

Kankakee County Health Department
Regular Meeting
October 12, 2023

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

Members Absent: None

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

Others Present: None

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

APPROVAL OF THE AGEND

A Motion to approve the October 12, 2023, agenda was made by Dr. Akintilo, seconded by Dr. Jones; the motion passed unanimously.

PUBLIC COMMENT: None

APPROVAL OF THE MINUTES

A motion was made by Dr. Akintilo to accept the September 14, 2023, Board of Health minutes, seconded by Mrs. Panozzo, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that we recently hired a new part-time contractual RN Case Manager, Kendreea Hodges, as well as a new Health Promotion Coordinator handling the Opioid grant, Loren Petrakis. We are actively interviewing and hiring for a Social Work Case Manager, RN Case Manager, Public Health RN, Assistant Business Manager, and a Bilingual Client Service Representative.

DIVISION REPORTS

Client Services

Mr. Bevis reported on behalf of Mrs. LaFine that we are still currently running our Tuesday/Thursday walk in vaccination clinic for Shingles, Pneumonia, RSV, COVID-19, and Flu shots. Mr. Bevis shared some exciting programs and events that our clinic staff has been participating in, including Birth to Five, sponsored by Jim Rowe, in which the Regional Needs Assessment was shared and is an opportunity to partner for IRIS funding and expand into Iroquois county. There is also a federal conference call scheduled to discuss FY24 WIC and the impacts of a potential Government shutdown. Mr. Bevis also reported that we have submitted the Maternal Child Health work plan addendum to DHS for review. We are happy to report that we completed our contract compliance for our Due Diligence requirements for the Youth Care quarterly Review and we are also currently preparing for our site visit for the Communicable Disease Programs.

Environmental Health

None

Administrators Report

Mr. Bevis shared that we participated in many events this past month including Hispanic Heritage Day in Hopkins Park and the KCHD Car Seat Safety Check event. We are going to be participating at the Pembroke Lorenzo Smith School sponsored by Nick Smith on October 18th, 2023. Mr. Bevis also announced that October is SIDS, Breast Cancer, and Domestic Violence Awareness month so please keep an eye out on social media for valuable tips and information we will be sharing with the community and please pass on to your family and friends.

Mr. Bevis gave an IRIS update which includes KCHD continuing meeting with the Kansas based IRIS team to train its staff regarding the implementation for the program in Kankakee County. Our Staff continues to utilize the training tools to simulate referrals and review information provided. As a reminder, the roles include Community Champion (Data), Community Coordinator (Builds Relationships) Systems Manager (Data Input) and Data Manager (Aggregates, Formats and Disseminates Community Data). These responsibilities can be more than one person, or the same person, and meetings are currently scheduled twice a month. Recently an implementation survey was prepared and sent out to those agencies expected to be part of the launch in early 2024. The survey is still open for a few more weeks and will help guide the process for the many types of services available and the types of referrals that will be passed back and forth.

Mr. Bevis shared that he presented an IRIS update to the Executive Committee on September 26th, which also got the attention of the Daily Journal. He also presented to the general public regarding Health Department services at the Senior Fair at the Kankakee First Church in Kankakee. Mr. Bevis also shared he was excited to be part of the celebration for the well-attended 60th Anniversary of the Helen Wheeler Mental Health Center, as well as the video presentations for the 2023 State of the County held at ONU.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis provided the Board with the August 2023 Financials. For August 2023, we should be at 75% of the year. We received just under \$666,000 in grant revenue in August 2023. The second property tax distribution was received for \$102,663.15. Fees are at 79.44% of the year overall. Due to continued high interest rates, we received over \$9750 in interest in August. Total revenue received in August was \$806,490.70 and brings the total for the year through August to \$3,080,417.58, which translates into approximately 80.58% for the year.

On the expense side for August, we are under budget for Personnel & Fringe at 70.90%. Our Operational expenses are still showing over budget at 91.46%, with total expenses at 79.62% for the year thus far. Overall, we are now showing we are underspent by \$547,737.82 for the year, thanks to the grant payments and property taxes received in August. We have also invoiced and received the \$150,000 in ARPA funds requested from the County to help pay for our parking lot project. Those funds

were received and deposited in September, so that will appear in September's report as a credit to the Operational Expenses.

For our cash on hand: With interest rates still much higher than budgeted for the invested funds, combined with the checking account interest, totaled about \$9762 for August. Total Cash on Hand is \$3,950,811.76 as of 8/31/2023. A motion was made by Dr. Long to approve the August 2023 Financials, seconded by Mr. Johaneck, and a roll call vote, the motion passed.

OLD BUSINESS

Mr. Bevis explained that during our July 14th Full Staff meeting we had a situation in which our freshly completed parking lot was damaged by a semi-truck that used our lot while having mechanical issues. This resulted in damage to a section of the lot where the trailer was dropped so the semi could be towed and the Board previously approved spending \$6500 to repair. We are happy to report that we did get the repairs completed by KVCC for \$6210 and the trucking company has reached out and confirmed they will pay the charges directly to KVCC.

NEW BUSINESS

Mr. Bevis announced that the Finance Committee met to discuss moving surplus funds from our checking account to our IPTIP invested funds to maximize interest. Mr. Bevis shared that after the Finance Committee met it was their recommendation to send to the full Board of Health to approve the transfer of \$1,000,000 from the Health Department checking account to the IPTIP invested funds to significantly maximize interest earned. After some discussion from the Board, Mrs. Panozzo made a motion to approve moving \$1,000,000 from the Health Department checking account to the IPTIP invested funds, seconded by Dr. Long and a roll call vote the motion passed.

Mr. Bevis also announced that with the award of the SIPA grant, (Strengthening Illinois Public Health Administration) a grant designed to hire employees where needed in an organization, we budgeted to hire an assistant for the Business Manager. The position is budgeted to start at \$43,000 which equates to \$20.67 per hour. This position would need to be added as a step at the beginning of the pay scale and all other positions would then bump up a step as seen in the proposed scale presented to the Board. When the current table was last updated on 11/9/18, the union contract was still in negotiation and was not signed until 6/11/19; in the contract for 2018-2022 to head off the need to update starting rates, we started increasing the union starting rates by 1% each year on 12/1 of that year. By taking the starting rates on the current Administrative pay scale and increasing them by 1% per year since 11/9/18, the new starting rates were updated and rounded. Moving forward, on 12/1 of each year starting 12/1/24 since are updating this as of 10/15/23, the starting rates will be increased by 1% on the Administrative Pay Scale, similar to the union positions in the contracts. In the 2018-2022 contract, there was a longevity increase given of \$.25 hour for 3-< 8 years of service; \$.50/ hour for 8-<15 years of service; and \$1.50/hour for 15 or more years of service. By building in this increase into the proposed Administrative Pay scale table, hopefully it will encourage longevity for employees. This would mean that after 3 years, they would make an additional \$1040, after 8 years they would make an additional \$2080, and after 15 years they would make an additional \$3120. This total of \$6240 comes out to \$416/year over 15 years, or \$.20/hour. These would be added to their pay on the pay period that contains their anniversary date. Mr. Bevis shared that The Finance Committee met to discuss the new proposed Administrative Pay Scale and the addition of the new position, and it was their

recommendation to approve. After some discussion from the Board, Dr. Akintilo made a motion to approve the proposed Administrative Pay Scale, seconded by Mrs. Panozzo, and a roll call vote, the motion passed.

OTHER BUSINESS

Mr. Carrico announced that we currently have three members on our Finance Committee, and we are looking for one more person if someone cannot attend, and we would need an additional person to make up a quorum to vote. Currently, there are no volunteers.

Mr. Bevis announced that we will need a Nominating Committee that will make recommendations for the President, Vice President, and Secretary when we vote and elect officers at Novembers meeting. Mrs. Panozzo volunteered to be the chair, accompanied by Dr. Frye, and Mrs. Hamblen.

Mr. Carrico also announced that the Personnel Committee, consisting of Mr. Gustafson, Dr. Akintilo, and Mrs. Hamblen, will also need a chair, Mrs. Hamblen volunteered to be the chair.

Discussion ensued about media advertising based on grant deliverables. The States Attorney's office was consulted regarding the issue. After some further discussion, it was confirmed that advertising is at the discretion of the Health Department and if there are any questions from particular vendors they are welcome to attend the Board of Health meeting and utilize public comment.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board, Mrs. Panozzo moved to adjourn, the motion was seconded by Mr. Johanek 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 Administration Coordinator