

Kankakee County Health Department
Regular Meeting
September 14, 2023

Members Present: Mr. Antonio Carrico, Mr. Jim Johanek, Mrs. Neelie Panozzo, Mr. Rodney Gustafson, Dr. Olatunji Akintilo, Dr. Jeffrey Long

Members Absent: Dr. Edward Kent Frye, Ms. Kathryn Hamblen, Dr. Syreeta Jones

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

Others Present: None

The meeting was called to order by Mr. Carrico at 5:01pm

APPROVAL OF THE AGENDA

A Motion to approve the August 17, 2023, agenda was made by Dr. Akintilo, seconded by Mrs. Panozzo; the motion passed unanimously.

PUBLIC COMMENT

Mr. Carrico congratulated Dr. Long and the Kankakee County Jail on their recent certification and reaccreditation.

APPROVAL OF THE MINUTES

A motion was made by Mr. Johanek to accept the August 17, 2023, Board of Health minutes, seconded by Mr. Gustafson, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that we have received two resignations since last month, Julie Larsen and Omar Arrocha. We are excited to announce that we have hired Katlyn Mayo as a Public Health RN, Kailee Zito as our IRIS Health Promotion Coordinator, and Arely Manzur-Cruz as a Contractual Maternal Child Health Vaccinator, and Kelly Jimenez as an RN Case Manager. We are currently hiring for a Social Work Case Manager, RN Case Manager, Health Promotion Coordinator, and a Bilingual Client Service Representative.

DIVISION REPORTS

Client Services

Mr. Bevis reported on behalf of Mrs. LaFine that we are currently running our Tuesday/Thursday walk in vaccination clinics that will now be expanding to add Shingles (Shingrix) for 50 years and up, Pneumonia (Prevenar) for 65 years and up or 19–64-year-olds with underlying diagnosed conditions and RSV for 60 years and up. We are currently awaiting delivery of the COVID-19 monovalent vaccine, RSV vaccine, and Flublock restock. There are currently two active TB cases in our county, and 2 Covid hospital admissions, which would be considered low transmission status.

Mr. Bevis shared that our on-site WIC Program survey was successfully completed the week of August 28th. The Surveyor's verbal report was complimentary, and we are awaiting the written report.

Mr. Bevis also shared that our Communicable Disease team will be doing outreach at the Kankakee Career Center for TB testing and flu shots for the staff, CNA, and EMT students starting next week through the 1st of October.

Environmental Health

None

Administrators Report

Mr. Bevis shared that we have participated in many events this past month including the Kankakee School 111 Back to School Bash, Second Baptist Church Back to School Bash, Overdose Awareness Day at BBCHS which included the Traveling Hidden in Plain Site trailer, Hispanic Heritage Day in Hopkins Park, KCHD Car Seat Safety Check event, Kankakee Fall Festival at the Farmers Market, and the Kankakee Senior Fair sponsored by the Daily Journal. Mr. Bevis also reported that we received a letter of gratitude for its Letter of Support to Kate Reed, Overdose Response Strategy Public Health Analyst through the Opioid Pilot Project. The grant was submitted by the Kankakee County States Attorney Office and Kankakee Forgives.

Mr. Bevis announced that IDPH is working with local Health Departments, federally qualified health centers like Aunt Martha's, CVS, and Walgreens to help support the uninsured for access to COVID vaccinations this fall as we move into the first full winter of commercialization for the vaccine. Currently our county water testing does show an uptick in dead Covid virus that is shed into the wastewater stream; however, we are not experiencing excessive hospitalizations.

Mr. Bevis also shared that September is Suicide Prevention month, Newborn Screening Awareness month, and Food Safety Education month. We are also experiencing an increased number of positive rabies in bats, which is double from this time last year. We have the vaccine on hand for cases of exposure, as well as education material available for anyone who feels this may be beneficial.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley provided the Board with the July 2023 Financials. For July 2023, we should be at 66.66% of the year. We received about \$122,276 in grant revenue in July 2023. The first property tax distribution was received for \$260,368.43. Fees are at 73.54% of the year overall. Due to continued high interest rates, we received just over \$9200 in interest in July. Total revenue received in July was \$408,723.65 and brings the total for the year through July to \$2,273,926.88, which translates into approximately 59.48% for the year. On the expense side for July, we are right on target for Personnel & Fringe at 64.50%. This month included the payment for the parking lot, so that's why it seems higher than usual for Operations expenses for the month (Property & Building Repairs line). Our Operational expenses are still showing over budget at 84.19%, with total expenses at 72.86% for the year thus far. Overall, we are showing overspent by \$511,354.76, but there was still just over \$700,000 in grant revenue outstanding that had been billed but not yet received (see attached list) through 7/31, with many of those payments received in August 2023. We have also invoiced and received the \$150,000 in

ARPA funds requested from the County to help pay for our parking lot project. Those funds were received and deposited in September, so you'll see that in the September report. For our cash on hand: With interest rates still much higher than budgeted for the invested funds, combined with the checking account interest, totaled about \$9200 for July. Total Cash on Hand is \$3,426,397.52 as of 7/31/2023. A motion was made by Mr. Gustafson to approve the July 2023 Financials, seconded by Mr. Johanek, a roll call vote was taken, and the motion passed.

For our FY24 KCHD County Budget, our overall amount is \$8,000 less than our FY23 budget. For Revenues, we no longer have the Covid Response, Covid Crisis, Perinatal Hep B, or ARISE grants for FY24. These accounted for about \$185,600 of the original budget. The extended Covid Vaccination grant will end 12/31/23. However, we are adding the SIPA, Tick Surveillance, and IRIS agreements. These are estimated to add \$149,125 to the budget. There was a \$90,000 decrease to the Opioid grant and \$32,500 decrease to Well Woman Visits for FY24, but a \$15,045 increase for Family Case Management, \$47,334 increase for WIC, \$17,200 increase for the 2 Youth Care HealthWorks agreements, \$34,635 increase to Local Health Protection Grant, \$2262.23 increase to HIV Prevention, \$1275 increase to Body Art, and \$258 increase to Vector. Overall, grant revenues are projected to have decreased \$61,444.53, or 2.22% over the budgeted amounts for FY23. Property Tax Revenue is budgeted to increase nearly \$40,000, or 7.43% over the amount budgeted for FY23. Total fees for FY24 are being budgeted to decrease by \$51,150, or 11.14%, due to reducing the projected budget for Clinical Services by \$50,000 until we get our Well Woman Clinical services up and running. Other small adjustments were made to the EH fees as well, according to the current revenues versus the FY23 budget. Interest was adjusted for FY24 as well to reflect the continued increase in rates. For FY23 so far, we have received nearly \$71,000 in interest through August 31, 2023, so with 3 months left in the year, we will surpass the FY24 budgeted amount of \$84,000. This would represent a 180% increase over the budgeted amount for FY23. We also added in the projected amount to be received again through the Community Foundation Award plus some pass-through revenue for the MAPP process that will wrap up in 2024. All in all, again, we are projecting revenues of \$3,815,000, a decrease of \$8000 from last year, or a decrease of .21.

Salaries and Fringe account for \$2,148,419.17 of the overall \$3,815,000 budget for FY24. This represents an overall decrease of \$52,055.93 over FY23, or 2.37%. Bank charges, postage, books & periodicals, office supplies, operating supplies, educational supplies, pharmaceutical supplies, laboratory services, printing & copier leases, professional development, property & building maintenance, property & building repairs, computing devices & accessories, and software/licensing/renewals are all projected to be increased for FY24. Some of these increases are due to higher costs of items, projected needs in the next year, and both anticipated and unanticipated repairs and costs. Decreases are projected in medical supplies, professional services, communications, client travel, outside contracting (with the conclusion of the contact tracing grant and the decrease in the Opioid grant), miscellaneous expenses, and a slight decrease in rent. Overall, our projected grant revenue is \$2,714,449.72, or 71.15% of our revenue. Our projected non-grant funded revenue is \$1,100,550.28, or 28.85% of our revenue. Salaries & fringe account for 56.32% of our budget, rent/building expenses account for 11.79% of our budget. This accounts for a total of 68.11% of our budget, leaving 31.89% for the remainder of the expenses including supplies, services, fees, training, education, machinery, upgrades, etc. A motion was made by Neelie Panozzo to approve FY 24 KCHD County Budget, seconded by Dr. Long, a roll call vote was taken, and the motion passed.

OLD BUSINESS

Mr. Bevis shared that The Health Department staff has begun meetings with the Kansas based IRIS team to train its staff regarding the implementation for the program in Kankakee County. There have been meetings on August 2nd, 8th, 22nd, and September 12th. Discussions have included a tentative timeline for implementation currently estimated to be early 2024. Other discussions included local team competencies and definitions (team roles, use of the tool, tracking and communication, local vision reviewing information provided. Roles include a Community Champion (Data), Community Coordinator (Builds Relationships), Systems Manager (Data Input) and Data Manager (Aggregates, Formats, and Disseminates Community Data.) These roles and responsibilities can be more than one person or the same person. We are very happy that Kailee Zito has joined our Health Promotion team and will be heading up the IRIS program. Mr. Bevis concluded that he has already given an IRIS presentation to Pledge for Life, and at the ROE Administrators meeting and is excited as this process moves forward.

Mr. Bevis also acknowledged the New Member Orientation, asking members if they needed a new Board of Health member binder and passing out a copy of the updated Bylaws. It was concluded that new members will receive the new orientation going forward with the inclusion of Mr. Carrico's Parliamentary Procedure presentation and anyone that needs a replacement binder can reach out to Mr. Bevis.

NEW BUSINESS

Mr. Bevis explained that during our July 14th Full Staff meeting we had a situation in which our freshly completed parking lot was damaged by a semi-truck that used our lot while having mechanical issues. This resulted in damage to a section of the lot where the trailer was dropped so the semi could be towed. We received quotes from two different companies. After some discussion from the board, Mr. Bevis will call and get more information on how both companies will complete the repairs and make sure they are both viable options. Dr. Long made a motion to approve parking lot repairs not to exceed \$ 6500, seconded by Mrs. Panozzo and a roll call vote the motion passed.

OTHER BUSINESS

Mrs. Panozzo had some questions regarding the Fortitude night bus and discussion ensued on any jurisdictional issues the Health Department may have.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board, Mr. Gustafson moved to adjourn, the motion was seconded by Mr. Johanek and passed unanimously.

Minutes Respectfully submitted by, Mr. Jim Johanek, Secretary
Minutes Reviewed by, Mr. John Bevis, MPH, Public Health Administrator
Minutes prepared by, Ms., Nicole Finnegan, HR Administration Coordinator