

**Kankakee County Health Department
Regular Meeting
April 14, 2022**

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

Members Absent: Dr. Syreeta Jones

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

Staff Absent: Mrs. Erin Weakley

Others Present: John Coghlan, Debra 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 April 14, 2022, agenda was made by Dr. Kurien, seconded by Dr. Long, the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Mr. Johaneck to accept the March 17, 2022, Board of Health minutes, seconded by Dr. Akintilo the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that we hired a new contractual Contact Tracer, Nayeli Camarena. We currently have two openings for Certified Medical Assistants, one of which is bilingual.

Division Reports

Client Services

Mrs. LaFine announced that all programs are open to on site appointments except for WIC and FCM. We are currently continuing as telehealth/and drive-up benefit pick up as an alternate delivery model. We do expect to be given direction open these programs to on site, face to face appointments in the next few months in correlation to our County's low positivity status and 51 % "up to date" vaccinated.

Environmental Health

Mr. Wojnowski updated the Board on the Vector Program. Each year we host the Larvicide training in which the one-hour course allows municipal workers to put larvicide out without having a pest control applicator license. The mosquito traps go out at the end of May, and we kick off the season for West Nile Virus testing.

Administrator's Report

Mr. Bevis announced that as of 4/14/2022, Kankakee County has approximately 28,856 confirmed cases of COVID-19 and a total of 365 deaths attributed to COVID. We have administered 137,373 COVID-19 vaccination doses countywide. The County "up-to-date" vaccinated rate is 51 % for approximately 55, 893 individuals fully vaccinated. A snapshot of hospitalizations within our community shows few COVID related serious illnesses and no one on a ventilator currently. IDPH recently adopted new federal guidelines for reporting COVID-19 data. The CDC guidelines end reporting of some negative test results, emphasizing case rates and hospitalizations in measuring COVID-19 community levels. This new approach does away with the positivity rate that was used from the beginning of the pandemic and no longer marries us to Will County regarding protective measures for communities with a higher level of transmission than another. With vaccines available, along with effective therapies available, it is more useful to rely on data that indicates the case rate, disease severity and level of strain on the local healthcare setting to guide recommendations. We are seeing a definite difference in positivity rate, which is now down to 1.1%. We can also see a definite decrease in demand for vaccinations declining from 263 in February, and now 59 for the month of March. We are still waiting on the last group of 6 months-5 years to be approved and anticipate that the demand will increase once that happens. Mr. Bevis also shared about our recent trip to Fortitude and the importance of making vaccines available to underserved populations as well as educating the community on the benefits of vaccinating and ensuring we are meeting grant deliverables at the same time.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis updated the Board on the March 2022 Financials as Mrs. Weakley was not able to attend. For March 2022, we should be at 33% of the year. Our revenues are just over 25% of the year, but we 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. In addition, a few of the grants were just recently executed and the quarterly reports approved by the grantor, so the payments for those have just started trickling in (Adolescent Health, Genetics, & Well Woman's Visits grant). Our Clinic Services is at 17.28% 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. On the expense side for March, we are right on target for Personnel & Fringe at 31.39%; our operational expenses are under budget at 19.79%; total for expenses we are at 24.97% for the year thus far. Please note that the Contact Tracing grant has just ended as of 3/31/2022, so those final expenses are included in this month's report under Operating Supplies, Office Supplies, and Outside Contracting. The technology updates are included in these expenses as well. Overall, we are still underspent by approximately \$31,000 overall for the year thus far. For our cash on hand: Interest for IPTIP has increased, money market and checking account interest remained low for March, overall netting about \$260 total in interest. Total Cash on Hand is \$3,720,740.14 as of 3/31/2022. A motion was made by Dr. Akintilo to approve financials seconded by Mr. Gustafson the motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bevis announced that we need to make an amendment (addition) to our Financial Policy & Procedure Manual. One of our grantors had a requirement that we have a Capitalization & Depreciation policy. We have already been doing this; however, we need to make a formal addition to the Financial Policy & Procedure Manual. Dr. Long made a motion to approve the addition of a Capitalization & Depreciation policy to our Financial Policy and Procedure Manual, seconded by Mr. Carrico the motion passed unanimously.

Mr. Bevis announced that we will need to start the process of having work done to our parking lot as there are many areas that are in rough condition and need repair. Currently this notice is just for informational purposes, and we have been in contact with Mr. Carrico on next steps to help navigate the process. More information will be shared when available.

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business before the Board, Dr. Long 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 J. Bevis, MPH, Public Health Administrator

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