

Kankakee County Health Department  
Regular Meeting  
August 11, 2022

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

**Members Absent:** Dr. Olatunji Akintilo, Dr. Edward Kent Frye, Dr Jeffrey Long, Dr. Syreeta Jones

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

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

**Visitors Present:** Mr. John Coghlan, Mr. Pedro Gonzalez, Mrs. Deb Kooy, Mr. Larry Kerkstra, Mrs. Diane Cinnamon, Mrs. Rose Gianetti

#### **APPROVAL OF THE AGENDA**

A motion to approve the August 11, 2022, agenda was made by Mr. Johaneck, seconded by Mrs. Panozzo, the motion passed unanimously.

#### **PUBLIC COMMENT**

*None*

#### **APPROVAL OF THE MINUTES**

A motion was made by Mr. Johaneck to accept the July 14, 2022, Board of Health minutes, seconded by Mr. Gustafson, the motion passed unanimously.

#### **EMPLOYEE INFORMATION**

Mr. Bevis reported that we currently have 5 openings, 1 bilingual LPN, 1 LPN, 2 RN Case Managers, and a Genetics RN that we are actively interviewing for.

#### **DIVISION REPORTS**

A motion was made by Mrs. Panozzo to combine and approve division reports, seconded by Mr. Johaneck, the motion passed unanimously.

#### ***Client Services***

Mrs. LaFine announced that Monkeypox has officially been declared a public health emergency as of 7/23/22. We are currently scheduled to receive 100 doses of the preventative vaccine. We have also met with the hospitals and have a weekly situational update call planned to stay up to date on the latest guidance and collaborate as the situation evolves. As of now, we have an agreement that each hospital can receive up to 5 doses to have on hand incase of exposure. If it is determined that they need more doses, we will have them available here at the health department in single dose vials to use as needed.

Mrs. LaFine also announced that we are a clinical rotation site again this year so we will have students here on a regular basis. We received great feedback in the past on our WIC and FCM programs and are excited to be able to share these programs with the students. Mrs. LaFine also shared that we are continuing to host our Tuesday and Thursday walk in vaccine clinic, as well as our Tuesday and Wednesday STD clinic. As of now, WIC and FCM are still on telehealth operations and drive up only. We are waiting on federal guidance to re-open these services in house.

### ***Environmental Health***

*None*

### ***Administrators Report***

Mr. Bevis reported that we are 51.67% fully vaccinated in Kankakee County. The numbers seem to be slowly creeping back up and we have had a total of 32,428 positive cases of COVID-19 and 374 deaths to date. There seems to be a small interest in the newly approved children's vaccine, and a bigger interest in continuing booster shots.

Mr. Carrico had some questions regarding the Coroner's Report and implementing some goals or programs that can help address the cardiac issues that seem to be prevalent in our community. Mr. Bevis indicated that we can have our health promotion team keep an eye out for grant opportunities that can fund a program like this, as well as continuing to provide education and information to the community on how to reduce the risk factors. Mr. Carrico also had some questions on overdoses in our County and Mr. Bevis explained our current Opioid grant and Julie Larsen's role in education and training the public on Narcan and how we currently distribute it within the county as well as partner with and provide it to Kendall, Iroquois, and Grundy County as well.

## **ADMINISTRATIVE REPORTS**

### ***Financials***

Mr. Bevis updated the board on the June 2022 financials. We should be at 58.33% of the year, our revenues are at just over 43% for the year, but we haven't received any property tax distribution yet, which is common this time of year because we don't receive our first distribution until July after the first payment due date. Total revenue for the year through June 30 is \$ 2,216,361.36. On the expenses side for June, we are underspent for Personnel and Fringe at 52.22%. Our operational expenses are under budget at 44.05%, with total expenses at 47.69% for the year thus far. Overall, we are overspent for the year, but considering we hadn't yet received any property tax money for the year, it's not uncommon for this time of year. (To note, we did receive a little over \$265,000 in property tax distribution at the end of July, so you'll see that on next month's financials.) For our cash on hand, interest has continued to increase for both the money market and the IPTIP, and combined with the checking account interest, netted a little over \$1300 total in Interest for June. Total cash on hand is \$3,456, 548.99 as of 6/30/2022. Mr. Gustafson made a motion to approve June 2022 financials, seconded by Mr. Johaneck, the motion passed unanimously.

Mr. Bevis also announced that for the FY21 audit, we had no findings. We ended the year with a \$666,000 positive fund balance. This was mainly due to the COVID Contact Tracing and the COVID Mass Vaccination grants which were able to cover expenses not normally covered by grants, (rent, utilities, phone, admin team salaries, etc.) Those costs are normally budgeted to be covered by other things such as property taxes, clinic services, rent, licenses, and fees. A roll call vote to approve the FY21 Audit was taken, the motion was approved and passed unanimously.

### **OLD BUSINESS**

Mr. Bevis gave the Board an update on the status of our parking lot repair. He was able to meet with Joel Greer of MG2A. He was able to give us an idea of what needs to be done immediately and areas that we may be able to hold off on for the time being. Mr. Bevis explained that there is a possibility that this project will go into next year and there may be a way to get some funding from the county ARPA money and we are in discussions with Chairman Wheeler to discuss with the county board committing money to the project. The Board of Health agrees that they are more than willing to wait if the costs come down. After initial review of the attached proposal indicating the work that will need to be done, Mrs. Panozzo made a motion to continue using MG2A to handle the bid process and we will fill out the ARPA application and turn into the County and continue the process, Ms. Hamblen seconded the motion, followed by a roll call vote, the motion carried unanimously.

Mr. Bevis reported that there was some language that had to be changed regarding the County's role to pay the 20k audit at the completion of the Bonds. The cost will now be covered by the Building Commission. Mr. Gustafson made a motion to approve the updated KCHD Bond agreement, seconded by Mrs. Panozzo, followed by a roll call vote, the motion carried unanimously.

### **NEW BUSINESS**

Mr. Carrico introduced a Resolution Amending the Kankakee County Board of Health Bylaws to include a remote attendance policy. Mr. Gustafson requested a motion to table this until next month, the motion was denied. Mr. Carrico explained that he took a mix of the language from the County and other health departments to remain in compliance while allowing remote attendance. After much discussion from the board, Mr. Johaneck made a motion to approve to amend the original proposed language to include personal matters as an appropriate reason as long as the Board President is notified at least 24 hours in advance, Mrs. Panozzo seconded the motion and it passed unanimously. Mr. Carrico concluded that there may be new language regarding clarification coming out in the future.

Mr. Carrico explained that now that we have a new slate of officers on our Executive Committee, a Personnel and Finance Committee need to be appointed as we do not have all the original members and will need to fill in the gaps. Mr. Carrico explained that he is obligated to be a part of the Finance/Budget committee as the County Rep and Mr. Johaneck was currently on the existing Finance committee so he can stay on and would need one more representative. Mr. Gustafson confirmed that he would like to be on the Finance committee. Dr. Akintilo and Mr. Gustafson were currently on the Personnel Committee, so Mr. Carrico asked for any other volunteers and Ms. Hamblen volunteered. A roll call vote was taken and passed unanimously.

## **EXECUTIVE SESSION**

A motion was made to enter Executive Session regarding 5ILCS 120/2 (c)(1)-PERSONNEL by Mrs. Panozzo, seconded by Mr. Gustafson, the motion passed unanimously.

A motion was made to exit Executive Session regarding 5ILCS 120/2 (c)(1)-PERSONNEL by Mr. Johaneck, seconded by Mrs. Panozzo, the motion passed unanimously.

## **ADJOURNMENT**

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

Minutes Respectfully submitted by,

Mr. Jim Johaneck, Secretary

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

Minutes prepared by, Ms. Nicole Finnegan, HR Administrative Coordinator