

Kankakee County Health Department

Special Meeting

November 25, 2025

Members Present: Mr. Antonio Carrico, Mr. Jim Johanek, Kathryn Hamblen, Mr. Rodney Gustafson, Mrs. Neelie Panozzo

Members Absent: Dr. Jeffery Long, Dr. Edward Kent Frye, Dr. Olatunji Akintilo, Dr. Ashu Bansal

Staff Present: Mr. John Bevis, Ms. Nicole Finnegan

The meeting was called to order by Mr. Carrico at 5:00 p.m.

**APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Mrs. Panozzo, seconded by Mr. Gustafson, the motion passed unanimously.

**PUBLIC COMMENT**

*None*

**APPROVAL OF THE MINUTES**

A motion was made by Mr. Gustafson to accept the October 16, 2025, Board of Health minutes, seconded by Kathryn Hamblen, the motion passed unanimously.

**ADMINISTRATIVE REPORTS**

*Financial Status*

For October 2025, we should be at 91.67% of the year. We received just over \$223k in grant payments last month, bringing us to 76.37% of the year for grant revenue (still 15% behind, same as last month). We also received another small property tax distribution of \$8196.94 in October, bringing us to 101.05% for the year. For Fees, we are at 91.54% for the year thus far, so we are right on target in Fees. Our interest for the month is \$8263.71 which is for the checking account and IPTIP interest for October. The Money Market interest did not post until 11/2/2025, so we will see that in November's statement. We also received \$1050 in October as donations for the Teen Conference, which was held October 2 at KCC, bringing that total to \$2275 for the year. Total revenue received in October is \$267,309.74, which brings us to 81.96% for the year, which is still about 9.71% behind projected budget. Total revenue received thus far is \$3,408,097.47. Our outstanding Accounts Receivable through October 31, 2025 is \$413,252.70. On the expense side for October, we are at 83.75% for Personnel & Fringe, so we are still under budget due to the open positions and unpaid FMLA leaves. A reminder that October was a 3 pay period month, so the monthly expense is higher than usual. Total operating expenses for the year thus far are now at 74.18%. Adjustments were made to put items into the correct category, so that is the reason for the negative amounts in the "Month Actual" column. There were books purchased in May and June that were coded to Educational Supplies, so they were moved to Books and Periodicals; those totaled \$5104. There were

also entries coded to Property & Building Maintenance that should have been to Outside Contracting, and a couple entries coded to Professional Development that should have been coded to Travel. The large dollar amount in the Property & Building Repairs line item is for the payment of the painting of the building. Overall, we are showing \$3,306,574.71 in expenses, and we are still showing a positive fund balance of \$101,522.76 for the year thus far, or 79.52% of the budgeted amount. For our cash on hand: Total Cash on Hand is \$5,186,886.88 as of 10/31/25. Mr. Gustafson made a motion to approve the October 2025 Financials seconded by Mrs. Hamblen and a roll call vote the motion passed.

## **OLD BUSINESS**

*None*

## **NEW BUSINESS**

Mr. Gustafson made a motion to move Executive Session to #3 on the agenda, seconded by Kathryn Hamblen the motion passed.

Mr. Carrico announced that it is time to elect the 2026 Board of Health officers and Mr. Johanek would be taking over the meeting during this process. Mr. Johanek announced that they would like to nominate Mr. Carrico to continue as President. Mr. Carrico nominated Mr. Johanek to continue as Vice President, and Mrs. Hamblen nominated Mrs. Panozzo to continue as Secretary. After all nominees accepted, Mr. Gustafson made a motion to approve Mr. Carrico as Board of Health President, Mr. Johanek as Vice President, and Mrs. Panozzo as Secretary, followed by roll call votes, the motion passed and the 2026 Board of Health Officers have been selected.

Mr. Bevis explained that we received our annual FY 25 SKDO Audit Engagement letter which we receive annually and are planning on continuing to use SKDO in conjunction with the County to save costs. Mr. Gustafson made a motion to approve using SKDO for our annual Audit, seconded by Mrs. Panozzo and a roll call vote the motion passed.

## **EXECUTIVE SESSION**

Mr. Johanek made a motion to enter executive session regarding a Personnel Matter (5 ILCS 120/2(c)(1)), seconded by Mr. Gustafson, the Board entered executive session. Mr. Gustafson made a motion to exit executive session, seconded by Mrs. Panozzo.

## **OTHER BUSINESS**

*None*

## **ADJOURNMENT**

There being no further business before the Board, Mr. Johanek made a motion to adjourn, the motion was seconded by Mrs. Panozzo and passed unanimously.

Minutes Respectfully submitted by,

Mrs. Neelie Panozzo, Secretary

Minutes Reviewed by, Mr. John Bevis, MPH, Public Health Administrator

Minutes prepared by Ms. Nicole Finnegan, HR Administrative Coordinator