

**Kankakee County Health Department
Regular Meeting
December 16, 2021**

Members Present: Dr. Simon Wu, Mr. Antonio Carrico, Dr. Jeffrey Long, Mrs. Neelie Panozzo, Mr. Rodney Gustafson, Dr. Olatunji Akintilo, Dr. Syreeta Jones, Dr. Abraham Kurien

Members Absent: Mr. Jim Johaneck

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

Staff Absent: None

Others Present: Deb Kooy, Diane Cinnamon

The meeting was called to order by Dr. Wu at 5:00 P.M.

APPROVAL OF AGENDA

A motion to approve the December 16, 2021, agenda was made by Dr. Akintilo, seconded by Dr. Long, the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Mr. Carrico to accept the October 16, 2021, Board of Health minutes, seconded by Dr. Long the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis announced that our nutritionist, Delaney Mazanec, has resigned. We also hired three Contractual Vaccinators and a Front Door Screener. We currently have openings for a Bilingual CSR, WIC Nutritionist, Front Door Screener, and Genetics Nurse.

Division Reports

Client Services

NONE

Environmental Health

NONE

Administrator's Report

Mr. Bevis reported that as of now, our County is at 46.2% fully vaccinated. We are currently at 23,000 cases and 304 deaths, an increase of 23 since last reported. Mr. Bevis announced that we are currently hosting walk in vaccination clinics every Tuesday and Thursday at the Health Department and we continue to encourage vaccinations and vaccination education throughout the community in combination with IDPH and will continue to make every effort to have vaccinations available with the help of partnering pharmacies throughout our community.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley updated the Board on the October 2021 financials. For October 2021, we should be at 91.67% of the year, and we are just under 72% for revenue on the year. We've started to receive payments for grants for the new grant year which started in July, and we should start to see payments come in for the Comprehensive Local Health Protection Grant which includes Perinatal Hepatitis B Prevention, Childhood Lead Prevention and Protection, Body Art, Tanning, Tobacco, Influenza Planning and Promotion, and the Vector Grant because it was finally executed along with Adolescent Health and the new Genetics Grant. We also received another property tax distribution from the County Treasurer bringing us to just under \$520,000 in property tax distribution received thus far for the year. We also had a great month for Clinic Services as we are starting to see the revenue come in for flu shots and other immunizations. Our immunization schedules are booked out until mid-December. Overall, for October we received approximately \$186,000 in revenue. On the expense side for October, for personnel, we are pretty much right on target overall at 93.41%. For the year, we are at 66.66% for total expenses, which is still well below the 91.67% we should be at, and our total overall budget is just over \$245,000 as a positive fund balance as of the end of October 2021. Interest for the IPTIP, money market, and checking accounts was again very low in October, netting less than \$42 total in interest. Total Cash on hand is \$ 3,311,249.92 for October 2021. A motion was made by Dr. Akintilo to approve the October 2021 financials, seconded by Mr. Gustafson the motion passed unanimously.

OLD BUSINESS

Dr. Wu addressed his Board Member survey that he previously sent out and discussion was tabled. Dr. Wu explained that his intent was to poll the members of the Board of Health and determine who is in support of CDC guidelines. It was mutually decided that Dr. Wu would no longer need responses and will not pursue this any further.

Mr. Bevis presented our Illinois Department of Public Health Certification, which is valid from November 4, 2021, to November 3, 2026. He thanked everyone involved, primarily Mrs. Shelby Shiver, who seamlessly took over MAPP right after she was hired and has played an extraordinary role in making sure that we have met all our deadlines and done an incredible job working with the MAPP committee to achieve this goal.

NEW BUSINESS

Mr. Bevis announced that we received our 2021 County Engagement Letter, which we receive yearly. This letter signifies that we agree to continue to partner with the County for our yearly audit with SKDO. Mr. Bevis indicated that we need a vote to confirm we have the Board's approval to do so. Dr. Long made a motion to approve, seconded by Mrs. Panozzo, the motion passed unanimously.

Mrs. Weakley presented the KCHD FY-22 Annual Budget Draft version for informational purposes only. She explained that this is just a draft and we do not need to vote at this time. A final version of the KCHD FY-22 Annual Budget will be presented at a future meeting.

Mr. Bevis announced that it was the time of year that the nominating committee present a slate of officers for the KCHD 2022 Board of Health. Mrs. Neelie Panozzo was nominated for President, along with Dr. Wu. A private ballot vote was taken by Dr. Long and Dr. Wu received the majority vote and was named President. There were also two nominations for Vice President, Mr. Antonio Carrico, and Mr. Rodney Gustafson. A private ballot vote was taken by Dr. Long and Mr. Gustafson received the majority vote and was named Vice President. Mr. Abraham Kurien was the sole nomination for Secretary, and he accepted.

EXECUTIVE SESSION

NONE

ADJOURNMENT

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

Minutes respectfully submitted by,

Dr. Jeffrey Long, Secretary

Minutes reviewed by, Mr. John J. Bevis, MPH, Public Health Administrator

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