

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

**June 9, 2016**

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

The Knox County Board of Health meeting was held on June 9, 2016. Carol Scotton called the meeting to order at 7:03 p.m. Present were Kevin Satsky, M.D., Jackie Turner, DuRae Fletcher, Sr., Kimberly DeSutter, also Doug Gibb and Pam Davidson both arriving at 7:10 p.m. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Sam Jarvis, Director of Health Protection; Heather Kusler, Director of Family Health Services; and Kathy Crafton, Director of Human Resources. Not present was: Samuel Fox, M.D., Bruce Bobofchak, D.D.S, Erin Olson, Director of Wellness Promotion;; Andrea Jacobs, Director of Operations; and Amy Anderson, Director of Compliance and Quality.

Guests: Media Representative and Sam Serven with the Knox County Farm Bureau.

## **ADDITIONS TO AGENDA**

Budget Revision under Treasures Report and Staffing Update under Administrator's Report.

## **APPROVAL OF MINUTES**

A motion to approve the May 12, 2016 minutes was made by Jackie Turner and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

## **REPORT OF OFFICERS**

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

Mr. Townsell reported to the Board the May 2016 numbers as \$46,485.91, with tonight's numbers being \$65,642.26, a difference of \$19,156.35. Mr. Townsell went on to say the largest expenses for the month was IPHCA Dues at \$5,463.64, Dental Supplies at \$4,631.57, Software Fees at \$3,211.45, and Client Services at \$2,277.06.

A motion to approve the Treasure's Report was made by Jackie Turner and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell informed the Board of a \$200,000.00 Line Item Adjustment made up of \$160,000.00 from FQHC Medical, \$30,000.00 from FQHC Administration, and \$10,000.00 from FQHC Professional Services, all to cover multiple FQHC Expenses.

A motion to approve the Line Item Adjustment was made by Jackie Turner and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

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

Ms. Scotton presented Ms. Turner with a plaque in appreciation for her years of service and dedication to the Knox County Health Department. Ms. Tuner expressed her gratitude for the plaque and for the opportunity to serve on the Board of Health.

Ms. Scotton asked for a motion to renew Dr. Sam Fox, M.D. as Board of Health Member for another three year term.

A motion to renew Dr. Fox, M.D. was made by Kevin Satsky, M.D. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Ms. Scotton introduced Dan Harris to the Board and advised them that he has been recommended by the Recruitment Committee to fill Jackie Turner's vacancy. The appointment of Dan Harris, as a new Board of Health Member, will be forwarded to the Knox County Board for their approval at the June 22, 2016 County Board Meeting.

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

Ms. Gabriel updated the Board regarding staffing saying we have Kelly Mixon and Hillary Searle both hired as Advance Practice Nurses. Kelly McCormick has been hired as a Community Health Center Clerk, starting on June 20, 2016. Wanda Rohl, LCSW has tentatively been hired and will possibly start in August 2016 as a Behavioral Health Counselor. Ms. Gabriel added that we will continue our search for a Chief Medical Officer.

Ms. Gabriel informed the Board regarding the Clinton Foundation Project stating she was the keynote speaker at the June 7, 2016 event where those in attendance were later broke up into nine groups and asked to come up with goals that will contribute to the well-being of the community. Five goals were later presented by the groups. Ms. Gabriel continued by saying they will be hiring a coordinator to oversee this five year project.

Ms. Gabriel updated the Board regarding the FY17 Grants Report saying with Illinois still not having a State Budget, we feel fortunate to have received the grants we have. We have several other grants written and submitted we are waiting to hear about. Thus far we have not seen an enormous decrease in funding only a small decrease with the Komen and IBCCP Grants, as well

as with the Emergency Preparedness and West Nile Grants. The \$20,000.00 Tobacco Grant is one we have not received any funding for this year or haven't heard anything regarding potential funding in FY17. Ms. Gabriel also reported that funding for Family Case Management, WIC, and Farmers Market all stayed the same.

Ms. Gabriel explained to the Board that a revised Provider Contract Template was provided in their packets for review. Attorney Keith Braskich helped to revise this new agreement that we will start to use from this point forward.

Ms. Gabriel reminded Board Members to review the Open Meetings Act online if they haven't done so in a while. Adding that the information for the link is included in their packets.

#### **Family Health Services – Heather Kusler**

Ms. Kusler reported to the Board the hiring of Cathy Chatterton as part-time Public Health Nurse who started May 31, 2016. She will be working Monday through Thursday 10:00 a.m. to 2:30 p.m. to help in WIC and Family Case Management.

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

Mr. Jarvis informed the Board that the first annual School Nurse Meeting was held here in May. Nurses from all area school districts were in attendance. Immunization requirements, as well as requirements for the Communicable Disease Code were all reviewed.

Mr. Jarvis reported to the Board that Henry Onyia was hired as an Environmental Health Specialist, starting on May 23, 2016.

Mr. Jarvis introduced Josh Pikora Emergency Response Coordinator to the Board. Mr. Pikora presented the Emergency Operations Plan to the Board. The following is a brief outline of that presentation:

1. Emergency Operations Plan
  - a. Updating the EOP
  - b. EOP Overview
  - c. Organization of EOP
  - d. KCHD EOP Annexes
  - e. Basic Plan
  - f. Assignment of Annexes
2. Annex Overviews
  - a. Annex A
    - i. Tactical Communication
  - b. Annex B

- i. Public Information
- c. Annex C
  - i. Surveillance and Investigation
- d. Annex D
  - i. Communicable Disease Response
- e. Annex E
  - i. Medical Countermeasure
- f. Annex F
  - i. Mass Fatality Management
- g. Annex G
  - i. Health Protection Emergency Operations
- h. Annex H
  - i. Recovery
- i. Annex I
  - i. Volunteer Management

### **OLD BUSINESS – Michele Gabriel**

Ms. Gabriel informed the Board that Mr. Jarvis revised the Board of Health New Member's Orientation and that he also did one for the Knox County Board. Ms. Gabriel requested that Board Members review these new orientations. Ms. Gabriel also discussed with the Board the idea of having Knox County Board Members tour the Health Department and meet with the Directors. Ms. Davidson suggested that tours be set up on the same night as the Board of Health Meetings. The Board also discussed having the meetings with County Board Members sometime after the November 2016 Election; possibly January or February 2017.

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

Ms. Gabriel asked Mr. Townsell to explain to the Board the Health Department Mortgage Refinance Option. Mr. Townsell informed the Board of the opportunity to refinance the current mortgage, which is with F&M Bank with an interest rate of 3.83 percent. The new interest rate would be 2.75 percent. The bank fee would be \$5,000.00, but the ability to refinance the remaining mortgage balance of approximately \$818,000.00 will allow us to pay off the mortgage with F&M Bank in ten years, as well as eliminate the balloon that is on the current mortgage and save us \$211,000.00 in interest.

A motion to approve the refinance of the Health Department mortgage with F&M Bank was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reported to the Board that during the County Audit there were two issues that came up on the Community Health Center side that involved the Sliding Fee Scale. Both issues were corrected. Ms. Gabriel added there were no failings on the Health Department side.

A motion to accept the County Audit was made by Doug Gibb and seconded by Jackie Turner; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel explained to the Board that action needed to be taken on the Corrective Action Plan that was developed for the County Audit.

A motion to accept the Corrective Action Plan for County Audit was made by Pam Davidson and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reminded the Board that action needed to be taken on the Community Health Center Electronic Health Record Upgrade that was discussed earlier in the meeting.

A motion to approve the EHR Upgrade was made by Kimberly DeSutter and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

### **County Board Liaison**

Ms. Davidson informed the Board that calls to the County have seemed to stop for the time being regarding the Health Department and the Lead issue. Ms. Davidson also reminded Ms. Gabriel about the information Representative Cheri Bustos had requested regarding the Lead Issue. Ms. Gabriel informed the Board that a response to those questions was mailed out on June 9, 2016.

### **ADJOURNMENT**

A motion to adjourn was made by Doug Gibb and seconded by Du Rae Fletcher, Sr.; the motion was unanimously adopted by a voice vote at 8:50 p.m.

Respectfully Submitted By: Pam Reiber

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