

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

**March 9, 2017**

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

The Knox County Board of Health meeting was held on March 9, 2017. Carol Scotton called the meeting to order at 7:00 p.m. Present were, Doug Gibb, Kevin Satisfsky, M.D., David Amor, DuRae Fletcher, Sr., Dan Harris, Bruce Bobofchak, D.D.S., and Kimberly DeSutter. 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; Amy Anderson, Director of Compliance and Quality; Catherine Ayres, Director of Family Health; Andrea Jacobs, Director of Operations; and Samuel Chen, Community Health Center Educator. Not present was: Samuel Fox M.D.

Guests: Terry Boydston, Farm Bureau Representative.

## **ADDITIONS TO AGENDA**

Business Plan, Budget Adjustment, and Clinton Foundation Report, all under Administrator's Report.

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

Ms. Scotton informed the Board that the Community Health Center was nominated for the Nonprofit Excellence Award by the Galesburg Chamber of Commerce. Ms. Scotton went on to say this was truly an honor to be nominated.

Ms. Scotton informed the Board that Doug Gibb has agreed to serve another term on the Board of Health, but advised that it would be a good idea to have another Board Member take over the Treasurer duties in order to have someone else trained for that position.

## **APPROVAL OF MINUTES**

A motion to approve the February 9, 2017 Minutes was made by Doug Gibb and seconded by David Amor; 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 2017 numbers as \$47,322.41, with tonight's numbers being \$79,529.19, a difference of \$32,206.78. Mr. Gibb went on to say the largest expenses for the month was Software Fee at \$22,200.00, Dental Supplies at \$3,712.09, Training and Travel at \$2,756.72, and Advertising at \$2,133.00.

A motion to approve the Treasurer's Report was made by Dan Harris and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

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

Ms. Gabriel introduced Samuel Chin, Health Center Educator to the Board. Mr. Chin informed Board Members that Public Health Week will be April 3 through April 7, 2017 and in celebration of Public Health Week we have two major events planned. On April 5, 2017 a Community Walk called "Little Steps Big Gains," which also coincides with National Walking Day and on April 6, 2017 we will have a Blood Drive here at the Health Department. In closing Mr. Chin stated the subject for Public Health Week is Chronic Disease, so we will be promoting this during the radio press releases we have planned for Public Health Week.

Ms. Gabriel informed the Board that Budget Adjustments will need to be done over the next couple months due to Grant money coming in and out. Two Community Health Center pools, which is considered Project Money will need to be put into the Budget, allocated properly, and then taken out of the Budget. One Grant is in the amount of \$35,000.00 and the other is in the amount of \$45,300.00. Ms. Gabriel continued by saying that we have budgeted for another fulltime Licensed Environmental Health Practitioner due to the implementation of the new Federal Food Codes that will go into effect next year. Also to replace the part-time position we have never filled.

Ms. Gabriel updated the Board regarding the Community Health Center Business Plan, which HRSA requested we do per their Site Visit last year. The idea of this report is to set benchmarks to keep us up to date financially. This process started with us adding our Billing and Insurance Department, strengthening our Billing procedures, and increasing the Governance Board reports. All of which were requested by HRSA. In closing Ms. Gabriel added this is the written plan that will be submitted to HRSA.

Ms. Gabriel reported to the Board that we attended the Clinton Foundation Health Matters Initiative at Knox College on February 28, 2017 where the Blueprint for action was announced. Ms. Gabriel added that she has tentatively scheduled Emily Wyble, Clinton Foundation Project Coordinator to speak at next month's Board of Health Meeting.

Ms. Gabriel updated the Board with the Legislative Report saying she will be attending the Public Health Care Administrators and Primary Health Care Association Legislative Action Day on April 5 and 6, 2017. Ms. Gabriel also stated there is no news on the State Budget. She continued saying there are some entities having trouble receiving Medicaid payments, with MCO's not receiving payments for several months, but the FQHC has continued to receive payments all along.

Ms. Gabriel updated the Board about a Bill that is currently up for Legislation regarding raw milk. This new Bill would allow raw milk to be sold anywhere. We oppose this Bill due to public health risks, such as disease and infection, but IDPH supports it.

Ms. Gabriel reported to the Board that among our nomination for the Non-Profit Chamber Award was also the YMCA, the Galesburg Community Foundation, the Civic Art Center, and the Orpheum Theater. The Orpheum Theater was the winner of the Award, but it was an honor for us to be nominated.

Ms. Gabriel reported to the Board that we have 20 open Lead Cases in which our Environmental Health Department is working on. These people have been notified and we have not heard back from them on how they plan to remove or abate the lead, so the States Attorney has been notified. After we meet with the States Attorney's Office the 20 Lead Cases will be turned over to them to have letters sent out to these individuals from that office and will be monitored on a quarterly basis by the Assistant State's Attorney and our Environmental Health Staff.

Ms. Gabriel continued updating the Board regarding Lead stating the City of Galesburg has applied for the HUD Healthy Homes Grant. If received this money will help us to go into homes containing lead to make changes to abate the lead. The Service lines outside of the home will also be replaced by the City through a forgivable loan. Ms. Gabriel added that we are hoping that eventually we will be able to take care of the Lead problem throughout the entire County.

Ms. Gabriel informed the Board that she had spoken with the person in charge of the Lead Program at the State level who works at IDPH and it was discussed that the current Lead Program is in the process of being revamped to improve it. Ms. Gabriel added that the current Lead Program is poorly put together and underfunded.

### **Family Health and WIC Report – Catherine Ayres**

Ms. Scotton introduced Catherine Ayres to the Board as the new Director of Family Health and WIC. Ms. Ayres informed the Board that she has been working as the Interim Director of Family Health and WIC for two months and has been a Registered Nurse since 1987.

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

Ms. Olson updated the Board regarding the Accreditation Process, which is underway, saying our site visit scheduled for February 1 and 2, 2017 was extended two months. The extension has given us time to become more familiar with the Accreditation Process. We now have access to the website to update forms and will have one month to finish our second round documentation revisions. In closing Ms. Olson said there is no site visits date set at this time.

Ms. Olson updated the Board regarding the 2016 Annual Report stating that Tucker Printing will be direct mailing the Annual Report out to 24,000 Knox County Homes by March 24, 2017.

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

Ms. Jacobs updated the Board regarding the hiring of a Tele-psychiatrist stating that Dr. Eitan Schwarz will start March 27, 2017, seeing existing Behavioral Health Patients eight hours a week, 8 A.M. to 12 P.M. on Monday and Wednesdays.

### **Quality Improvement – Amy Anderson**

Ms. Anderson updated the Board regarding the Uniformed Data Set Report, which was submitted on February 15, 2017 and is now being reviewed. The final UDS Report must be submitted by March 31, 2017.

Ms. Anderson informed the Board that included in their Board Member packets was the 2017 Quality Risk Management Calendar Plan, which includes everything we are working on this year by month. Also listed is the first three Quality Improvement Projects we will be working on this year.

Ms. Anderson updated the Board regarding the Patients Under Home Medical Recognition stating we are required to submit the application by March 31, 2017 and we will find out by June 30, 2017 if we have meant all requirements to be awarded this recognition.

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

Ms. Gabriel informed the Board that we will begin to advertise next month through The Register Mail for the open Board Member Position. Also we will have the Chamber include the advertisement in their Newsletter.

## **NEW BUSINESS – Michele Gabriel**

Ms. Gabriel updated the Board regarding additions to the Personnel Policy due to two new State Laws that were passed. The two policies effected were a change in definition for “Immediate Family” under Sick Leave. Unpaid Leave up to two weeks may be used in the event of the death of a child and unpaid sick leave up to six weeks in the event of the death of a second child during a one year period with no punitive action against the employee.

A motion to accept the Personnel Policy Update was made by Dr. Kevin Satsky, M.D. and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

## **County Board Liaison**

Mr. Amor reported to the Board that Ms. Olson was in attendance at the February 2017 County Board Meeting where she presented the Health Department’s 2016 Annual Report, which was accepted by the County Board. Mr. Amor went on to say that Jerry Reynolds at the Knox County Landfill has announced his retirement. The County will be implementing a new time clock policy for all County employees and bids have been accepted for upgrades to the Knox County Nursing Home. In closing Mr. Amor stated that no resolution has been reached with County workers who are still in contract negotiations.

## **ADJOURNMENT**

A motion to adjourn was made by David Amor, and seconded by Du Rae Fletcher, Sr.; the motion was unanimously adopted by a voice vote at 8:20 p.m.

Respectfully Submitted By: Pam Reiber  
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