

Kankakee County Health Department  
Regular Meeting  
November 21, 2024

Members Present: Mr. Antonio Carrico, Mr. Jim Johaneck, Mr. Rodney Gustafson, Mrs. Neelie Panozzo, Mrs. Kathryn Hamblen

Members Absent: Dr. Jeffery Long, Dr. Edward Kent Frye, Dr. Syreeta Jones, Dr. Olatunji Akintilo

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

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

**APPROVAL OF THE AGENDA**

A Motion to approve the November 21, 2024, agenda was made by Mrs. Panozzo, seconded by Mr. Gustafson, the motion passed unanimously.

**PUBLIC COMMENT**

Debbie Coy

**APPROVAL OF THE MINUTES**

A motion was made by Mr. Johaneck to accept the October 17, 2024, Board of Health minutes, seconded by Mrs. Panozzo, 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 that all programs and clients are running smoothly. Our walk in clinic remains open on Tuesday and Thursdays. From 10/17/24 – 11/20/24, 158 Flu vaccines have been administered, 152 Covid vaccines, 20 RSV vaccines, 14 Shingles vaccines and 8 Adult Pneumonia vaccines.

*Environmental Health*

None

*Administrators Report*

Mr. Bevis included his report in the packet which listed the following: November is upon us, and our social media is active promoting National American Heritage Month, which honors the history, culture and traditions of Native Americans and Alaskan Natives. It also recognizes the ongoing contributions of indigenous peoples and raises awareness of their struggles. 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.

Recent events that the KCHD staff have attended include the 2024 State of the County Address presented by Olivet Nazarene University and the Kankakee County Chamber on 10/15/24. Once again, the Health Department was asked to provide a video of our programs along with other collaborating organizations. We also helped with the Empowering Awareness, Inspiring Hope event, 10/19/24. On 10/24/24 we hosted at KCC the Celebrate IRIS event with over 50 participants. On 10/25/24 we hosted a table at the 19th annual Fall Fundraiser for Drug Free Inc. On 10/26/24, I personally contributed to the NAACP annual dinner in Bradley. On 10/30/24 we participated in the CSL Health Fair which was a big success. Our car seat technicians helped with inspections 10/31/24 at Bradley Police Station. We released a press release in October for the Mycoplasma pneumonia Outbreak, a common bacterial respiratory infection prevalent in young adults and school age children. We participated in a local emergency drill locally to test the capacity of local resources. Many first responders from many agencies assisted in this exercise held on 10/19/2024. On 11/19/24 I also participated in an evaluation for KCC and discussed the many ways the collaboration that between the Health Department and the community that KCC provides so much for all the residents within this region for education, life skills, collaboration, and so much more. Finally, on 11/1/24 we helped collaborate with many agencies through the county on the second annual Homeless Summit held at St. Mary Franco Conference room with approximately 100 participants. 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.

Upcoming events include the Violence and Prevention Coordinating Council Summit scheduled for 11/21/24. We have an employee presenting at the Illinois Public Health Association Annual Conference on 11/20/24 and will be presenting the IRIS program started here in February of this year. We also had a staff member give a presentation along with a member from Will County early in November for an Emergency Response Summit. The presentation was how we responded as a local health department to the Covid pandemic, and all the nuances associated with that response. 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 10:30 on WKAN or check our website for previous broadcasts. The Administration Team is now focusing on 2025 with our approved budget as well as beginning the steps to plan for our 40th year anniversary. More details to follow!

## **ADMINISTRATIVE REPORTS**

### *Financial Status*

Mr. Carrico instructed the Board to refer to the Financials in the Board packets.

For September 2024, we should be at 83.3% of the year. We did not receive any grant revenue in the month of September, so we are still at 74.65% of our budgeted grant revenue for the year. This can happen sometimes due to late execution by the State of our grants that started in July 2024. We did receive another property tax distribution in September of \$101,584.41, bringing us to 75.91% for the year. Under Fees, we are just over 119% of the amount budgeted for the year, with clinic services continuing to be high at just over 151% for the year. Our interest for the month was about \$18,812.53, which is higher than average due to the dates the interest for the checking and the money market were posted. Total revenue received in September is recognized at \$138,810.64; total revenue for the year thus far is \$3,128,023.71, or 81.99% thus far, which is slightly under the projected/budgeted amount that we should be at in September.

On the expense side for September, we are at 79.92% for Personnel & Fringe, so we are slightly under budget due to open positions. Total expenses for the year thus far are now at 82.29%. Overall, we are showing \$3,139,182.78 in expenses, so we are showing overspent by just over \$1k. Accounts

Receivable for September stands at just over \$512,000 for grants billed through 9/30/2024. About \$265k of that is from IDPH, about \$236k of that is from OHS (Case Management, WIC, and Opioid}, with the remainder from other sources for our Healthworks & IPHA/HIV grants, and IRIS (about \$11k total). See additional attachment for outstanding Accounts Receivable.

For our cash on hand: The IPTIP account received \$9371.29 in interest for September. The August interest for the money market was \$4746.60 and September was \$3874.59, and the checking account for September received \$467.06 and September received \$352.99 in interest, which then brings the total interest for September to \$18,812.53. Total Cash on Hand is \$4,701,930.84 as of 9/30/24.

For October 2024, we should be at 91.67% of the year. We received almost \$335k of that outstanding grant revenue in the month of October, so we are now at 87.02% of our budgeted grant revenue for the year. We did receive another property tax distribution in October of \$128,111.61, bringing us to 98.14% for the year. Under Fees, we are just under 134% of the amount budgeted for the year, with clinic services continuing to be high at just over 184% for the year. Please keep in mind that this is just the revenue side for clinic services. Once we factor in the expense side, there is not much revenue for Clinic Services. The Pharmaceutical Supplies line item is where the vaccines are purchased against this revenue line item (\$202k). We also have about \$5000 in laboratory services and about \$60,000 in outside contracting that we have paid for our billing company. Overall, our expenses are about \$269k, and our "realized revenue" is about \$7k for clinic services out of this \$276k on the revenue and expense report thus far for the year. Our interest for the month was \$13,668.63 which is about what we've been averaging for the year. The \$300 in miscellaneous income was for the sign deemed surplus in a past meeting. Teen Conference was held in October and the remaining sponsors contributed \$1200 in October, bringing the total contributions to \$2175 for FY2024. Total revenue received in October is recognized at \$537,202.68; total revenue for the year thus far is \$3,665,226.39, or 96.07% thus far, which is about 5% over the projected/budgeted amount that we should be at in October.

On the expense side for October, we are at 86.90% for Personnel & Fringe, so we are slightly under budget due to open positions. Total expenses for the year thus far are now at 88.67%. Overall, we are showing \$3,382,845.18 in expenses, so we are showing a positive fund balance of about \$282,000 for the year through October. Accounts Receivable for October stands at about \$295k for grants billed through 10/31/2024. About \$196k of that is from IDPH, about \$85k of that is from OHS (Case Management, WIC, and Opioid), with the remainder from other sources for our Healthworks & IPHA/HIV grants, and IRIS (about \$13k total).

For our cash on hand: The IPTIP account received \$9216.85 in interest for October. Interest for the money market was \$4141.34 for October while the checking account received \$310.44 in interest for October, which then brings the total interest for October to \$13,668.63. Total Cash on Hand is \$4,889,229.75 as of 10/31/24. A motion was made by Mrs. Panozzo to combine and approve the September 2024 and October 2024 Financials, seconded by Mr. Johanek and a roll call vote, the motion passed.

For our Financial Policy and Procedure Manual update for November 2024, this manual is to be reviewed and/or updated at least every other year. Since the hire of the Assistant Business Manager, the policy is being updated to include that position and the roles and responsibilities that are now being performed by that position. Mrs. Panozzo made a motion to approve the Financial Policy and Procedure Manual, seconded by Mr. Johanek, the motion passed.

## **OLD BUSINESS**

Mr. Carrico announced that we received multiple bids for our exterior power washing, preparation of the exterior walls, and painting of the Health Department building. Mr. Gustafson made a motion to open bids, seconded by Mr. Johanek, the motion passed. Bids were as follows: 1- Tatro Painting and Decorating \$57,574.00. 2-Bee Liner Lean Services \$77,000. 3- Midwest Pressure Washing and Restoration/Restore \$67,250. 4- Oosterbaan and Sons \$98,000. Mrs. Panozzo made a motion to discuss and approve, seconded by Mrs. Hamblen and a roll call the Board voted to approve the lowest bid, Tatro Painting.

Mr. Carrico explained there was no new update for Community for Health Improvement program (CHI) as we are continuing to design the program and hope to have it live on our website soon.

## **NEW BUSINESS**

Mr. Bevis explained that it's time to elect the 2025 Board of Health Officers. The Board nominated Mr. Carrico for President, Mr. Johanek for Vice President, and Mrs. Panozzo for Secretary. A roll call vote for each position was taken and passed, the 2025 Board of Health Officers are as follows: Mr. Carrico, President, Mr. Johanek, Vice President, and Mrs. Panozzo, Secretary.

Mr. Bevis also explained that because of our last Fiscal Administrative Review for DHS, we needed to implement a Conflict-of-Interest Policy and a Code of Conduct Policy. These policies are included in your packet. Mr. Gustafson made a motion to approve the presented Conflict of Interest and Code of Conduct policy, seconded by Mr. Johanek, the motion passed.

## **OTHER BUSINESS**

Mr. Bevis explained that the Board will need to decide to keep or change our June 2025 Board of Health meeting date as it is currently scheduled on a federal holiday as well as a decision on canceling our December 2024 meeting as there will be no new voting items. Mr. Gustafson made a motion to approve moving the Board of Health meeting to June 12, 2025, as well as canceling our December 2024 meeting, seconded by Mrs. Panozzo, the motion passed unanimously.

## **EXECUTIVE SESSION**

*None*

## **ADJOURNMENT**

There being no further business before the Board, Mrs. Hamblen made a motion to adjourn, the motion was seconded by Mrs. Panozzo 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