

# **KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING**

**March 10, 2016**

**Knox County Health Department  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on March 10, 2016. Carol Scotton called the meeting to order at 7:03 p.m. Present were Doug Gibb, Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and DuRae Fletcher, Sr. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Erin Olson, Director of Wellness Promotion; Sam Jarvis, Director of Health Protection; and Becky Moss, Director of Compliance and Quality. Not present was: Heather Kusler, Director of Family Health Services; Jackie Turner, Pam Davidson, and Kimberly DeSutter.

Guests: Media Representative

## **PRESIDENT’S COMMENTS – Carol Scotton**

Ms. Scotton asked the Board for volunteers to form a Recruitment Committee in order to evaluate applications and interview any person interested in filling Ms. Turner’s vacancy on the Board of Health. Ms. Scotton went on to say that if possible the potential Board Member would need to be presented to the Knox County Board at their May meeting in order to start filling Ms. Turner’s vacancy in July. Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and Pam Davidson will make-up the Recruitment Committee.

## **APPROVAL OF MINUTES**

A motion to approve the February 11, 2016 minutes was made by Bruce Bobofchak, D.D.S. and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

## **REPORT OF OFFICERS**

### **Treasurer's Report – Doug Gibb**

Mr. Gibb reported to the Board the February 2016 numbers as \$53,409.61, with tonight's numbers being \$71,768.76, a difference of \$18,359.15. Mr. Gibb went on to say the largest expenses for the month was Advertising at \$7,532.28, Supplies at \$3,089.82, Software/IT Services at \$1,981.45, Radiation Monitoring Service at \$1,928.25, and Travel/Training at \$1,727.09.

A motion to approve the Treasurer's Report was made by Bruce Bobofchak, D.D.S. and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

### **Administrator's Report – Michele Gabriel**

Ms. Gabriel updated the Board regarding the Legislative Report, stating there still is no State Budget, but we have received notice from the Department of Human Services stating they are expecting site visits to go on as usual.

Ms. Gabriel continued the Legislative Report telling the Board there is a bill in the early stages by the Director of the Illinois Department of Public Health to abolish the State Board of Health. It is the Director's feeling that the State Board of Health is not functioning how it was intended to function. Ms. Gabriel added that the Administrators group is staying neutral on this issue.

Ms. Gabriel reported to the Board that the Dental Hygienist Health Bill is out there again, but it is unlikely to pass through the Rules Committee. Also the Administrators Association is opposed to the bill, because the education hours have been reduced to 20 hours from 70.

Ms. Gabriel informed the Board that she recently attended the Director of Environmental Health Regional Meeting with Mr. Jarvis to learn more on recent Environmental Health topics. One item discussed was the State moving forward to adopt Federal rules in order to be more consistent with Environmental Health Legislation, such as Non-Community Well Water testing. This is in the early stages and includes a lot of language concerning bad water tests and the procedures needed to follow up on such tests. Ms. Gabriel went on to say it is a concern that these new guidelines will increase staff work load, as well as cost us more money in training staff especially with the State Budget crisis at hand.

Ms. Gabriel continued explaining to the Board another topic discussed at the Director of Environmental Health Regional Meeting saying that changes are taking place at the State level concerning Food Codes. The State is looking at implementing the Federal Food Code Policy and putting out a new electronic system everyone will have access to. It is the feeling of the Association of Public Health Administrators that this is moving too fast and they are requesting

the State to wait until 2018 to implement these changes, again largely due to the impact of not having a State Budget. Mr. Jarvis also told the Board that the Food Codes are currently a Score System, but will change to a Pass/Fail System. In closing Ms. Gabriel stated the current computer program we use for Food Codes is also the same program we use for Well and Septic Permits. The new Federal Food Code system the State wants to implement could cost as much as \$10,000.00 to install.

Ms. Gabriel reported to the Board that the County Health Rankings are out and we should receive that information around March 16, 2016. Once the information is received we will send it to the Board for review. Ms. Gabriel said that counties are ranked according to their health and stressed that there is always lots of good data that is included in these rankings. In closing Ms. Gabriel said Ms. Olson will do a press release once we receive our information.

Ms. Gabriel informed the Board that the next Strategic Planning Meeting will be from 5:00 p.m. to 7:00 p.m. on March 17, 2016. Ms. Gabriel added that the previous meeting on March 3, 2016, went well and a preliminary version of the Strategic Plan is included in Board Member's packets for their review. Ms. Gabriel added that we are looking at getting some input on some of the goals that were selected, so we can make some effect on strategies selected as well. We need to have the Strategic Plan finalized at the April 2016 Board Meeting.

Ms. Gabriel updated the Board with the Staffing changes saying that Sarah Schleich, LPN was hired as a Case Manager for Behavioral Health and Chronic Disease patients. Denise Mills will start as a Billing and Insurance Specialist on April 4, 2016. Ms. Gabriel added that Kelly Mixon, APN in training has been hired as a part-time Public Health Nurse and has been working on cleaning up several projects for us in the Community Health Center. In closing Ms. Gabriel informed the Board that Ms. Moss will be moving to Pittsburg, PA the first week in April to join her husband who accepted a position there, so we will move forward to hire a replacement for Ms. Moss.

Ms. Gabriel reported to the Board regarding the Knox County Audit, noting that it is an improvement from 2014 when we were dinged on the Federal side due to the Sliding Fee Scale, where four patient charts did not contain correct or up to date information. We have corrected this problem by attaching a fee to patient accounts that do not provide us with the information needed to bring their charts up to date. This new policy seems to be working well.

### **Health Protection Services Report – Sam Jarvis**

Mr. Jarvis introduced Duane Young Public Health Associate to the Board to explain the Community Health Assessment that he completed. Mr. Young explained that the information compiled for this report can also be used to satisfy requirements for IPlan and as part of Accreditation. Mr. Young touched on a couple findings from this assessment, one being that

over the next five to ten years possibly as many as 15,000 people in the community will be age 65 or over, which will put limitations on access to care with so many people aging. Another interesting finding Mr. Young shared was that in 2010 nearly 800 families moved from our area and in 2015 nearly 400 families moved from this area.

Mr. Jarvis informed the Board that in early 2015 the State of Illinois announced that they will be changing the State Food Code System to a Pass/Fail System. The new system will be categorized by marks of pass, pass with conditions, or fail, all based on food borne illness risk factors. Mr. Jarvis went on to say that we will be receiving more information from the State regarding these changes and once that information is received we will be forming a Food Service Advisory Committee again this year in order to educate all Knox County food establishments regarding the new Food Code System

### **Wellness and Health Promotion Report – Erin Olson**

Ms. Olson reported to the Board that on February 26, 2016 the 7<sup>th</sup> Annual Teen Leadership Summit was held at Carl Sandburg College. There were 61 students in attendance from Galesburg High School, Knoxville High School, and GHS North, with this year's event being called "Leadership on Fleek." Joey Range a past Galesburg High School graduate was the keynote speaker and presented the Topic "18 Things I Wish I Would Have Known When I Was Eighteen." Ms. Olson also stated this year's successful event was made possible through a grant from the Galesburg Community Foundation.

Ms. Olson informed the Board that February was Dental Health Month and in honor of that we presented 39 different presentations to 724 kids regarding Dental Hygiene, Dental Health, and the Community Dental Center.

Ms. Olson advised the Board that April 4, 2016 through April 10, 2016 is National Public Health Week and we will be celebrating here at the Health Department by recognizing staff with longevity awards, a potluck is being planned, as well as some other fun things for staff, and we will be doing press releases to let the community know what Public Health is all about.

### **Compliance Improvement – Becky Moss**

Ms. Moss reported to the Board that each year in February the Community Health Center has to submit its Unified Data Set Report as part of the requirement for being a Federally Qualified Health Center. This is a 25 page comprehensive statistical analysis of what we do in the Community Health Center. Ms. Moss touched on a few highlights from this report stating that Unduplicated Users increased from 3,938 to 4,721 from 2014 to 2015. Another statistic worth noting was the veteran population doubled from 2014 to 2015, as well as hypertension diagnosis went up and diabetic diagnosis went down during this time period. In closing Ms.

Moss stated the Report also showed increases in every single quality care measure that was analyzed and wanted to note that we had 10,050 visits last year in the Community Health Center.

Ms. Moss informed the Board that we successfully attested for Pam Bloomfield, APN and Dr. Irma Potter in 2015, so we will be receiving \$21,000.00 for each of these individuals.

### **NEW BUSINESS – Michele Gabriel**

Ms. Gabriel asked the Board for their thoughts regarding the possibility of the Community Health Center doing offsite visits. Ms. Gabriel added that it has been brought to her attention the desire to have our Behavioral Health Counselors visit local schools for counseling sessions with students. Ms. Gabriel explained that we need to have guidelines in place as to how we as a Community Health Center can do events offsite. Ms. Gabriel added that she will speak with our HRSA Guides during the next HRSA Site Visit to learn what other Federally Qualified Health Centers do regarding offsite events. In closing it was agreed that at this time we will not be doing any offsite events, but will consider them in the future after more research is done on the topic.

### **EXECUTIVE SESSION**

At 8:25 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Kevin Satsky, M.D.; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and Carol Scotton.

At 8:55 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and Carol Scotton.

### **ADJOURNMENT**

A motion to adjourn was made by Bruce Bobofchak, D.D.S. and seconded by DuRae Fletcher, Sr.; the motion was adopted unanimously by a voice vote at 9:00 p.m.

Respectfully Submitted By: Pam Reiber  
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