

Kankakee County Health Department  
Regular Meeting  
June 15, 2023

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

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

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

**Others Present:** None

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

**APPROVAL OF THE AGENDA**

A Motion to approve the June 15, 2023, agenda was made by Mrs. Panozzo, seconded by Dr. Long, the motion passed unanimously.

**PUBLIC COMMENT**

None

**APPROVAL OF THE MINUTES**

A motion was made by Dr. Long to accept the May 11, 2023, Board of Health minutes, seconded by Mr. Johaneck, the motion passed unanimously.

**EMPLOYEE INFORMATION**

Mr. Bevis reported that we are very excited to announce that we have a new RN Case Manager, Sally Brogan, starting June 30<sup>th</sup> and a Public Health RN, Yehonatan Figueroa, starting July 31<sup>st</sup>, 2023. We are actively interviewing for another RN Case Manager and a Nutritionist.

**DIVISION REPORTS**

*Client Services*

Mr. Bevis reported on behalf of Mrs. LaFine that we continue our walk-in vaccination clinics on Tuesdays and Thursdays through the end of December 2023. Our current focus is school immunizations and catching up on those requirements. We have had some exciting outreach activity at Pembroke Clinic, Indian Oaks, K3 Career Center, and the States Attorney Senior Fair.

We currently have one TB Case that is not currently contagious being followed at home for direct observation of medication administration compliance. We also have three bats in our county that have tested positive for Rabies.

Mr. Bevis also indicated that we are following the WIC Funding Bill closely as there may be some cuts which could impact our current WIC program. The WIC program is specific to pregnant moms and

children 5 years and under. The criteria to participate is total household income and size. These children are not yet in the school lunch program. Many are not participating in Head Start. In this county we have a case load of 1831 families that this could potentially impact.

#### *Environmental Health*

Mr. Wojnowski gave a quick presentation on our Vector program and explained the process of collecting mosquitos and dead birds to be tested for West Nile Virus.

#### *Administrators Report*

Mr. Bevis reported that as of May 11, 2023, the Statewide Pandemic Emergency ended. That means that Illinois and Kankakee County were in a state of emergency for 1,148 days from 3/3/2020 to 5/11/2023. Mr. Bevis reiterated once again that we are so happy to report that the emergency has finally been declared over. Mr. Bevis announced that we are working hard to keep the momentum alive by staying in the public eye to promote our services and helpful information on social media. He announced that June is PTSD Awareness Month, Cataract Awareness month, and Alzheimer's and Brain Awareness month.

Mr. Bevis then shared some exciting events that we have participated in, including the Teen Mental Health Awareness Summit through the Momence school district, Resources for Reentry collaborative through IDES at the Kankakee library. As well as the Riverside Behavioral Health Mental Health Awareness event, and a parent safety fair at the YMCA. We also participated in Drug Take Back Day at Northfield Mall. We hosted a guest speaker, Emily Lovie who presented on weight management for women 18-44 sponsored through our Well Women's grant. We also sponsored another Adolescent Health Clinic for 11-21 yr. olds with ONU and a fourth clinic is scheduled June 24<sup>th</sup>. We were also at the Farmers Market for car seat safety and general information. Mr. Bevis also shared that we participated in the States Attorney Senior Health Fair at Quality Inn. We will be at Youth Palooza at Kankakee High School and Juneteenth at Pioneer Park. Lastly, we are excited about the Sickle Cell event at the YMCA sponsored through our Genetics Grant.

Mr. Bevis also shared that grant season has been very busy this year and we have recently submitted 2024 grant applications for Genetics, Disease Intervention, Public Health Emergency Planning, Adolescent Health, Opioid, WIC, WIC Farmers Market, Family Case Management, Arise Renewal, and many more to help serve our entire community. The KCHD received \$6,000 from the Community Foundation to help support our community with Child Passenger Safety Education.

Lastly, Mr. Bevis announced how honored he was that the Health Department received the Social Service Innovator Award and were so thankful and appreciative to be able to attend the Journal Progress Awards Dinner. We hosted two tables and were able to have numerous staff attend and be recognized for their efforts in serving the community.

## **ADMINISTRATIVE REPORTS**

### *Financial Status*

Mr. Carrico instructed the Board to refer to the Financials in the Board packets and asked if there were any questions. Packet information includes the following information:

For April 2023, we should be at 41.6% of the year. For our grant revenues, we received just under \$150,000 in April. Fees are at 60.64% of the year overall. Our interest received continues to be higher, and due to the rates, we received just under \$8000 in interest in April. Total revenue for the year through April is at \$1,174,713.32, which translates into approximately 30.73% for the year.

On the expense side for April, we are underspent for Personnel & Fringe at 36.92%, due to the openings we have not yet been able to fill. Our Operational expenses are under budget at 36.68%, with total expenses at 36.82% for the year thus far. Overall, we are overspent by about \$232,000. There is about \$480,000 in grant revenue outstanding that has been billed but not yet received (see attached list). As a reminder, you will see higher expenses in May and June with the ratification of the union contract on 5/9/23 and the backpay which was then paid out on 5/12/23, there are 3 payrolls in June, plus the end of the grant year spend outs in many of the grants.

For our cash on hand: As mentioned previously, interest rates have continued to increase, and that's true for both the money market and the IPTIP as well, and combined with the checking account interest, totaled just under \$8000 for April. Total cash on Hand is \$3,721,025.42 as of 4/30/2023. Board members had some questions about movie marketing ads and our contract with the Duane Deane center to help with Narcan distribution. A motion was made by Mr. Mrs. Panozzo to approve the March 2023 Financials, seconded by Mr. Gustafson, a roll call vote was taken, and the motion passed.

Mr. Bevis also explained the FY22 Comprehensive Annual Financial Report prepared by SKDO. The FY 2022 audit is now complete. There were 2 findings this year for the Health Department. They were both related to the technology updates purchased out of the Contact Tracing grant. In going back and forth with the auditors and Illinois Department of Public Health (whom the grant was from), it was determined that we needed to return \$67,743 to IDPH for the supplies and work not yet completed. (Total project cost was \$123,133, but \$55,390 of the supplies and installation had been installed and completed, so that portion did not need to be returned.) Since this finding, we have been able to reallocate the \$67,743 sent back to IDPH into other grants in this grant cycle via budget revisions, so none of the dollars are "lost" or need to come out of general revenue. Also, in finding 002, it was noted that KCHD plans to obtain adequate resources to assist the financial and grant reporting function. We have received notice that we are being awarded the SIPA (Strengthening Illinois Public Health Administration) grant, which is a grant that starts 7/1/2023 and goes until 11/30/2027. Our plans are to use those funds to hire someone to assist our Business Manager with some of her tasks. We've been saying that with the additional GATA requirements, grant audits and additional number of grants that have been added in the last few years, there is a need to get an additional person to help with some of the tasks. We are beginning to work on the job description and requirements of that position, but now is a very busy time for Erin, but we are very excited to get this additional money to pay for that position.

We ended the year with a \$378,950.15 positive fund balance. (See attached copy of updated November 2022 financials and compare to page 124 out of the 2022 Annual Comprehensive Financial Report for Kankakee County; they round their numbers and adjustments, so our report shows \$378,950.15 and theirs shows \$378,949). This is again due to the covid contact tracing/response grant, the covid mass vaccination grant, and the covid crisis 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 motion was made by Mr. Mrs. Panozzo to approve the FY22 Comprehensive Annual Financial Report, seconded by Jim Johaneck, a roll call vote was taken, and the motion passed.

### **OLD BUSINESS**

Mr. Bevis reported that Phase 1 for the parking lot is completed, we do not have the bill yet. The second phase is set to start July 6<sup>th</sup> and will take approximately 5 days to complete.

Mr. Bevis gave an update on the IRIS system. He explained that he and Mrs. LaFine met with Rebecca, the IRIS Coordinator at Will County for the last 3.5 years. They originally started with 13 organizations and are at about 115 now. Mr. Bevis explained that Rebecca was able to provide us with a lot of information and will help us as a resource going forward. The next steps are working with the planning committee to help strategize the process and work with Kansas on implementation. As we move forward in the process, we can start to publicize to the community to help promote to the public.

### **NEW BUSINESS**

Mr. Carrico announced the planning of a health and wellness event in the parking lot in the works, also suggested was to host a Business After Hours event partnered with the Chamber. More information to come as the events are in planning stages.

### **OTHER BUSINESS**

Mr. Bevis reminded everyone that we have four members up for renewal and to please make sure if you are interested in staying on the Board of Health to please submit your application to Mr. Wheeler. There was some discussion about no applications being received yet, to which some Board Members announced that they had already turned it in but would make sure to do it again as they all want to be reappointed.

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

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

Minutes Respectfully submitted by,

Mr. Jim Johaneck, Secretary

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

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