

MINUTES OF MONTHLY MEETING

Aug 10, 2017

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

The Knox County Board of Health meeting was held on August 10, 2017. Carol Scotton called the meeting to order at 7:01 p.m. Present were, Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satsky, M.D., DuRae Fletcher, Sr., Dan Harris, and Elvith Santoyou-McNaught. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Andrea Jacobs, Director of Operations; Sam Jarvis, Director of Health Protection, Staci Simpson, Interim Director of Operations; and Maggie Acosta, Public Health Associate. Not present: David Amor and Samuel Fox, M.D.

Guests: Farm Bureau Representative Tom O'Conner.

APPROVAL OF MINUTES

A motion to approve the July 13, 2017 Minutes was made by Doug Gibb and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton asked Board Members for a volunteer to meet with herself and Mr. Siems, Governance Board President to layout a process to evaluate Ms. Gabriel in anticipation of her upcoming contract negotiation. Ms. Scotton also suggested meeting on August 17 or 18, 2017 with a Board of Health volunteer and a Governance Board volunteer, as well as Mr. Siems to layout a process and form a committee at next month's Board Meetings to take part in developing the contract.

Ms. Scotton welcomed new Board Member Elvith Santoyou-McNaught and advised her to feel free to ask questions at any time.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the July 2017 numbers as \$63,130.54, with tonight's numbers being \$82,546.36, a difference of \$19,415.82. Mr. Townsell went on to say the largest expenses

for the month was the purchase of Telepsych at \$7,035.00, Vaccine at \$4,601.65, Advertising at \$3,136.08 and IT Services at \$2,062.06.

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

Mr. Townsell updated the Board regarding the FY18 Budget Draft stating that we have projected amounts for a Doctor and an APN both in the budget draft, although the APN Position has not been filled yet. Also allotted for was a one and one half percent Cost of Living Adjustment; as it is easier to decrease the Budget rather than increase it. The Teen Pregnancy Grant has been discontinued, but there has been an increase to the Lead Grant.

Administrator's Report – Michele Gabriel

Ms. Gabriel informed the Board that Personnel Policies will be reviewed in early Fall 2017, with a couple items in particular that need to be looked at. We contacted the liability insurance carrier who will review our policies and give us model policies and free legal opinions. Ms. Gabriel added she welcomes Board Member input.

Ms. Gabriel updated the Board with the Staffing Report stating that Andrea Jacobs has submitted her resignation and her last day will be August 31, 2017. Staci Simpson, CHC Coordinator will replace Ms. Jacobs in the interim Director of Operations position and Lori Quick will replace Ms. Simpson in the interim position of Community Health Center Coordinator, this will allow us to concentrate on recruiting an APN and then eventually a Director of Operations will be hired.

Ms. Gabriel reported to the Board that Mr. Townsell and she will be reviewing and updating our Financial Policies in anticipation of our next audit. Ms. Gabriel explained that due to Accounts Receivable and the processes associated with the new Electronic Health Records, as well as the Same Day Pay Policy, our Financial Policies are in need of revising.

Ms. Gabriel informed the Board that ideas regarding our 25th Year Anniversary Celebration were included in Board Member Packets. On November 3, 2017 we will have completed our 25th year in service, so in honor of this accomplishment we will be celebrating the Health Department throughout the year by continuing to educate the community through outreach, education, and having a Health Fair during Public Health week in April 2018. Also we would like to see an Anniversary Style Annual Report that includes the history of the Health Department go to the community in spring 2018.

Ms. Gabriel updated the Board with the Legislative Report stating the Local Health Protection Grant was increased by one million, with the money allocated according to a formula in code that figures a grant base amount and the amount received according to population. We are

expecting the grant application to be released at the end of this month. Additional changes they are working on are bundling some of the Public Health Grants and making them multiyear grants.

Ms. Gabriel reported to the Board that the Illinois Oral Health Report has been posted with detailed information regarding reimbursement rates for dental services for the State of Illinois. The Report listed the State of Illinois last out of all states for adult Medicaid Reimbursements and fourth from last for children Medicaid Reimbursements. In closing Ms. Gabriel stated other information from this Report leads us to believe more outreach is needed in the outlying areas of Knox County.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis reported to the Board that the PHAB Accreditation Site Visit on July 26 & 27, 2017 went well. During the exit interview the PHAB listed what they believed to be our greatest strengths, which included the Board of Health, the Departments recognition of our diverse and changing population, and the outreach work we do with the community. They also gave us a list of things we can improve on, including increased use of Performance Management Data and Quality Improvement, more staff engaged at different levels and pragmatic levels, along with more data collection and data analysis, the use of smart objectives based on targets. Under the Community Health Assessment Improvement Plan and the Strategic Plan, be more inclusive and expand or partnerships. Continue updates and midterm reports for our Improvement Plan, and be clearer on how it meets the requirement for Accreditation. Under Community Engagement they would like to see more input from the community on our Emergency Operation Plan, and engage the population more on policy changes and other health priorities.

Their overall comments were broken into three topics: Fiscal Facility, Infrastructure of Departments, and Community Partnerships.

Under Fiscal Facility they noted the building was clean and well maintained, signage was clear and present, they appreciated the Language Line assistance, the Department was well branded and they acknowledged the presence of technology.

Under Infrastructure of Department they noted that the Department was a good asset to the community, we did a good job with what we have, but could do so much more with more resources, our Worksite Wellness Efforts are good, our staff has many job responsibilities, and they did note that staff needs to be engaged more with Program Development.

Under Community Partnerships they felt that the Department understands the needs of the community, we go over and above in our duties to provide, and we are doing an amazing job with education. In closing Mr. Jarvis stated we expect to hear if we have qualified sometime in December 2017.

Wellness and Health Promotion Report – Erin Olson

Ms. Gabriel informed the Board that Maggie Acosta will be presenting them with information regarding the Draw the Line, Respect the Line Program, which was part of the Teen Pregnancy Grant that went away this year. We did leave the Teen Summit in the Budget and would like to see the Draw the Line Program stay in the Budget also. Generally the cost of this program is for Travel and Mileage Expense, so with that being said, Ms. Gabriel introduced Maggie Acosta to the Board who gave a comprehensive Report of the Draw the Line, Respect the Line Program.

Director of CHC Operations – Andrea Jacobs

Ms. Jacobs reported to the Board regarding National Health Center Week, which is next week, August 14th - 18th, stating we have tours scheduled for Monday. Tuesday is specific to Children’s Health, with activities planned for kids. On Friday we will celebrate staff and Board Members with light refreshments and a Guess the Baby Picture Contest. In closing Ms. Jacobs stated all Health Center Week activities are detailed in our monthly Newsletter.

Ms. Jacobs updated the Board about our recent Outreach Activities stating there were 51 children here last week through the Knox Co. YMCA Summer Adventures Camp Kids Program playing games with Izamar Garcia and Maggie Acosta along with Knox Co. YMCA Camp Counselors. Ms. Garcia also attended the annual NCCPA Community Fair held at Kiwanis Park on August 5, 2017. Ms. Garcia will be attending the Veterans and Senior’s Fair on August 30th.

In closing Ms. Jacobs informed Board Members that Amy Anderson included a Monitoring Tool Report in their packets, which is the same report we send to HRSA. It shows around 3,000 patients seen to date this year and 114 School/Sports Physicals performed. Ms. Elmer has approximately 40 physicals on her schedule to complete by the end of next month.

NEW BUSINESS – Michele Gabriel

A motion to accept the 2018 Holiday Schedule was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON

Ms. Scotton informed the Board that the 708 Board meets at noon every other Friday in the County Annex Building. The next meeting will be August 18, 2017.

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 Bruce Bobofchak, D.D.S.; followed by a roll call vote of Bruce

Bobofchak, D.D.S., Doug Gibb, Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Dan Harris, and Elvith Santoyo-McNaught.

At 8:45 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Dan Harris; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Dan Harris, and Elvith Santoyo-McNaught.

ADJOURNMENT

At 8:45 p.m. a motion to adjourn was made by Bruce Bobofchack, D.D.S. and seconded by Doug Gibb, the motion was adopted unanimously by a voice vote .

Respectfully Submitted By: Pam Reiber

S:\Administration\Board of Health\BOH Minutes\BOH Minutes 2017