

**Kankakee County Health Department
Regular Meeting
March 17, 2022**

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

Members Absent: Mrs. Neelie Panozzo, Dr. Jeffrey Long

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

Staff Absent: Mrs. Erin Weakley

Others Present: John Coghlan

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

APPROVAL OF AGENDA

A motion to approve the March 17, 2022, agenda was made by Dr. Akintilo, seconded by Mr. Carrico, the motion passed unanimously.

PUBLIC COMMENT

NONE

APPROVAL OF MINUTES

A motion was made by Dr. Kurien to accept the December 16, 2021, Board of Health minutes, seconded by Dr. Jones the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that we are happy to announce we have some new hires at the Health Department that we are really excited to welcome aboard. Introducing Jessica, our new Genetics RN, Nikki, our new WIC Nutritionist, Arely, a contractual Vaccinator, Kim, a Health Promotion Coordinator in charge of Contact Tracing, Alysha, our Bilingual Client Service Representative, and Cara, our Grant Specialist. We currently have two openings for Certified Medical Assistants, one of which must be Bilingual.

Division Reports

Client Services

Mrs. LaFine announced that we are looking into expanding our lab services in alignment and support of Community Health Improvement Planning, utilizing the MAPP (Mobilizing for Action through Planning and Partnerships) process findings, the Health Department is proposing expanding LAB services to include important screenings for Blood Sugar, Cholesterol, Vitamin D levels, and Bone Density. Mrs. LaFine reported that we have built the case as to why these are important services for the community, and we are currently awaiting grand funding approval to proceed.

Mrs. LaFine also gave an update on the FY 2022-24 Genetics Grant Update. The goal of this grant is to improve the awareness of newborn screening and genetics, strengthen the access to care and services for Illinois parents and families of affected children, and increase knowledge and access to prevention strategies for potentially preventable conditions. With the help of our new Genetics RN, Jessica Torres, we are gathering data in McHenry, Kane, Kendall, Grundy, and Kankakee County. We have already begun to meet with the State of Illinois workgroup and have begun the process of developing regional workgroups in the four other counties. Our survey tool to assess and gather data was submitted and approved by the state, and we are currently gathering data from Primary Care, Specialists, and families identified for Genetic follow-up. We are also meeting with our local pregnancy resource center to invite their participation as a community partner as well.

Environmental Health

Mr. Wojnowski updated the Board on the status of 2022 Food Service Permits announcing that he's happy to report that we currently have 630 licensed food establishments, and we had no outstanding permits that have not been paid yet.

Administrator's Report

Mr. Bevis announced that the County is currently at 28,689 positive cases, 361 deaths, and 50.58% of the population is vaccinated. 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 reported on a recent event he and Mrs. LaFine attended for the Braidwood Nuclear Drill. The drill mimicked a nuclear spill and was held at the EOC. The after-action report showed that Kankakee County did a great job of successfully collaborating throughout the drill and we feel very confident in the safety of Kankakee County with the partnerships we have in place.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Bevis updated the Board on the November/ December 2021 financials as well as the January/February 2022 Financials as Mrs. Weakley was not able to attend. For November 2021, we should be at 100 % of the year, and we are at 85.41% for revenue and 74.64% for total expenses. Total Cash on hand is \$3,236,050.13. (Please note these numbers are contingent upon auditor's final assessment.) For December 2021, we should be at 8.3% of the year, and we are at 5.44% for revenue on the year and 6.41% for total expenses. Total Cash on hand is \$3,284,850.24. For January 2022, we are at 16.6% of the year, and 14.24% for revenue, and 11.65% for total expenses. Total Cash on hand is \$ 3,658,194.44. For February 2022, we are at 25% of the year, and at 18.39% for revenue and 16.14% for total expenses. Total Cash on hand is \$ 3,633,163.20. A motion was made by Mr. Gustafson to combine and approve all financials at once, seconded by Dr. Kurien the motion passed unanimously.

OLD BUSINESS

Mr. Bevis announced that the KCHD FY 22 Annual Budget final draft was sent by email for review, and you were asked to ask questions ahead of time in lieu of Mrs. Weakley's absence. Upon further discussion, it was agreed that there were no questions and Mr. Gustafson made a motion to approve the KCHD FY 22 Annual Budget, seconded by Dr. Kurien. Mr. Coghlan announced that we will need a role call for the budget and a role call was performed with a 7/0 result in favor of approving the KCHD FY 22 Annual Budget and the motion passed unanimously.

NEW BUSINESS

Mr. Bevis announced that it was that time again for Dr. Wu to appoint a Personnel and Budget/Finance committee. Dr. Wu announced that the Personnel Committee will consist of Mr. Gustafson, Dr. Akintilo, and Dr. Wu. The Budget/Finance Committee will consist of Mr. Johanek, Dr. Kurien, and Mr. Carrico. Dr. Kurien made a motion to approve the appointment of Personnel and Budget committees seconded by Dr. Jones, the motion passed unanimously.

Mr. Johanek asked to discuss changing or creating a policy for implementing zoom meetings and a process for attending the Board of Health meetings offsite. Currently, Board of Health members can attend via phone as long as we already have a quorum present, and members can then be voted in. Mr. Carrico suggested that we revise the bylaws to include virtual meeting attendance. Mr. Bevis agreed that it could prevent future conflicts by creating language to allow virtual attendance with some guidance in place. Mr. Bevis concluded that we would gather information from the County's policy and decide what language would work for our Board members and present for review at a later date.

EXECUTIVE SESSION

None

ADJOURNMENT

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