

Kankakee County Health Department
Regular Meeting
January 12, 2023

Members Present: Mr. Antonio Carrico, Mr. Rodney Gustafson, Dr. Edward Kent Frye, Dr. Olatunji Akintilo, Mr. Jim Johaneck, Dr Jeffrey Long, Dr. Syreeta Jones

Members Absent: Mrs. Neelie Panozzo, Ms. Kathryn Hamblen

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

Others Present: Mr. Joel Greer

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

APPROVAL OF THE AGENDA

A motion was made to move VIII up on the agenda by Dr. Long, seconded by Mr. Gustafson, the motion passed.

A motion to approve the January 12, 2023, amended agenda was made by Dr. Long, seconded by Mr. Gustafson, the motion passed unanimously.

PUBLIC COMMENT

None

OLD BUSINESS

A motion was made to open the Bidding and Letting Phase 1 was made by Dr. Jones, seconded by Dr. Long, the motion passed unanimously.

Mr. Joel Greer explained that the bids were broken up into two projects, this is Phase 1, Asphalt Resurfacing. There was a total of (3) bids for Phase 1. Mr. Greer explained they were all prequalified with IDOT for paving, and all submitted required documentation. KVCC- \$190,402.54, Gallagher Asphalt- \$182,378.84, and McGill Construction-\$146,767.40. After some discussion, Mr. Greer indicated that he would call for references following the meeting and did not expect an issue. A motion was made by Dr. Long to accept the lowest and most responsible bid, seconded by Dr. Akintilo. A roll call vote was taken, and the motion passed unanimously.

A motion was made to open the Bidding and Letting Phase 2 by Mr. Gustafson, seconded by Dr. Akintilo, the motion passed unanimously.

Mr. Joel Greer explained that this is the second part of the bid, Phase 2, Concrete Removal and Replacement. There was a total of (7) bids for Phase 2. Mr. Greer explained they all include a Bid Bond and (1) was missing the Addendum. KVCC-\$39,625.00, Gallagher Asphalt- \$73,655.50, McGill Construction- \$50,013.00, R&R Construction- \$50,730.00, Davis Concrete Construction-\$ 56,271.50, and Tenco Excavating- \$54,760.00. Dr. Akintilo made a motion to accept the lowest and most responsible bidder, seconded by Mr. Gustafson, a roll call vote was taken, and the motion passed unanimously.

APPROVAL OF THE MINUTES

A motion was made by Dr. Frye to accept the November 17, 2022, Board of Health minutes, seconded by Dr. Akintilo, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that we hired a Contractual RN for our Genetics grant, Ann Welsh, as well as a Bilingual CSR, Lindsey Gaytan, and a Phlebotomist, Abigail Cyr. We had one retirement, Sharon Vanderhei, who was replaced by Stephanie Lutes, which we are very excited about having join our team. We are currently hiring for a Health Promotion Coordinator, a Healthworks RN, and (2) RN Case Managers.

DIVISION REPORTS

Client Services

Mr. Bevis announced that he is happy to report that we are finally fully opened to our federally funded WIC and Family Case Management clients and newborns and are excited to see all the kids back in the building for in-person appointments. This is a big transition for our Client Service Representatives, all of which are new to KCHD since Covid, so this is an exciting time to acclimate everyone as we transition into this new routine.

Environmental Health

Mr. Bevis updated the Board on the food licensing process and explained that anyone not licensed by the 15th will then be charged a late fee. After the 30th, we would then need to give notice to close, or pay the fees accordingly. We hope that it does not come down to that, but we still have a number of businesses that we are waiting on payment for at this time.

Administrators Report

Mr. Bevis reported that he will no longer be reporting on COVID numbers as the way in which the numbers are being reported by the state has changed and there have been no updated COVID numbers since January. We are currently in medium transmissibility, and we are continuing to order more flu vaccine to keep up with demand of our walk-in immunization clinics currently held on Tuesdays and Thursdays.

ADMINISTRATIVE REPORTS

Financials

Mr. Bevis explained that the board should have received their copy of the October 2022 financials. For October, we should be at 91.6% of the year. For our grant revenues, we only received \$54,806.32, \$26,250 of that was from the ARISE grant, in which they paid us 75% of the grant up front and then we spend it down, and then \$10,000 of the grant revenue was for the Community Foundation Grant, which is for the purchase of car seats, training, advertising, and other associated costs. We also received just over \$150,000 in property tax distribution from the September payments to the County Treasurer. Clinic Services was also higher in October due to back to school immunizations. Our interest received continues to be higher and due to the rates, we received over \$5700 in interest in October. Total revenue for the year through October 31 is at \$3,700,397.49, which translates into approximately 72% for the year.

On the expense side for October, we are underspent for Personnel and Fringe at 82.62%, due to the openings we still have not yet been able to fill. Our operational expenses are under budget at 58.09%, with total expenses at 69.03% for the year thus far. Overall, we are still underspent by about \$171,000. However, there are some revenue dollars that we had received in advance for some grants (Genetics, Covid Response, Covid Mass Vax, Tobacco, and now the ARISE grant and the Community Foundation grant) but have not yet been spent, so as December nears, the expenses will come closer to the revenues received. Grant Funds received and not spent get sent back to the State, as it did for the

Contact Tracing prepayment last year, we will be doing that again for the Genetics grant (for an overpayment) and Covid Mass Vax, which ended in December.

For our cash on hand, Again due to the increase in interest rates and the up front payments for some of the grants, along with the property tax distribution received in October, our checking account is higher again this month than other months in the year, so our total cash on hand is \$3,757,644.73 as of 10/31/2022. After some questions and discussion from the Board, a motion was made by Mr. Long to approve the October 2022 Financials, seconded by Dr. Akintilo, a roll vote was also taken, and the motion passed unanimously.

NEW BUSINESS

Mr. Bevis announced that we received the letter to share the cost and participate in the County Audit, in which we need the board's authorization to hire the account Firm of Smith, Koelling, Dykstra, and Ohm, P.C. to Audit Fiscal Year 2022 Annual Financial Statements. KCHD's portion would be \$12,875.00 and amount would be staying the same as last year. Mr. Gustafson made a motion to approve using Smith, Koelling, Dykstra, and Ohm, P.C. to Audit Fiscal Year 2022, seconded by Dr. Long, a roll call vote was taken and the motion passed unanimously.

The second item was removed from the agenda by Mr. Bevis as it was not ready to be discussed at this point.

OTHER BUSINESS

Mr. Carrico announced that we now have a section called other business in which any member can bring information to share with the board.

Dr. Long announced that as the Director of Jerome Combs, he realized that we needed a better way of treating admitted opioid patients. He became very interested in the newest strategy, a medically assisted treatment. The issue that he is running into was the community effort after they transition back into the community and out the detention center. He recently found out that Dwayne Deane would be willing to start a program to continue the treatment once inmates are released. Therefore, Dr. Long wanted to present this topic to the board and let everyone know that he is just in the beginning stages of connecting resources in the community so that this program can help and be effective. After some discussion, an Opioid Committee was developed and would like to start to speak about Opioid related tasks outside of the meeting. The Opioid Committee includes Dr. Long, Dr. Frye, Mr. Johanek, and possibly Mrs. Neelie Panozzo. The Opioid Committee will keep the board updated on future projects.

Mr. Carrico also gave an update on the ear acupuncture program that he has been working on with the county and was happy to report that he currently has one person trained for the program as of 1/1/23.

ADJOURNMENT

There being no further business before the Board, Dr. Frye made a motion 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 Administrative Coordinator

