

Kankakee County Health Department
Regular Meeting
February 20, 2025

Members Present: Mr. Antonio Carrico, Mr. Jim Johaneck, Mr. Rodney Gustafson, Mrs. Kathryn Hamblen, Dr. Jeffery Long, Dr. Edward Kent Frye, Dr. Olatunji Akintilo

Members Absent: Mrs. Neelie Panozzo

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

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

APPROVAL OF THE AGENDA

A Motion to approve the agenda was made by Dr. Akintilo, seconded by Dr. Long, the motion passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF THE MINUTES

A motion was made by Mr. Johaneck to accept the November 21, 2024, Board of Health minutes, seconded by Mr. Gustafson, the motion passed unanimously.

EMPLOYEE INFORMATION

Mr. Bevis reported that we are currently hiring a Maternal Child Health Coordinator.

DIVISION REPORTS

Client Services

MATERNAL CHILD/ COMMUNICABLE DISEASE

Mr. Bevis reported on behalf of Mrs. LaFine on the following:

MATERNAL CHILD:

- All Maternal Child Programs and client service programs are running smoothly
- WIC currently has the highest caseload KCHD has seen for the last 12 months (2024-25). KCHD had a 3% increase in WIC volume between November and December 2024, with a current case load of 1,945
- We have been informed the Family Case Management program will make significant changes in FY26. We will be getting the notice of funding for this grant sometime in March with more specifics on program changes and impact to current clients in our community. The focus is on Better Birth Outcomes with the key driver for change based on IL. Prenatal and Infant Morbidity & Mortality data

COMMUNICABLE DISEASE

- Since the Measles outbreak in a Chicago migrant shelter in June of 2024, there has been a heightened awareness of the potential for this highly contagious disease. In the last month, 3 suspect cases have been reported and investigated, two were quickly confirmed negative and one case is still pending,

however strongly suspected to be an amoxicillin reaction. There are no definitive Measle cases in Kankakee County or the state of IL. currently.

- Immunization Stats 1/17 through 2/20/2025

Flu – 17

Covid -24

Shingles -11

RSV -8

There is an uptake in positive Influenza A Flu cases in the county. Both Hospital ICUs are reporting higher ICU admissions, mostly non-vaccinated elderly. One non-vaccinated ICU (combo Covid-Influenza A), age 20.

Environmental Health

Mr. Wojnowski and Mr. Dana James explained the proposed changes to the Kankakee County Food Service Sanitation Ordinance. The following changes were proposed to the Board of Health; The changes proposed below are intended to align the Ordinance with changes to the Illinois 750 Food Code and the adoption by reference of the 2022 FDA Food Code. Each change is written in full on the attached copy of the Ordinance. The summary below gives the reason for each change.

- Sec. 22-47. Definitions

Congregate Meal Site-Clarifies the term for use later in the Ordinance Food Pantry-

Clarifies the term for use later in the Ordinance

Health Department-Clarification and grammar

Time/temperature control for safety foods-Definition taken from 2022 FDA Food Code The Code-Clarifies 2022 FDA Food Code source document

- Sec. 22-49. Food Establishment

All changes exactly mirror changes to updated Illinois 750 Food Code. Changes were made in response to ongoing food safety findings and to simplify administration.

- Sec. 22-84. Procedure for Issuance

This section outlines situations for partial and waived fees.

Mr. Bevis explained there are no fee changes, just language changes that must comply with the Ordinance changes to the Illinois 750 Food Code and the adoption by reference of the 2022 FDA Food Code. Dr. Frye made a motion to approve the proposed changes, seconded by Dr. Akintilo the motion passed unanimously.

Administrator's Report

Mr. Bevis included his report in the packet which listed the following:

- February is upon us, and our social media is active promoting American Heart Month. This observance serves as a reminder to the public about the dangers of cardiovascular disease and the resources that are available to help people maintain heart health. We also shared information on Naloxone Training, Tuesday Tips for Teens, and Who Knew Radio Topics. Follow us on all the platforms we participate in for information and education to help improve your health and the health of the community.
- Our staff continue to participate where we can and when we can to help promote, protect and

monitor the safety and well-being of Kankakee residents. Local collaborations include the Violence and Prevention Coordinating Council meeting hosted by Pastor Eugene Edwards. The Partnership for a Healthy Community meeting to discuss updates on improving the community's health. The Local Emergency Planning Committee meeting to discuss issues related to bioterrorism and natural disasters. The Youth Advisory Council Meeting. The Behavioral Health Subcommittee meeting to discuss the IRIS program. The Administrator met with the YMCA interim Director to discuss ways to collaborate. We are also planning for staff to update CPR certifications in February and March. Planning for the 2025 Teen Conference is well underway.

- Our clinic services continue doing great things and hosting clinics on both Tuesdays and Thursdays for many immunizations and vaccinations such as covid, flu, RSV, Pneumonia and Shingles as well as many others. Recent data shows an uptick in illnesses due to Flu, RSV, Norovirus and Covid. Remember to wash hands often, stay home when sick, get tested and seek medical attention when symptoms are severe.
- The Journal, on January 11-12, 2025, published a story regarding local efforts to help drive down 2024 overdose deaths to an opioid overdose by 52%! This story highlighted the collaboration between The Kankakee Coroner, Bob Gessner, The States Attorney, Jim Rowe, Al Ponton, Riverside Hospital, St. Mary Hospital, local police, firefighters, and EMS as well as the Kankakee County Health Department and its Opioid Grant that helps train and educate the public, agencies, businesses, three surrounding counties and distributes approximately 13,000 Naloxone kits each year. Great work everyone and well-deserved recognition. Through this endeavor our area has formed an Opioid Task Force that meets to discuss issues, problems, successes and where we can improve by helping to continue to reduce the deaths.
- Our radio show, "Who Knew" continues to record great collaborations this second season and we have educated the public on great programs, events and collaborations. Listen on Saturday mornings at 1030 on WKAN or check our website for previous broadcasts.
- The Administration Team is now focusing on 2025, as well as beginning the steps to plan for our 40th year anniversary. More details to follow!
- IRIS turned one year old on February 5, 2025! In one year, we have grown from 0 to 43 agencies in the system with over 200 referrals made to help make connections for families and individuals that otherwise may have been missed. HAPPY BIRTHDAY IRIS.
- In December we were notified we were eligible for a new grant, SRAE (Sexual Risk Avoidance Education). This program funds sexual risk avoidance that teaches youth to voluntarily refrain from sexual activity, teach responsibility, healthy decision making and prevention.

ADMINISTRATIVE REPORTS

Financial Status

Mr. Carrico instructed the Board to refer to the Financials in the Board packets for review:

For November 2024, we should be at 100% of the year. This has been updated to reflect the \$54,061.04 revenue received in January 2025 for services billed through November 30, 2024. This also reflects moving the remaining \$69,554.83 out of deferred revenue and into revenue received for the year for the SIPA

grant (total of \$87,916.89 for the year). An adjustment was also made to move \$18,995.37 from the Respiratory grant revenue into deferred revenue. When the grant was executed, the state automatically sent us 25% of the entire grant up front (\$62,500 of the total \$250,000 grant for 2 years, but we had only spent \$43,504.63 of the \$62,500 through November 2024, so we moved the difference into deferred revenue. These adjustments totaled an additional \$104,620.50 in realized revenue. This new total of \$4,247,453.99 total revenue will be what we present to the auditors for our annual total. There may be additional adjustments made by SKDO, but we will not get those until the audit is finished (usually about May or June). This puts us at 111.34% for the year in total revenue and boosts our positive fund balance for the year to \$457,077.80 as opposed to the \$352,457.30 reported last month. As of November 30, 2024, the outstanding Accounts Receivable for the month now stands at \$192,309.82 in revenue outstanding up through November. (See attached Accounts Receivable sheet. The shaded lines are still outstanding.) On the expense side for November, no adjustments were made, so we are still at 96.64% for Personnel & Fringe, which is slightly under budget due to open positions. Total expenses for the year are at 99.35%. Overall, we are showing \$3,790,376.19 in expenses, so we are showing a positive fund balance of about \$457,077.80 for the year through November. For the year, the ending balance for the IPTIP invested funds is at \$2,208,708.00, and the money market is at \$1,116,781.13. That is a total invested balance of \$3,325,489.13, or 87% of the annual budget, which is approximately 10 months of operating expenses. The IPTIP account yielded a little over \$114,000 in interest for the year, with the money market fund yielding just under \$52,000 for the year. Total Cash on Hand is \$4,748,747.31 as of 11/30/24.

For December 2024, we should be at 8.33% of the year. Almost all of the grant revenue received in December was moved back into November, so there is nothing showing for the month. Under Fees, we received over half of our annual budgeted amount for Food Licenses. New revenue line items this year include Cottage Food Licenses, Well Sealing Permit Fees, and Water Kit Testing. These have been increasing over the last couple of years, so we are breaking them out into their own line items to better track the revenues. Clinic Services for the month of December was at \$52,320.41, much greater than the 8.3% expected. Our interest for the month was \$18,889.96 which is higher due to the posting dates of the interest. This included November 2024's money market interest. Total revenue received in December is recognized at \$189,165.37, or about 4.55% for the year. On the expense side for December, we are at 7.13% for Personnel & Fringe, so we are slightly under budget due to open positions. Total expenses for the year thus far are now at 6.73%. Overall, we are showing \$279,945.53 in expenses, but with the low revenue for the month, we are showing a negative fund balance of a little over \$90,000 for the year thus far. However, our Accounts Receivable for December is sitting at just under \$432k for grants billed through 12/31/2024. See additional attachment for outstanding Accounts Receivable. Total balance for the money market as of the end of December is \$2,123,103.25. The IPTIP account received \$8790.38 in interest for December, but there was also an adjustment made for November's interest which was overstated, so the balance was reduced by \$572.92. Total balance in the IPTIP as of the end of December 2024 was \$2,216,925.46. For our cash on hand: In early December, with the start of the new fiscal year,

the checking account was still sitting at approximately \$1.5 million and earning approximately \$300 per month in interest. With the increased costs in building maintenance and repairs, and to optimize and increase interest, a million was swept from the checking into the money market account on 12/4/24. The amount remaining in checking will be checked weekly to assure that there is approximately \$300-500k in operating capital available. Interest for the money market was \$6322.12 for December, which is higher than previous months due to the sweep from the checking for a portion of the month (previously around \$4000/month in interest for the money market). Total invested balances as of 12/31/24 stands at \$4,340,028.71, and our new annual budget is \$4,158,000, so we now have just over one year's worth of operating costs now in invested funds. Total Cash on Hand is \$4,948,954.32 as of 12/31/24.

Dr. Long made a motion to combine and approve the November 2024 and December 2024 Financials including the money market sweep, seconded by Mr. Johanek and a roll call vote the motion passed.

OLD BUSINESS

None

NEW BUSINESS

Mr. Carrico announced that it was time for Committee Assignments for 2025 Board of Health members. After some discussion from the Board, it was agreed that the Finance Committee will remain the same with Mr. Gustafson, Mr. Carrico, and Mr. Johanek. The Personnel Committee will also remain the same with Mr. Gustafson, Dr. Akintilo, and Mrs. Hamblen.

OTHER BUSINESS

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

Minutes Respectfully submitted by,

Mrs. Neelie Panozzo, Secretary

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

Minutes prepared by Ms. Nicole Finnegan, HR Administrative Coordinator