

Kankakee County Health Department
Regular Meeting
May 12, 2022

Members Present: Dr. Simon Wu, Mr. Rodney Gustafson, Mr. Jim Johaneck, Dr. Abraham Kurien, Mr. Antonio Carrico

Members Absent: Dr Jeffrey Long, Dr. Olatunji Akintilo, Dr Syreeta Jones, Mrs. Neelie Panozzo

Staff Present: Mr. John Bevis, Mrs. Jennifer Gaddis, Mrs. Erin Weakley

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

APPROVAL OF THE AGENDA

A Motion to approve the May 12, 2022, agenda was made by Mr. Johaneck, seconded by Mr. Gustafson, the motion passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF THE MINUTES

A motion was made by Mr. Gustafson to accept the April 14, 2022, Board of Health minutes, seconded by Dr. Kurien, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that there was no new employee information, we currently have 2 openings for Certified Medical Assistants, one of which is bilingual.

DIVISION REPORTS

Client Services

None

Environmental Health

None

Administrators Report

Mr. Bevis reported that we received a \$10,000 grant from the Community Foundation for Community works. Shelby and Julie were instrumental in the writing of the grant. We will be using the funds for the Child Car Seat Program. It allows us to provide free car seats and education to those in need. Mr. Bevis informed the Board that there is an awards luncheon on 5/19/22 at the Kankakee County Club. Mr. Bevis, Shelby and Julie will be in attendance to accept the award. Mr. Bevis further reported we have received various other grants from the Community Foundation for various other projects in years past.

Mr. Bevis reported that in 2019 the Board has approved the rehabilitation project for the building to include paint, carpets, and various other updates. At the time the initial work was completed, 1 suite in the building was not completed as not in use. We have since started using the space, therefore, we will be completing that project in the coming weeks.

Mr. Bevis reports that it was Nurse's week this week. We have made several Facebook posts acknowledging our nurses and all the good that they do for us and the community. We will be having food and treats for staff at Friday's full staff meeting.

Mr. Bevis also reported that it was Mental Health Awareness month and we have been posting various topics related to mental health on our Facebook page. The topics were specifically targeted to teens; however, it was still relevant and helpful for all ages. On 5/14/22 staff would be at the Farmers Market to promote Mental Health and help remove some of the stigma.

Mr. Bevis reported on Teen Topic Tuesday Facebook posts. Some of the topics have included vaping, smoking, marijuana, alcohol, opioids, and mental health. They have also focused on child safety in cars and not leaving your child in the car unattended, especially in the heat of summer.

Mr. Bevis announced that as of 5/11/22, Kankakee County has a vaccination rate of 51.09% fully vaccinated for approximately 56213 fully vaccinated individuals. Most of the vaccines we are administering now are the boosters. The cases are currently going up; however, hospitalizations are down. There has not been a COVID death in the county in 46 days, so it is still positive news. Kankakee County is still in the Low-Risk category; however, we are still encouraging all safety measures such as hand washing and masking. As of right now, there does not appear to be a risk of additional mitigation measures returning.

Mr. Carrico questioned Mr. Bevis about the process for when Board members are not able to attend the meetings. Mr. Carrico stated that he would like to see better accountability of the Board members, tracking of absences and communication between Mr. Bevis and the Board President. Mr. Bevis agreed to go back to 2021 to current and track attendance of the Board. He will share that information with the Board President. He will further make sure to notify the Board President of any member absences and reasons provided going forward.

ADMINISTRATIVE REPORTS

Financial Status

Mrs. Weakley updated the Board on the Financials. For April 2022, we should be at 41.47% of the year. Our revenues are just over 30% for the year, but we still haven't received any property tax distribution yet, which is normal because we don't receive our first distribution until early July after the first payment due date. Our Clinic Services is almost to 20% for the year, but we are hoping as we look to open back up, that we will see that number begin to increase as well. Total revenue for the year through April 30 is at \$1,559,517.66. On the expense side for April, we are under spent for Personnel & Fringe at 38.38%; as we do still have 2 open positions to fill. Our Operational expenses are under budget at 23.93%. For total expenses we are at 30.38%. Overall, we are still underspent by approximately \$6000 for the year. For our cash on hand: Interest for IPTIP has increased, money market and checking account interest remained low for April, overall netting a little over \$400 total in interest. Total Cash on

Hand is \$3,553,274.77 as of 4/30/22. Mr. Gustafson made a motion to approve the April Financials, seconded by Mr. Carrico, the motion passed unanimously.

Discussion ensued regarding printers, leasing, ownership, and toner. Mr. Carrico suggested we investigate different printers that use less ink such as the EcoTank type printers. Mrs. Weakley stated that we would investigate it.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bevis reported that during discussion for the repair of the parking lot that the by-law for bid amount had been incorrectly raised in December of 2019. Mr. Bevis stated that by State Statute it must be \$30,000 or under. A motion was made by Mr. Carrico to Update the Financial Policy to reflect \$30,000 seconded by Dr. Gustafson, the motion passed unanimously.

Discussion ensued on the parking lot repairs that would be needed. Mr. Bevis stated that administration, with the assistance of Mr. Carrico, would be putting together the specifications and request for bids. We would then publish it in the paper. The Health Department would receive the sealed bids and the Board would open them and accept one. Discussion took place on the process if there was only 1 bid, or if they had to accept the lowest bid. The Board was informed that they only had to accept the lowest responsible bidder. The Board could determine, based on personal knowledge or references that the lowest bidder was not a responsible bidder, they could go to the next lowest. If there was only 1 bid, they did not have to accept it, but instead, could start the bid process again. Mr. Bevis stated that we would like to have the project completed before winter and would like to get the project posted in the paper soon. It was decided that they would plan to have the bids received, opened, and chosen at the July 2022 Board meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Minutes Respectfully submitted by,

Dr Abraham Kurien, Secretary

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

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