what we had on hand was what the state was showing should be available; inventory was matched. The state is starting a new program where if we go through another surge, and it is beyond what our current staff can keep up with, the state now has a surge team to take the overflow and will pick up the contact tracing duties. Right now, we can handle our current active cases in house.

Environmental Health

Mr. Bevis indicated that there is no new report from Mr. Wojnowski, however, Mr. Bevis wanted to report that we are still receiving complaints on masking issues. The Environmental Health team is investigating those complaints per the protocol previously agreed upon at the Board of Health meetings last fall.

Administrator's Report

Mr. Bevis reported that as of today, we are at 14,304 cases, 192 deaths, 12,656 recoveries; last month the region positivity rate was 5.3%, today it stands at 4.1%. Kankakee County is at 3.7%, Will County is at 4.2%. We are well under the governor's numbers as far as tripping any metrics; the governor is starting the bridge tomorrow where if we maintain good numbers for 28

days, he will process us to phase 5. The CDC came out with new guidance regarding anyone who is fully vaccinated, need not have to wear a mask inside or outside. Dr. Wu asked the question on how one can tell if someone is fully vaccinated; Mr. Bevis answered that we will not know and that we are awaiting further guidance from the governor on the process.

Next week is the second dose event by the National Guard event in which 829 doses were given back in April (20,21,22). We were contacted by the State to see if we would be willing to also “fill in” with Johnson and Johnson vaccine, since we did not fulfill the 2100 slots with Moderna vaccinations in April. We will be accepting preregistrations and/or walkups as well for either vaccine. If anyone chooses a Moderna (first-dose) shot, their second dose will be administered at the Health Department in 4 weeks. Those dates for the National Guard event are May 18, 19, 20. Mr. Bevis also thanked Mr. Johaneck for donating lunch one of the days, Subway has also agreed to donate lunch one of the days as well. (Monical’s Pizza was the 3rd contributor.) Last month, we received donations of lunches from Crème of the Crop, Jimmy Johns, and Poor Boys. John applauded the service men and women who are away from their families 2-3 months at a time, they work from 8am-6pm, and they do not get much time for a break. Mr. Gustafson came and helped at the last event with traffic control, so that was appreciated as well. The event will be held at the First Church of the Nazarene on Entrance Ave in Kankakee, by the Bishop McNamara High School. The facility is huge and boasts lots of parking, we received a lot of good comments from the first event held there.

This Saturday at the Farmers Market, there is a Mental Health Fair; we will have a booth set up and will offer J&J shots to gauge interest there in a public setting. Interest seems to be waning, so we are hoping that if we are out in the public, people will see it as a convenience since they are already there.

We are also coordinating with Herscher High School next Saturday, who is hosting a Hazardous Waste Event in their parking lot with IEPA. The state called and asked if we would be willing to host there, but due to staffing we are unable to do so at that event, so the State will be providing the vaccination event there.

Mr. Bevis expressed that the staff have been tremendous. We are about a year and 5 months into the pandemic, but they still do what they need to do, and with a smile. We have received a lot of great feedback from our clients about our staff being friendly and helpful. We are approaching the end of the mass vaccination clinic dates and will start to transition into adding those that still want the vaccine into our clinic appointment schedule on certain days. The governor has been reaching out to doctors and pediatrician offices to sign up to be able to administer the vaccines in their offices.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley updated the Board on April 2021 financials. For April 2021, we should be at 41.6% of the year. Our revenues are short right now at 23.21%. Our expenses are being held steady at 29.74%, but we are still showing a current loss of \$290,716.43. For our cash on hand: we have \$1,019,914.10 in the IPTIP account, \$1,014,707.43 in the money market account, \$868,645.42 in the checking account, and there are \$9916.00 in outstanding checks. Total Cash

on Hand is \$2,893,350.95. A question was asked by Mr. Johaneck who saw that there were 2 checks to Ruder Electric for about \$18,000. Mrs. Weakley answered that one of the checks was for the phone system, the other was for the phones themselves. Part of the phone system was able to be claimed from the Contact Tracing grant. And then for the phones themselves, part of that was able to be claimed out of the grants according to the appropriate FTE percentage allotted to each grant. Mr. Johaneck made a motion to approve the April 2021 financials, seconded by Mr. Gustafson, the motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Dr. Wu noted that we already covered the Website Update portion of the New Business, so moving on to Board of Health Member Renewal. Mr. Bevis noted that under explained that at the County Board meeting on Tuesday, it was noted that we have 2 openings for medical doctors. Dr. Long would need to renew if he is still interested in maintaining his position on the Board. Dr. Long replaced Dr. Jurica, who's term ends 6/30/2021. Dr. Long said he would reach out to Mr. Wheeler regarding the reappointment. Dr. Akintilo's term also expires 6/30/2021. The application is available on our website, then please submit to Kelly Bylak at the County. Dr. Akintilo noted that he already sent the info to Kelly, we will have Nicole confirm with Kelly that she received the info. Mr. Carrico's term is year to year, but they did not say anything at the County Board meeting. Mr. Carrico will check with Andy Wheeler regarding his term which also ends in June 2021.

EXECUTIVE SESSION

None

ADJOURNMENT

Dr. Wu wanted to comment and thank John and the staff and Jesse (Erickson) about resolving the Board's concerns so quickly regarding the website. He also wanted to thank Mr. Johaneck (Jimmy Jo's) for providing lunch for the National Guard vaccination event. There being no further business before the Board, Mr. Johaneck 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, Mrs. Erin Weakley, Business Manager