

Kankakee County Health Department  
Regular Meeting  
September 19, 2024

Members Present: Mr. Antonio Carrico, Mr. Jim Johaneck, Mr. Rodney Gustafson, Dr. Olatunji Akintilo, Mrs. Neelie Panozzo, Dr. Jeffery Long,

Members Absent: Dr. Edward Kent Frye, Ms. Kathryn Hamblen, Dr. Syreeta Jones

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

The meeting was called to order by Mr. Carrico at 5:01pm

#### **APPROVAL OF THE AGENDA**

A Motion to approve the September 19, 2024, agenda was made by Mr. Long, seconded by Ms. Panozzo; the motion passed unanimously.

#### **PUBLIC COMMENT**

None

#### **APPROVAL OF THE MINUTES**

A motion was made by Dr. Long to accept the July 18, Board of Health minutes, seconded by Mr. Gustafson; the motion passed unanimously.

#### **PRESENTATION**

Jesse Erickson on behalf of Pathfinder presented on updating and upgrading accessibility on the Kankakee County Health Department website.

#### **EMPLOYEE INFORMATION**

Mr. Bevis reported that we currently have two openings for an RN Case Manager, one Social Work Case Manager, and one Bilingual Client Service Representative.

#### **DIVISION REPORTS**

*Client Services*

#### **MATERNAL CHILD**

Mr. Bevis reported on behalf of Mrs. LaFine that on August 22<sup>nd</sup> Youthcare/Centene completed a site visit at KCHD. We reviewed up to date status of staffing and compliance with clinical records. The Healthworks program's focus is ensuring DCFS wards, and their foster guardians are aligned to all follow up care and resources needed. KCHD was also notified of the Genetics grant award for the next grant cycle. KCHD is beginning the process of transition from Federal oversight to Illinois oversight of the Certified Designated Organization program. KCHD must reapply for Designation in the State of IL. Our Certified Application Counselor, Jen Gaddis, has completed all the required mandatory yearly continuing education and is in good standing and ready for this transition.

## COMMUNICABLE DISEASE

Mr. Bevis also reported that KCHD has FLU vaccine (all types for all ages) available and COVID vaccine is currently being delivered in limited quantities. We continue to offer WALK-IN Clinics Tuesday and Thursdays as usual. The School Districts have posted October 15th as the "hard stop date" to be up to date with school immunizations. Students arriving at school on October 15<sup>th</sup> without the required records will be sent home until the documentation is updated and received.

### *Environmental Health*

Mr. Wojnowski was excited to report to the Board that Kankakee County was recognized by the state for creating a compliance binder filled with 48 pages of information for their establishments. Educational material includes Employee Health Policies, logs, Pest Control Procedures, and information about the top 5 food borne illness risk factors. The Compliance Binder is given to all new establishments and reviewed annually with all existing establishments.

### *Administrators Report*

Mr. Bevis included his report in the packet which listed the following: September is upon us, and our social media is active promoting Suicide Prevention Month, Sickle Cell Awareness Month, National Food Safety Education Month, Recovery Month which supports healthy choices, as well as celebrating Overdose Awareness Day, Tips for Teens every Tuesday, our car seat safety check, The NAACP Health Fair, Patriots Day with Disaster distress hotline and Veterans Crisis hotlines, as well as many other educational postings. Follow us on all the platforms, we participate in for information and education to help improve your health and the health of the community.

Recent events that the KCHD staff have attended include the Stop the Bleed training for the staff at our monthly staff education day, KCC Resource Fair, The KCC Equity, Diversity and Inclusion Meeting Homeless Summit prep meeting, Ascensions Rx Mobile Food, Genetics Opioid events, Continuum of Care Meeting, Ribbon cutting for the Westchester Region IDPH open house, Pledge 4 Life Meeting, NAACP Health Fair Viva Mexico event in Pembroke, Car Seat Safety Check event, and a KCC Job Fair. Our staff continue to participate where we can and when we can to help promote, protect and monitor the safety and wellbeing of Kankakee residents.

Upcoming events include the Greater Illinois Violence Prevention Council Meeting 9-19, The Senior Fair on 9-24, Thresholds Open House 9-26, our Annual Teen Conference sponsored thru our Adolescent Health Grant, at KCC on October 3rd, a full day conference for over 200 Kankakee 8<sup>th</sup> graders to help them gain empowerment, inspiration, and learn how to make healthy choices and safe life choices and participating in the Out of Darkness Walk event on 9-28. We also are planning a "Celebrate IRIS" event on October 24, at KCC in the morning to bring awareness to the business and public community regarding what has happened since the launch in February.

Our radio show, "Who Knew" continues to record great collaborations this second season and we have educated the public on great events including information on the Hidden in Plain Site Trailer, with Jim Schriener of Pledge for Life, a Great show from Jessica of 911 and what services they bring to the community, Food Safety from our environmental health team, and upcoming shows include Fortitude and the Homeless Summit planned in November, Bill Yonka regarding the Kankakee Farmers Market, KCC's Amy Stroo and the work they do with the Workforce Services Program, Harbor House, and the ECDA as well as many other topics and collaborations.

The Administration Team recently had a Fiscal Audit Review (FAR) for the WIC/Family Case Management Programs which occurs every three years and once again NO findings were noted in the fiscal components of the grant, spending, record keeping, but only a procedural record keeping component was to be noted for employee files on signatures for conflict of interest for both Board of Health Members and all staff. This recommendation had not been made previously and is already being corrected to the satisfaction of the FAR reviewers. I am so grateful and appreciative of all the work that goes into all the grants, reporting, line-item transfers and all the fiscal needs of the staff and operations of the KCHD, with 30 plus staff and 20 plus grants to keep up with. Congratulations Admin.

## **ADMINISTRATIVE REPORTS**

### *Financial Status*

Mr. Carrico instructed the Board to refer to the Financials in the Board packets. Mr. Johaneck made a motion to combine and approve both June and July 2024 Financials. For June 2024, we should be at 58% of the year. We received just over \$82,000 in grant revenue; this brings us to just under 48% of our budgeted grant revenue for the year. Under Fees, we are at 102% of the amount budgeted for the year. Our clinic services continues to be high at nearly 120% for the year with 5 months still to go for FY24. Under "Other" revenue, we received \$5000 from Riverside for the 2023 invoice for the MAPP process. Our interest for the month was just under \$19,000 due to a couple of the date postings in June instead of May, so June shows higher interest received for the month. Total revenue received in June is recognized at \$131,405.76; total revenue for the year thus far is \$1,854,690, or 48.62% thus far, which is just under 10% under the projected amount. Next month (July) will show our first property tax distribution from the Treasurer, and we also should receive over half of the outstanding Accounts Receivable in July for services billed through June 30, 2024.

On the expense side for June, we are at 60.12% for Personnel & Fringe. This is just over budget, due to a retirement payout of built up vacation time. June 2024 concluded the majority of our grant periods, so our Operational Expenses are higher than budgeted at 65.11%, with the bulk of the overages still being in Bank Charges, Operating Supplies, Educational Supplies, Pharmaceutical Supplies, Travel, Outside Contracting, Printing, and Software/Licenses/ Renewals. Total expenses for the year thus far are at 62.30%. Overall, we are currently showing overspent by \$522,007.23 for the year. However, we have billed for and are still waiting on over \$716k in grant revenue that is outstanding for services billed through June 30, 2024. About \$368k of that is from IDPH, and about \$313k of that is from DHS (Case Management, WIC, and Opioid), with the remainder from other sources for our Healthworks & IPHA/HIV grants, IRIS, and IVAC (nearly \$35k). See additional attachment for outstanding Accounts Receivable.

For our cash on hand: The IPTIP account received \$9604.99 in interest for June, the money market account received \$4790.72 on June 2 and \$4081.42 on June 30, and the checking account received \$293.13. Total interest for the month was \$18,770.26. Total cash on Hand is \$4,154,906.62 as of 6/30/24.

For July 2024, we should be at 66.67% of the year. We received over \$374,000 in grant revenue; this brings us to 61.80% of our budgeted grant revenue for the year. We also received our first property tax distribution for the year, which was just under \$336,000. Under Fees, we are just under 108% of the amount budgeted for the year. Our clinic services continue to be high at nearly 130% for the year with 4 months still to go for FY24. Our interest for the month was about \$14,750. Total revenue received in July is recognized at \$747,502.68; total revenue for the year thus far is \$2,602,193, or 68.21% thus far, which now brings us just over the projected/budgeted amount.

On the expense side for July, we are at 66.95% for Personnel & Fringe, so we are right on target. Total expenses for the year thus far are now at 68.48%. Overall, we are showing \$2,612,369.65 in expenses. Our Accounts Receivable still stands at just over \$450,000 for grants billed through 7/31/2024. About \$320k of that is from IDPH, about \$100k of that is from DHS (Case Management, WIC, and Opioid), with the remainder from other sources for our Healthworks & IPHA/HIV grants, and IRIS (nearly \$34k total).

For our cash on hand: The IPTIP account received \$9878 in interest for July, the money market account received \$4536.51 for July, and the checking account received \$333.98. Total interest for the month was \$14,748.49. Total Cash on Hand is \$4,651,872.27 as of 7/31/24.

A motion was made by Mr. Johanek to combine and approve the June and July 2024 Financials, seconded by Dr. Akintilo, a roll call vote was taken, and the motion passed.

### **OLD BUSINESS**

Mr. Carrico updated the Board on the Community for Health Improvement program (CHI). Mr. Carrico said the form to become a presenter is ready and we will work on getting it updated on the website so that we can continue to introduce it into the community and let people know that we are looking for volunteers.

Mr. Bevis and Mr. Carrico thanked Jesse for his website presentation and expressed that as long as we are going to a format that is easier for us to maintain and more efficient for our employees to use that is the goal and Mr. Bevis will continue work with Jesse on the progression of the website.

### **NEW BUSINESS**

Mr. Bevis explained that the Kankakee County Health Department is asking the Board of Health to approve amending the current Tuition Policy to match the number of allowable credit hours from 6 to 12 to match the County's Tuition Policy. Mr. Gustafson made a motion to approve amending the tuition policy from 6 hours to 12 hours per year, seconded by Dr. Akintilo and a roll call vote, the motion passed.

Mr. Bevis explained that we were approached by a business owner that wanted to buy our old sign that we no longer use for \$300.00. In order for us to sell it this would need to be deemed as surplus by The Board of Health. Dr. Akintilo made a motion to approve deeming the sign as surplus and selling it for \$300.00, seconded by Mrs. Panozzo the motion passed unanimously.

### **OTHER BUSINESS**

Mr. Bevis explained that 911 asked permission to build a gazebo in the back area with their Board approved funding and would be interested in sharing it with our employees. After some discussion from the Board regarding cost, the Board was all in agreement that as long as there are minimal costs to the Health Department in relation to maintenance and security of the gazebo that they would allow a gazebo to be built with the understanding that 911 would be financially responsible for it.

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

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

Minutes Respectfully submitted by,

Mr. Jim Johaneck, Secretary

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

Minutes prepared by Ms. Nicole Finnegan, HR Administrative Coordinator