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April 10, 2020

### Kankakee County Health Department Board of Health Meeting Process

To comply with Governor Pritzker's Executive Order 2020-10, "Stay at Home" to reduce the spread of Coronavirus (COVID-19), the Kankakee County Board of Health has revised the standard meeting protocol as follows:

#### Meetings

1. Unless an emergency or essential business requires attendance, the general public **should avoid attending any public gatherings.**
2. All future Board of Health Meetings, only critical business will be conducted.
3. Kankakee County Health Department Board of Health Meetings:  
Per Governor Pritzker's Executive Order 2020-07 dated March 16, 2020 (COVID-19 Executive Order #5), the provisions of the Open Meeting Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. As such, with the exception of the Board of Health President, all Board Members should attend meetings remotely via phone conferencing.
4. Public Comment: To ensure compliance with Governor Pritzker's Executive Order 2020-10 that all citizens stay home unless conducting essential business, **public comment will not occur in person.** If you wish to make public comment during this period:
  - Please call the Administration office at 815-802-9392 prior to 4:30 pm the day before the meeting to be placed on the list of public commenters. You will be asked to provide the following information, and if you leave a message please include this required information:
    - Name
    - Address
    - Phone number
    - Summary of Issue
  - During the public comment section of the meeting, you will be called at the phone number you provide. The call will be placed on speaker phone and broadcast to the board members attending the meeting by phone.
  - If multiple requests for comment are received, the calls will be made in the order they are received.
  - The maximum allowed time for public comments (in total, not individual) remains at 15 minutes.

### Accessing County Services

As announced in the March 23, 2020 press release, the Kankakee County Health Department building remains closed to the general public. All essential business will be **BY APPOINTMENT ONLY**. Kankakee County Health Department will be locking the doors to the building and letting in those individuals with appointments at the time of their appointment. The public **MUST** call the department they need to conduct essential business in order to gain access to the building. No walk-up customers will be served.