

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

**March 8, 2018**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held on March 8, 2018. Carol Scotton called the meeting to order at 7:03 p.m. Present were Doug Gibb, Kevin Satsky, M. D., Dan Harris, Bruce Bobofchak, D.D.S., DuRae Fletcher, Sr., and David Amor. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Erin Olson, Director of Wellness Promotion; Sam Jarvis, Director of Health Protection; Catherine Ayres, Director of Family Health; Staci Simpson, CHC Director of Operations; Pam Reiber, Administrative Clerk; and Maggie Acosta, Public Health Associate. Not present: Samuel Fox, M.D. and Elvith Santoyou-McNaught.

Guest: Farm Bureau Representative.

## **PUBLIC COMMENT**

The Farm Bureau Representative informed the Board there will be a movie titled Food Evolution showing at the Orpheum Theater on Sunday March 11, 2018, at 2:00 p.m., followed by a panel. This event is being hosted by the Knox County and Warren/Henderson Counties Farm Bureaus.

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

Ms. Scotton updated the Board regarding Member Term Expirations saying Dr. Satsky, M.D. and Dr. Bobofchak, D.D.S., as well as the County Board Liaison Position are all up to expire this year. Dr. Satsky, M.D. and Dr. Bobofchak, D.D.S. both expressed their interest in serving another term. David Amor stated the County Board Chair will appoint someone as County Board Liaison.

Ms. Olson updated the Board regarding the FY17 Annual Report stating it is ready to be sent to the printing company and once printed it will be mailed to the community in booklet form.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the February 8, 2018 Minutes was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

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

Mr. Gibb reported to the Board the March 2018 numbers at \$66,502.69, with tonight's numbers being \$69,099.43, a difference of \$2,596.74. Mr. Gibb went on to say the largest expenses for the month was Supplies at \$1,168.91, Travel/Training at \$599.98, Snow Removal at \$483.00, and IT Services at \$184.96.

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

Ms. Gabriel informed the Board that included in Member Packets were the Financial Statements for the period ending February 28, 2018. She continued by saying we are operating as normal and are \$73,367.00 in the red, which is usual for this time of the year. Mr. Townsell added that we paid Greenway Revenue Services the 8.89 percent for January 2018.

Mr. Townsell reported to the Board that we will be looking at increasing the speed of our internet service from 50 Meg to 150 Meg due to the Electronic Health Records the Community Health Center and Health Department use. With these changes we will get a new modem that will allow us, if the power goes out, to go into MiFi service, which will allow us to still see patients. Ms. Gabriel added that we will be looking at our server and electronic connectivity over the next budget year.

### **PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel**

Ms. Gabriel reported to the Board that the NALBOH Newsletter is available for the taking. Also we are working on getting all Board Member's sign-on information, so they may access the NALBOH website and view the information that is on there under the Health Department's membership.

Ms. Gabriel informed the Board that members should be receiving the Statement of Economic Interest in the mail soon or they will be available at the next Board Meeting. This is the sheet that you annually report any potential conflicts of interest. You can then mail them back or bring them into the Health Department.

Ms. Gabriel reported to the Board there was a Department of Human Services Audit performed here on February 21, 2018. The only finding was a few Employee Reviews that were over one year old. We will be implementing a policy to make sure Reviews are done on a regular basis from now on. Other than that the Audit went very well.

Ms. Gabriel asked Board Members for feedback concerning the 708 Grant Application. There are a couple different directions we can go to help deal with the Opioid Epidemic. We can take a Public Health Programing approach or write it for further funding for Mental Health Services in the Community Health Center. For the Public Health side, we would be looking at hiring a Program Coordinator, who would create partnerships in the community, pull data, possibly put a taskforce together, and potentially prepare to apply for further funding if it should come available.

After Board discussion it was decided to pursue funding for the Public Health side and to focus on the drug side instead of the mental health side of the Opioid problem.

Ms. Gabriel reported to the Board the Annual 2017 Board Activity Report stating I have listed some of the highlights for 2017 in the Report that is included in Member Packets, such as the Teen Pregnancy Grant being cancelled by IDPH, the implementation of the Electronic Health Records for the Health Department, changes to the Tobacco Grant, the unveiling of the Clinton Foundation Blueprint, and Community Health Center nomination by the Chamber of Commerce for Non-Profit of the Year. There are several issues we are still working on such as the PHAB Accreditation, Knox County Childhood Blood Lead Levels, Food Safety Program changes, the implementation of the Community Health Center Business Plan, the Community Health Center HRSA Patient Target, 708 Board and Application, Colorectal Cancer Screening Program, the Community Health Center Funding Cliff, as well as the Medical/Dental School Collaboration.

## **DIVISION DIRECTOR REPORTS**

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

Ms. Ayres reported to the Board that the CDC has asked IBCCP to do some evidence based intervention projects to try to get numbers up for breast and cervical exams. We had \$2000.00 to fund a project, so we have chosen to target employees of RFMS Corporation, who currently operates several Senior Living Facility here in Galesburg. We have reached out to employees at the Corporate Office who have high insurance deductibles that must be meant before their insurance would pay for a mammography or pap smear. Ms. Olson and Ms. Brandenburg meant with these women to educate them regarding the IBCCP and to date we have three women signed up. We have a date set to meet with the staff at Seminary Estates and Seminary Manor.

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

Ms. Olson updated the Board regarding the upcoming 25<sup>th</sup> Anniversary Celebration that is being planned during Public Health Week, April 2 through April 6, 2018. On Friday April 6<sup>th</sup> we will have a Press Conference/Thank you for our Stakeholders from 10:00 to 11:00 a.m. and then from noon to 3:00 p.m. we will have a Health Fair here that will be open to the public. Tables will be set up for all of our divisions, as well as for the outside agencies that will be invited to participate. Some of the things we have planned to do that day are free blood pressure checks, infant seat inspections, healthy snacks provided by Hy-Vee, give-a-ways, as well as other health and wellness activities. We are looking at possibly getting shirts for the staff.

### **Health Protection Service Report - Sam Jarvis**

Mr. Jarvis reported to the Board that the City of Galesburg invited the Health Department to attend an open public meeting regarding the City's Lead Project. The Department of Public Health, the EPA, the Health Department, and the City of Galesburg were all in attendance. This will be a reoccurring meeting to report the progress of the service line replacement, as well as any updates on the Housing Grant Funding they are pursuing.

Mr. Jarvis updated the Board regarding changes to the Cottage Food Law stating there are two changes. The gross Revenue Cap of \$36,000.00 has been removed, so vendors will be able to sell a lot more product. The other change is there will now be a list of Unapproved Foods that can be sold at Farmers Markets in addition to the list of Approved Foods. Items on the Unapproved Food list are potentially hazardous or are foods that are time and temperature controlled.

## **POPULATION HEALTH MANAGEMENT REPORTS**

Maggie Acosta, Public Health Associate presented the Board with a short program titled "Children's Oral Health in Knox County". The Power Point presentation contained statistics from December 2016 through November 2017 for children that were seen in the Knox Community Dental Center, as well as information regarding the Oral Health of children throughout the County, and with regards to Medicaid patients. A handout was supplied for Board Members review.

## **NEW BUSINESS – Michele Gabriel**

Ms. Simpson reported to the Board the FY17 Audit findings stating there were three errors found with our Sliding Fee Scale. We have formed a Corrective Plan of Action, which consist of our Front Desk Clerks using a daily checklist when checking in patients. Lori Quick our Health Center Coordinator will double check that the information on the checklist was done correctly for each patient. If errors are found they will be given back to the Front Desk Clerk to correct with Ms. Quick overseeing that corrections are done accurately. Ms. Quick will also track if

multiple errors are being made by Clerks, so further training can be provided, a Performance Improvement Plan can be given or if a Disciplinary Plan of Action must be taken.

A motion to approve the Community Health Center Corrective Action Plan was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

### **COUNTY BOARD LIAISON**

Mr. Amor reported to the Board the approval of the Health Department's FY17 Annual Report by the Knox County Board at the February 27, 2018 meeting. Also at that meeting the Board passed a resolution ratifying a special prosecutor and authorizing him to continue to pursue litigation seeking a declaratory judgement regarding the Boards authority to require County offices to use our time keeping system. Mr. Amor thanked Ms. Gabriel for testifying during the Finance Committee meeting and stating the value the Health Department has found in using the time keeping system. A contract was reauthorized by the County Board for the annual collection, disposal and recycling of electronic equipment and residential paint using the same contractor as in the past. We approved a motion to solicit bids for a County Compensation Study to determine appropriate salary levels for nonunion employees across all offices and departments whose salaries are set and paid by the County. This should help us to deal with these requests more fairly in the future. In closing Mr. Amor stated the heat pumps at the County Courthouse failed when we had a week of below zero temperatures, so we had to have three furnaces installed to bring the temperature back up to a comfortable level for people to work in.

### **EXECUTIVE SESSION**

At 8:15 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 Carol Scotton, Dan Harris, Doug Gibb, Kevin Satsky, M.D., David Amor, Bruce Bobofchak, D.D.S., and DuRae Fletcher, Sr.

At 8:25 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by David Amor; followed by a roll call vote of Carol Scotton, Dan Harris, Doug Gibb, Kevin Satsky, M.D., David Amor, Bruce Bobofchak, D.D.S., and DuRae Fletcher, Sr.

### **ADJOURNMENT**

A motion to adjourn was made by Bruce Bobofchak, D.D. S. and seconded by Doug Gibb; the motion was adopted unanimously by a voice vote at 8:30 p.m.

Respectfully Submitted By: Pam Reiber  
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