KENDALL COUNTY BOARD OF HEALTH
JUNE 18, 2019 - KCHD BOARD ROOM

I. CALL TO ORDER

Dr. Palmer called the meeting to order at 6:02 p.m.

II. ROLL CALL

A quorum was declared by roll call. Members present, Lynn Cullick, Jim Jensen, Dr. Mukhtar Nandra, Dr. John Palmer, Brenda Ulrich, and Dr. Joseph Gruber arrived at 6:11 p.m.
Members absent: Christina Cooper and Tony Giles.
Staff present: Dr. Amaal Tokars, Executive Director/Public Health Administrator; RaeAnn VanGundy, Operations Administrator; Steve Curatti, Program Administrator; Becki Rudolph, Executive Assistant; Melissa Creamer, Community Action Assistant Director; Arissa Hunt, Emergency Response Specialist.
Guests: Dan Reedy and Michael Wojcik, Beth Ishmael and Anne Ross arrived at 7:00 p.m.

III. APPROVAL OF AGENDA

Dr. Nandra moved to approve the agenda as presented. Ms. Ulrich seconded the motion. The motion approved unanimously by voice vote.

IV. APPROVAL OF MAY 21, 2019 MINUTES

Mr. Jensen moved to approve the May 21, 2019 minutes as presented. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

V. INTRODUCTION OF GUESTS & VISITORS

Dr. Palmer welcomed everyone attending.

A. Public Comment

None

VI. EXECUTIVE DIRECTOR COMMENTS

−Recognizing long-time Environmental Health Advisory Board Chair Dan Reedy.
  -Dr. Tokars and Dr. Palmer thanked Mr. Reedy for serving on the Environmental Health Advisory Board for twenty plus years.
  -Mr. Reedy was presented with a gift from the Board.
−Introduced Ms. Hunt, she will be taking over Executive Assistant duties in September.
−Reviewed the Ethical Code of Conduct of Training
  -Fraud, waste and abuse
  -Commitment to service
  -Ethical standards
  -Rights of persons served
−Distributed information on an email threat made to KCHD. The Sheriff's Office was very responsive to the threat. Dr. Tokars will be following up on status of glass at the reception counters.

VII. NEW BUSINESS

A. Presentation – Melissa Creamer, Community Action Services Assistant Director

Ms. Creamer reviewed the process for the 2020 Census and how it could affect funding.
- KCHD currently receives $173,128 from Community Services Block Grant (CSBG). This is the third lowest funding amount in the state out of 35 Community Action agencies. KCHD has not received any additional funding even though population in Kendall has increased 125% since 2000.
- The 2020 Census will start April 1, 2020. The Census Bureau is promoting completing the census on-line. This could be a problem for some of the population in Kendall and Grundy Counties – lack of access to the internet, fear of government, etc.
- Ideas to promote participation in the Census:
  - -Set up internet café in one of our conference rooms for clients to use when they come in for services.
  - -Go to PADS to capture data on their clients.
  - -Work with Hispanic churches in Plano.
  - -Go to manufacturing companies, school registration, etc.
  - -Partner with Census Bureau to get handouts, information, etc.

B. Personnel Policy Annual Review

Dr. Tokars reviewed the one change to Personnel Policies, Chapter 2, Section 2.1C Part-time employees.
Mr. Jensen moved to approve the change to Chapter 2, Section 2.1C. Dr. Nandra seconded the motion. The motion approved unanimously by voice vote.

C. Appointments to Advisory Boards

Dr. Tokars reviewed bios for:
- Debbie L. Miller and Cathy Kavanaugh for Community Health Advisory Board.
- Cari Miller for Environmental Health Advisory Board.
- Alyssa Olin for Mental Health Advisory Board.

Dr. Nandra moved to approve appointments to the advisory boards. Dr. Gruber seconded the motion. The motion approved unanimously by voice vote.

D. FY2020 Budget

Ms. VanGundy reviewed the FY2020 budget worksheet. The budget includes using $659,071 from the Operations Reserve.
Revenues:
- 10 Public Health Levy – increased to $1.4 million
- 110 Substance Abuse Prevention/Gen Rx - $29,000 increase to provide education on prescription and opioid abuse.
- 160 Fox Valley United Way – focus of grant has changed to early childhood education. KCHD will be doing the Tooth Keepers program for preschoolers.
- 270 Retail Food Standards – applied for one grant for implementation of standards in Environmental Health Unit.
- 280 Climate Change – notification has been received of $9,000 grant award. This will be included the next revision.
- 300 Youth Immunization - Clinic increased to $10,000 staff continues to do outreach and add more clinics.
- 330 – DHS FCM – caseload was decreased by DHS – reflects work being done.

−350 – HFS FCM – this was Medicaid match. Most clients have been moved to an MCO and right now this has been eliminated.
−490-520 – these are new grants, no high dollar amounts and no new staff has been hired to implement these grants.
−Total revenue $5,736,869

Expenditures:
−600 – Salaries – overall a 3% increase.
−653, 654, 655 – contractual positions – increased to show what would be expended if contracts were fully maxed out.
−760 – Employee health benefits.
−910 – Computer hardware – increased to purchase more IPADS for staff to use in the field.
−Total expenditures $5,735,119

Discussion on expenses for the dental clinic. Dr. Tokars stated that Facilities Management will be getting another quote on installation of equipment.

Mr. Jensen moved to approve the FY2020 budget worksheet as presented. Dr. Nandra seconded the motion. The motion approved unanimously by roll call vote.

VIII. BOARD COMMITTEE & ADVISORY BOARD REPORTS

A. Finance Committee – Dr. Palmer

Reviewed June 5, 2019 minutes and May financial reports.

Mr. Jensen moved to approve vouchers totaling $296,592.09 for May. Ms. Cullick seconded the motion. The motion approved unanimously by roll call vote.

Ms. Cullick moved to accept the 2018 Audit Report. Ms. Ulrich seconded the motion. The motion approved unanimously by voice vote.

B. Personnel Committee – Jim Jensen

Reviewed the June 14, 2019 minutes.

C. Approve Finance Committee June 5, 2019 & Personnel June 14, 2019 minutes & Accept Mental Health Advisory Board May 8, 2019, Environmental Health Advisory Board May 14, 2019 Minutes

Dr. Gruber moved to approve the June 5, 2019 Finance Committee and June 14, 2019 Personnel Committee minutes. Dr. Nandra seconded the motion. The motion approved unanimously by voice vote.

Ms. Ulrich moved to accept the May 8, 2019 Mental Health Advisory Board and May 15, 2019 Environmental Health Advisory Board minutes. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

IX. OLD BUSINESS

A. Insurance Presentation

Mr. Wojcik, Ms. Ishmael, and Ms. Ross from Horton gave a presentation on health insurance options for KCHD. Presentation was based on current number of employees eligible for insurance benefit (39).

Dr. Tokars stated this will be discussed at the July Finance Committee meeting.

X. ITEMS FOR BOARD DISCUSSION

A. Newspaper Article(s): Illinois Loses Population While Kendall Grows; Mathers Clinic Receives Grant to Open Center in Kendall County; Oswego Police Forming Crisis Intervention Team for Mental Health Response; Standing Water Breeds Mosquitoes

B. CARF Note from Surveyor

C. KCHD Newsletter

D. Youth Academy Outline

E. Solid Waste Plan Minutes 02/26/19

F. Thank you from Representative Foster's Office

G. NIPHC: Letter of Support for Dr. Mason

H. Community Behavioral Healthcare Assoc. Preliminary Illinois FY20 State Budget & Revenue Analysis

I. NCAF Update: Meeting with Rep. Adam Kinzinger

J. IDPH-CDC-DASA memo(s): First Mosquitoes Testing Positive for West Nile Virus Reported; Preventing Against Measles at Youth Camps; Health Advisory Swine Influenza

XI. EXECUTIVE SESSION

Not needed

XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES

−Ms. Cullick asked if Oswego Senior Center is listed as a cooling/warming center and if so does it show it is only during business hours? Ms. Hunt will check and information will be sent to Ms. Cullick.

XIII. ADJOURNMENT

Mr. Jensen moved to adjourn the meeting at 8:20 p.m. Dr. Nandra seconded the motion. The motion approved unanimously by voice vote. The next meeting is July 16, 2019 at 6:00 p.m.

Submitted by:

B Rudolph

Becki Rudolph
Executive Assistant