

Kankakee County Health Department
Regular Meeting
March 16, 2023

Members Present: Mr. Antonio Carrico, Mr. Rodney Gustafson, Mr. Jim Johaneck, Dr. Olatunji Akintilo, Dr. Edward Kent Frye, Ms. Kathryn Hamblen, Dr. Syreeta Jones, Ms. Neelie Panozzo

Members Absent: Dr Jeffrey Long

Staff Present: Mr. John Bevis, Mrs. Jennifer Gaddis, Mrs. Amy LaFine, Mr. Keith Wojnowski

Others Present: Kerstin Rust, Jim Duggan, Diane Cinnamon, Pedro Gonzalez

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

APPROVAL OF THE AGENDA

A Motion to approve the March 16, 2023, agenda was made by Ms. Panozzo, seconded by Ms. Hamblen; the motion passed unanimously.

PUBLIC COMMENT

A motion was made by Mr. Gustafson to move Other Business to Public Comment, seconded by Dr. Akintilo, the motion passed unanimously.

Kersten Rust, Executive Director of United Way and Jim Duggan shared information on a proposal and grant request from the County of Kankakee regarding Youth Development and helping connect families to much needed resources in the community. Mr. Bevis shared some information on the initial proposal between KCHD and United Way. After some discussion, Mr. Carrico updated the Board on another grant proposal that was made by the Community Foundation that KCHD is also partnering in. After some questions, Mr. Bevis explained the differences between the two grants and defined the role KCHD would have in each proposal.

APPROVAL OF THE MINUTES

A motion was made by Ms. Panozzo to accept the February 16, 2023, Board of Health minutes, seconded by Ms. Hamblen, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that there were no new employee resignations, and we currently have openings for Client Service Representative, Healthworks RN, RN Case Manager and Nutritionist. We will continue the interview process until the positions are filled.

DIVISION REPORTS

Client Services

Mrs. LaFine shared that staff is working hard to increase program awareness with partnerships and advertising. The Daily Journal recently reached out to us to do an article on the WIC program. Mrs. LaFine shared a copy of the article with the Board.

Mrs. LaFine also shared the work being done by the Genetics grant. A screening tool was recently developed and approved by the state. A pilot will begin statewide soon. A quality site visit for

our STD program is coming up and we are preparing for that visit as well as hosting our regular walk-in clinics every Tuesday and Thursday for Flu and COVID vaccines.

Environmental Health

Mr. Wojnowski updated the Board about a recent occurrence at a seafood company in Kentucky that we helped educate on product labeling. Our EH staff worked with the company as well as Livingston County and the State of Kentucky. Mr. Wojnowski announced that there will be an upcoming presentation at the Kankakee Library regarding food licensing requirements.

Mr. Bevis and Mr. Wojnowski shared information on a recent small fire at Walmart and the steps taken to ensure the safety of the food products. They also shared the importance of the department's involvement in these situations and praised the EH team for how hard they work.

Administrators Report

Mr. Bevis reported to the Board on several events coming up and information regarding those events was in their packet. Mr. Bevis also shared an article that the Daily Journal published about Narcan and the training we provide to the community. Mr. Carrico shared information about Narcan and the most current overdose statistics.

ADMINISTRATIVE REPORTS

Financial Status

For the December 2022 financials, we should be at 8.3% of the year, but revenue is only at 5.14% due to revenue received in December and January but being put back into the previous year (prior to November 30, 2022) since that was when it was earned/spent. Therefore, there is only \$55,247 in grant revenue for the month due to this year-end adjustment. We did receive about half of the annual food license renewals in December, and we had a great month for Clinic Service revenue, most likely due to an increase in flu vaccinations. Interest continues to be high for the money market and the IPTIP invested funds. Total revenue for December 2022 was about \$196,000. For expenses, December was a 3 pay period month, so the Personnel is higher at 10.31%. We also restocked vaccines and placed multiple orders of flu that month, so the Pharmaceutical Supplies line is higher. Under Machinery and Equipment, \$8750 was for the purchase of the Med Room exhaust fan, which was covered and claimed out of the Mass Vaccination grant to protect the integrity of the fridges and freezers in the room. Total expenses for December 2022 were approximately \$306,500, putting us \$110,000 overspent for December; again, this was due to the adjustment made to the revenues for the end of the year. Total cash on hand for December 2022 is \$3,842,361.09.

For the January 2023 financials, under revenue, the (\$52,961.56) was the amount that was sent back to the state for the overpayment of the Mass Vaccination grant. They had originally sent us lump sum up-front payment for that grant, and we did not spend all of it out, so the remainder was returned at the end of the grant. Although this Mass Vaccination grant ended, another one was awarded to continue with vaccination efforts for Covid-19, Influenza, Mpox, and others as recommended by the ACIP. This new grant goes back to 10/1/2022 (but we did not have any expenses that were not covered under the Mass Vaccination grant, so this new Vaccination grant will just pick up where that one drops off), and continues until 12/31/2023, and is for \$250,000. The Covid Response grant was slated to end 12/31/2022 but was extended to 6/30/2023, with a no cost extension, which covers more salaries and occupancy expenses that normally must be covered by general operating revenue or clinical service

dollars. We continued to receive the annual food licenses through January and took in an additional \$63,000, bringing us to 82.20% for the year. Clinical Services & Immunizations and Interest continued to be high again for January, as was interest. Total revenue for January was almost \$156,000. For expenses, Salaries and Fringe were just over \$151,000 for the month, or about 6.87%, bringing the total thus far to 17.18% for the year for Salaries & Fringe. Bank Charges were high in January due to the amount of restaurants paying for their annual licenses via credit cards, so the fees were much higher in January. Overall, expenses were \$293,109.82 for January, bringing us to a year-to-date deficit of a little over \$247,000. Total cash on hand for January is \$3,770,216.56.

Board members discussed the advertising we currently do utilizing bus wraps, radio ads, newspaper ads and billboards. The Board had some questions about other advertising options and Mr. explained that some grants have specific criteria regarding how money is utilized. Mr. Bevis will check on some of the ideas that were shared.

A motion was made by Dr. Frye to approve the December 2022 and January 2023 Unaudited Financials, seconded by Dr. Jones, a roll call vote was taken, and the motion passed.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bevis shared an article that was recently published honoring Dr. Syreeta Jones, and the board congratulated her.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board Ms. Panozzo moved to adjourn, the motion was seconded by Dr. Frye and passed unanimously.

Minutes Respectfully submitted by,

Mr. Jim Johanek, Secretary

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

Minutes prepared by, Mrs. Jennifer Gaddis, Assistant Coordinator Client Services