

Kankakee County Health Department
Regular Meeting
January 11, 2024

Members Present: Mr. Antonio Carrico, Mr. Jim Johanek, Mrs. Kathryn Hamblen, Mr. Rodney Gustafson, Dr. Syreeta Jones, Dr. Jeffrey Long, Dr. Edward Kent Frye

Members Absent: Dr. Olatunji Akintilo, Mrs. Neelie Panozzo

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

Others Present: None

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

APPROVAL OF THE AGEND

A Motion to approve the January 11, 2024, agenda was made by Mr. Gustafson, seconded by Dr. Frye, the motion passed unanimously.

PUBLIC COMMENT: None

APPROVAL OF THE MINUTES

A motion was made by Mr. Johanek to accept the November 16, 2023, Board of Health minutes, seconded by Dr. Jones, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced he was happy to report that we have filled four positions since our last meeting. Mr. Bevis introduced our new employees and their positions as the following: Jessica Corona, Social Work Case Manager, Amalia Zavaleta, bilingual Client Service Representative, Kristen Yudis, contractual Opioid Overdose Prevention Specialist, and Rachel Yeast, Assistant Business Manager. We are happy to report that we are down to two open positions and are currently hiring a Public Health Nurse and an RN Case Manager.

DIVISION REPORTS

Client Services

Mr. Bevis reported on behalf of Mrs. LaFine that our Tuesday/Thursday vaccination clinic for Shingles, Pneumonia, RSV, COVID-19, and Flu shots has still been a very steady flow, and we continue to keep these services available to the community on a walk-in basis because this is the season of the TRIPLEDEMIC.

Mr. Bevis shared that we did not see elevated Lead levels related to the three recalled brands of applesauce. These brands were sold primarily at dollar store type locations and pulled off shelves immediately.

Mr. Bevis announced that our Genetics program completed a virtual site visit for fiscal compliance program deliverables and performance compliance. Ann Welsh met and exceeded all

deliverables reviewed. Her newborn assessment tools and processes have been chosen as the standard for the State of IL.

Mr. Bevis also shared KCHD will be once again welcoming Spring Semester ONU Nursing students back for their clinical rotation starting in February.

Mr. Bevis expressed how happy he has been with our weekly radio show, "Who Knew" and encouraged everyone to tune in. He explained how much of great opportunity it has been to highlight our different departments and the staff within those departments by encouraging them to participate in increasing the awareness of our available programs, resources, and community education. We plan on making them available on the website in the future.

Lastly, Mr. Bevis wanted to extend gratitude from the KCHD staff to the Board of Health for their support in proactively addressing the minimum wage law for our employees in 2023. They are thankful and we are happy to be in good standing with this mandate ahead of schedule.

Environmental Health

None

Administrators Report

Mr. Bevis shared that in January we try to share lots of information regarding extreme weather to keep the public educated on important topics like warming station locations, the importance of an emergency car kit, and how proper handwashing can prevent 30% of diarrhea-related sicknesses and 20% of respiratory infections.

Mr. Bevis also shared that County levels of Covid are on the rise as we have moved to the HIGH level for hospitalization numbers and an increase in wastewater testing results for the month of December and increased hospitalizations confirm this for our community. Mr. Bevis also indicated he included a great handout that discusses the differences for flu, RSV, Covid, and a cold.

Mr. Bevis referenced a study called the "County Health Rankings and Roadmaps", the study is done by the University of Wisconsin Population Health Institute supported by the Robert Wood Johnson Foundation and publishes data from IDPH for all 50 states. The study takes information within each state and each county is separated and ranked by Health Outcomes- Current Health and Health Factors including graduation rate, access to nutritious food, and percentages of children and families living in poverty. The study takes the data from IDPH cancer information, IDPH motor vehicle crash data, I Query (PH data) IDPH vital statistics, ISBE (School), Illinois Youth Survey, and Illinois Medicaid data. After some research after it was mentioned at the County Board Meeting, it was discovered that the Illinois County Behavioral Risk Factor Survey is a statewide telephone survey on 24 health topics over a period of 3 years (2020-2023) published in 2024. Historically, Kankakee County ranks around 75th out of 102 counties. This report could be helpful in showing where we need to focus attention and resources to improve the county's overall health, but we are not clear on the method of obtaining the information regarding the telephone survey.

Mr. Bevis was also happy to report that our IRIS team has been actively meeting with agencies and staff in preparation for the February launch date. Most recently, our IRIS Coordinator, Kailee Zito,

and Mrs. LaFine presented to the local Interagency Council of Kankakee and will also be presenting to the K3 KAN-I-HELP Policy Council.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis provided the Board with the November 2023 Financials Draft. For November 2023, we should be at 100% of the year. We received about \$492,671 in grant revenue in November 2023; however, \$350,000 of that is for the full grant payment for the new SIPA (Strengthening Illinois Public Administration) grant, which is the grant that pays for the new Assistant Business Manager along with employee training, education, and employee retention. Therefore, most of this payment will be put into deferred revenue because it will be spent out moving forward into the future, so it should not be all recorded in the 2023 fiscal year. You may also remember that we also can move revenues received for grants billed/services performed through November 30 (all the way up until January 31 of the following year); those are entered in as receivables, and they will count as fiscal year 2023 revenue. For grant revenues for the year, we are currently showing that we have received about 104% of the budgeted amount; but again, that number will change as we make the final adjustments in the next few months, and any adjustments the auditors have us make. We did receive another property tax distribution in November, bringing us to \$548,215.17 for the year, and bringing us to 102.19% for the year. Under Fees, we surpassed October's highest Clinic Services month revenue again, but we also purchased a large amount of vaccines as well (under expenses, see Pharmaceutical Supplies). This is again due to flu & covid immunizations, and now adding the adult RSV vaccines as well. We are now at almost 110% for Fees. Under "Other" revenue, our interest continues to be higher with the invested funds (IPTIP and money market) continuing to see high interest. For the \$5048.66 in miscellaneous income, \$2651.58 of that was for a grant payment that the State of Illinois Court of Claims owed us for the VFC (Vaccines for Children) grant from 2020. \$1734.85 was for the TB elimination grant which was a one-time grant for expenses through 9/10/2023. There was a \$500 donation from CSL to the Genetics Sickle Cell one day event. These account for \$4886.43 of the miscellaneous income. The remaining \$162.23 was for various credits and refunds of small credit balances with vendors. Total revenue received in November was \$619,483.89 and brings the total for the year through 11/30/23 to \$4,093,452.78, which translates into approximately 107.07% for the year, pre-adjustments.

On the expense side for November, we are about 9.6% under budget for Personnel & Fringe at 90.40%, due to positions still remaining open and/or temporarily being filled by Contractual Employees. Our Operational Expenses were over budget at 113.62%, with the bulk of the overages in Educational, Operating, and Pharmaceutical Supplies. Therefore, those expenses would be recovered by grant payments and/or clinic services dollars. Total expenses for the year are at 100.25% thus far. Overall, we are currently showing underspent by \$260,781.54 for the year. Again, adjustments will be made in the next couple of months to the revenue as we post the payments received in December 2023 and January 2024 back into November 2023, and may be made to expenses as we start to comb through the line items and find that they may have been posted to the incorrect line item.

For our cash on hand: The IPTIP account received \$9456.01 in interest for November, the money market account received \$4261.54, and the checking account received \$248.21. Total interest for the month was \$13,965.76. Total Cash on Hand is \$4,286,406.98 as of 11/30/2023. As a comparison, we ended November 2022 with \$3,629,051.57 cash on hand. In November 2022, we had \$2,057,428.37 in

invested funds. As of 11/30/2023, our invested funds balance is now sitting at \$3,158,786.50, a difference of \$1,101,358.13 additional invested funds.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bevis explained that we received our County Engagement Letter for FY23 Audit, and we are asking the Board's approval to use SKDO in conjunction with the County board for our FY23 Audit as we have historically done to keep the overall costs down, with the Health Department portion being \$12,875.00. Mr. Gustafson made a motion to approve using SKDO and pay the \$12,875.00 Health Department portion of the audit, seconded by Mrs. Hamblen and a roll call vote; the motion passed unanimously.

Mr. Bevis also explained that to remain compliant with the new Paid Leave for All Workers Act, we had to consult with the States Attorney's office to update our current vacation policy to reflect that all qualifying employees would be eligible for vacation earned at 90 days instead of 6 months. Dr. Long made a motion to approve the vacation policy update, seconded by Mr. Gustafson and a roll call vote; the motion passed unanimously.

Mr. Bevis explained that to be compliant with guidelines it was recommended by our Auditors that we update our Business Expense Policy to add language that will include set amounts per day/per receipt, and make updates that include mileage, per diem, parking fees, tolls, and hotel accommodations. These changes have been updated in the proposed Business Expense Policy attached. Mr. Long made a motion to approve the proposed Business Expense Policy, seconded by Mr. Johanek, and a roll call vote; the motion passed unanimously.

OTHER BUSINESS

Mr. Carrico advised the Board that if he is no longer on the board when the time comes, it is his recommendation to create a hiring committee for candidates for Mr. Bevis's position as Administrator when he is ready to retire. After some discussion from the Board, Mr. Bevis indicated that he was not ready to retire anytime soon, but it is his intent to give plenty of notice and help with the training of any future Administrator.

EXECUTIVE SESSION

None

ADJOURNMENT

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