

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

**December 08, 2016  
Knox County Health Department  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on December 08, 2016. Carol Scotton called the meeting to order at 7:04 p.m. Present were, Doug Gibb, Kevin Satsky, M.D., Pam Davidson, Kimberly DeSutter, and DuRae Fletcher, Sr. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Sam Jarvis, Director of Health Protection; Erin Olson, Director of Wellness Promotion; Heather Kusler, Director of Family Health Services and Andrea Jacobs, Director of Operations. Not present was: Bruce Bobofchak, D.D.S., Samuel Fox M.D., Dan Harris, Jerome Townsell, Director of Facility and Finance; and Amy Anderson, Director of Compliance and Quality.

Guests: Media Representative and Todd West, Farm Bureau Representative.

## **ADDITIONS TO AGENDANone.**

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

Ms. Scotton introduced Mark Rudolph from KCCHD and Bill Nelson from Bridgeway to the Board.

Mr. Rudolph gave a brief presentation to the Board explaining the 708 Tax/Board and why it is important to the community.

Ms. Scotton asked Board Members to all take a turn at attending a Governance Board Meeting this year. The Governance Board Meeting precedes the Board of Health Meeting each month starting at 5:00 P.M.

## **APPROVAL OF MINUTES**

A motion to approve the November 10, 2016 Minutes was made by Pam Davidson 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**

Ms. Gabriel reported to the Board the November 2016 numbers as \$40,710.61, with tonight's numbers being \$56,529.41, a difference of \$15,818.80. Ms. Gabriel went on to say the largest expenses for the month was Quarterly EH Software at \$3,597.00, Office Supplies at \$3,135.85, Dental Supplies at \$2,723.26, Travel and Training at \$1,980.56, as well as a Hosting Fee at \$1,200.00.

A motion to approve the Treasure's Report was made by Kimberly DeSutter 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 with the announcement of Dr. Matthew Rozny as the new Dental Director starting on December 1, 2016. Dr. Rozny will work with Ms. Elmer in the operation of the Community Health Center.

Ms. Gabriel informed the Board that the Organizational Chart has been updated now that we are full staffed, reflecting Ms. Elmer as the direct head of the Community Health Center along with Dr. West as the Collaborative Physician and the other Management Staff falling in line after that. This chart was set up according to what HRSA recommended. In closing Ms. Gabriel added that she has been in contact with both hospitals in Galesburg regarding the possibility of hiring a collaborative physician to replace Dr. West. This person will need to be an M.D. because they will serve as Medical Director for the Health Department as well.

Ms. Gabriel updated the Board regarding progress with our Program and Grant Funding, stating that at this point she has signed two or three grant contracts with the State of Illinois. Things are about the same as they were last year with the State. Ms. Gabriel continued saying the 99<sup>th</sup> Illinois General Assembly ended the Fall Veto Session last week with no State Budget agreement in place. Lawmakers are to return to Springfield on January 9<sup>th</sup> and 10<sup>th</sup>, 2017. In closing Ms. Gabriel informed the Board that she is in the progress of putting together an informational sheet listing the grants we receive, who they come from, and who the services are available to.

Ms. Gabriel reported to the Board we have contacted the new Knox County Board Members, sending them a Welcome Packet of information containing the County Board Orientation

Booklet, a copy of our Annual Report, and a Board Meeting Schedule. We will follow-up with them in January 2017 to schedule times to tour the Health Department. Ms. Davidson suggested sending Welcome Packets to all County Board Members. Ms. Gabriel agreed we could do that.

Ms. Gabriel updated the Board about the Community Gifts we have received over the past couple months. The Galesburg Fireman's Union did a fundraiser during Breast Cancer Awareness Month in October and donated \$500.00 to us for our Breast Cancer Program. Also for the month of October the Starbucks Baristas chose to donate a percentage of their tips to us in honor of Breast Cancer Awareness month. The other gift we received was \$500.00 from the Community Treasure Shop to be used for the Teen Summit scheduled for January 27, 2017.

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

Ms. Kusler updated the Board regarding the recent WIC State Site Visit, saying the first part of the visit was a two day onsite review and the second part will be a review offsite via computer. Once this process is completed we will present the review to the Board.

Ms. Kusler informed the Board that a part time Public Health Nurse has been hired to replace the part time nurse who resigned in August 2016. The new Public Health Nurse will start December 19, 2016.

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

Mr. Jarvis gave the Board an update on Flu Surveillance stating the State of Illinois has reported sporadic Flu activity throughout the State, with two outbreaks reported, seventeen ICU admissions, and no pediatric deaths. Mr. Jarvis continued saying to date the Health Department has administered 816 Flu vaccines, which is slightly lower than this time last year.

Mr. Jarvis updated the Board regarding the Accreditation process, saying enclosed in Board Member's packets is an outline of the major milestones we have achieved since starting this process in 2013. In closing Mr. Jarvis stated we are looking forward to the site visit on February 1<sup>st</sup> and 2<sup>nd</sup>, 2017.

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

Ms. Olson informed the Board that Kristina Landon owner of 309 Design will create our 2016 Annual Report again this year using the same format as in the past. She quoted a price of \$1,200.00 for the 12-page report. We will get prices after the first of the year for bulk mail and distributing the Report in The Register Mail.

#### **Director of CHC Operations – Andrea Jacobs**

Ms. Jacobs updated the Board in regards to the Tele-Psychiatrist stating we have an impressive candidate in which we are very interested. He has extensive experience with children, adolescence, and adults. In closing Ms. Jacobs added, we are in hopes of working out an agreement with him in the near future.

Ms. Jacobs updated the Board regarding the recent Electronic Health Record Software conversion stating it was a success and staff have responded well to the new system. A Greenway representative will be here next week to offer onsite assistance to staff.

Ms. Jacobs informed the Board that the first ever Community Health Center Newsletter was distributed to our community partners and will be available in the Community Health Center for patients. The newsletter contained a Staff Directory and future copies will highlight a staff member and the job they perform, as well as the services we offer. Ms. Jacobs added that Maggie Acosta and Izamar Garcia worked on the newsletter and will continue to do so monthly from now on.

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

Ms. Gabriel updated the Board regarding the Service Area Competition Grant stating the grant has been completed on time and submitted. The final numbers were \$1,427,754.00 for the grant amount, which was a 2 percent reduction, the patient goal at 5,645 and visits at 16,935. These new numbers should be very attainable for us. In closing Ms. Gabriel stated this is a three year grant, running from May 1, 2017 to April 30, 2020 and we should receive a confirmation sometime in March or April 2017.

A motion to approve the Service Area Competition Grant Application was made by DuRae Fletcher, Sr. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

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

Ms. Gabriel updated the Board regarding the 2017 Salary Schedule, requesting approval to increase the salary for new hires by one percent to reflect the same percent increase as the COLA adjustment.

A motion to approve the one percent increase to the 2017 Salary Schedule was made by Pam Davidson and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board that both the Health Department and Community Health Center ended the Fiscal Year in the positive. Ms. Gabriel expressed her pleasure with this news and all the work management and staff did to make this happen. The Community Health Center did not have to use any reserve money from the Health Department this year and there was a \$382,500.00 surplus on the Health Department side that can be put into reserve.

Ms. Gabriel informed Board Members the 25 year anniversary of the referendum, which passed to form the Health Department is on November 3, 2017. We are planning many things to do throughout the year, as well as planning a couple events. Ms. Gabriel asked Board Members to consider a budget to cover expenses for our anniversary celebration.

### **ADJOURNMENT**

A motion to adjourn was made by Kimberly DeSutter, and seconded by Pam Davidson; the motion was unanimously adopted by a voice vote at 8:45 p.m.

Respectfully Submitted By: Pam Reiber

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