

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

September 13, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on September 13, 2018. Carol Scotton called the meeting to order at 7:00 p.m. Present were Doug Gibb, Dan Harris, Bruce Bobofchak, D.D.S., Elvith Santoyou-McNaught, and David Amor. Also present were Michele Gabriel, Administrator/CEO; Wil Hayes, Assistant Public Health Administrator; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Amy Anderson, CHC Chief Operations Officer; and Erin Olson, Director of Wellness Promotion. Not present: DuRae Fletcher, Sr., Kevin Satsky, M.D., and Samuel Fox, M.D.

ADDITIONS TO AGENDA

Adding Line Item Adjustment under Business Meeting. Remove KCHC FY18 3rd Quarter Reports Business Plan under Business Meeting.

PRESIDENT'S BUSINESS – Carol Scotton

Ms. Scotton informed the Board of the ongoing process for the Administrator Performance Evaluation, stating we have a goal of October 31, 2018 to have this completed. Dan Harris has been working with Governance Board President Karen Lynch to get this done. Mr. Harris and Ms. Lynch have put a process in place to have this finished up by next month. Surveys will be distributed tonight to Board Members on both Boards, as well as Health Department Directors. Mr. Harris continued by saying this is the same survey that was used last year and includes a self-addressed stamped envelope in order to be mailed back to Mr. Harris by the end of this month. Discussion will follow at the October 2018 Board Meeting.

Ms. Scotton asked Board Members for volunteers to form an Officers Nominating Committee. Doug Gibb, Elvith Santoyou-McNaught, and Bruce Bobofchak, D.D.S. will form the Nominating Committee.

BUSINESS MEETING

Approval of Minutes

A motion to approve the August 9, 2018 Minutes was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Townsell informed the Board of the Fund 40 Line Item Adjustment on the Health Department side, which removed \$8,000.00 from Contingency going into Marketing and Promotion to cover LIHEAP Advertising. Also moving \$10,000.00 from Capital Outlay Building into Equipment for furniture for the new LIHEAP employees. \$2,200.00 has been moved from Environmental Health to Part-time WIC to cover an additional week's salary for a WIC employee who moved to a different department.

A motion to approve the Fund 40 Line Item Adjustment was made by David Amor and seconded by Elvith Santoyou-McNaught; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell informed the Board of the Fund 45 Line Item Adjustment on the FQHC side that covers Outreach for Dr. Wiechert by transferring \$700.00 into Postage. \$2000.00 was added to Lab Services as a precaution and \$4,000.00 was moved from Behavioral Health Contracts to Liability Insurance to cover an overage there. In closing Mr. Townsell stated all Line Items were within Budget.

A motion to approve the Fund 45 Line Item Adjustment was made by Dan Harris and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the September 2018 numbers at \$93,231.76, with tonight's numbers being \$115,087.81, a difference of \$21,856.05. Mr. Gibb went on to say the largest expenses for the month were Software Fees at \$4,431.05, Dental Supplies at \$3,679.73, Travel/Training at \$ 3,403.70, Vaccine at \$3,203.81, Client Services at \$3,126.14, and Advertising at \$2,149.78.

A motion to approve the September Treasure's Report was made by David Amor and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board that the Financial Statements for period ending August 31, 2018 were included in their packets for review. Adding that there is nothing out of the ordinary for the period and we are not expecting to transfer from Reserves before the end of FY18.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel informed the Board of the Promo Video that was made to be submitted to a contest during Community Health Center Week. All staff participated in the Superhero themed video. The video was played for Board Members at this time.

Ms. Gabriel updated the Board regarding Staffing stating Dr. Wiechert is now seeing patients as the credentialing process is still going on for him. We are hiring two LIHEAP Outreach Intake Specialist now that we know we will be receiving the LIHEAP Award. We are also hiring another Clerk to answer the phone as we are anticipating a large number of calls starting October 1, 2018, when LIHEAP appointments start. Also current Administrative Clerk Pam Reiber will be moved to the back to continue to support Administration. In closing Ms. Gabriel stated a Clerk Job Description has been modified to cover the hiring of the two LIHEAP Outreach Intake Specialist and will be presented to the Board for approval under tonight's New Business.

Ms. Gabriel reported to the Board that we have been notified of the LIHEAP Award and are now in the process of quickly training and hiring new staff in order to be prepared for the October 1, 2018 start date of the Program. Ms. Gabriel expressed her appreciation to Mr. Hayes and Ms. Olson for taking on LIHEAP with such short notice. Ms. Gabriel continued by stating we are checking on how the LIHEAP funds, which are both State and Federal funds, will be distributed and how the funds will affect our Budget. With that being said there is no FY19 Draft Budget to present tonight due to questions regarding LIHEAP.

Mr. Hayes informed the Board of the work that is being done on LIHEAP stating we are the first new Agent in over ten years to receive the Grant, so options for training have not been as good as we hoped. Our first goal is to get the two new LIHEAP Outreach Intake Specialist hired and trained in order to go live on October 1, 2018. We have been told that we could see as many as 200 to 300 additional calls a day. We have been granted an extension of October 9, 2018 as to when we have to start seeing people, but are waiting on approval to move that date up to October 5, 2018 instead. Also we are working with one of the Senior Housing Agencies to do an onsite closed event sometime before October 5, 2018, as well as looking into the possibility of going out into the surrounding communities starting December 1, 2018.

Mr. Townsell reported to the Board that he will be speaking to the LIHEAP Group next week to discuss how we will be receiving the funds and how we will need to distribute the funds. After getting that information the FY19 Budget will be finalized and emailed to Board Members in time to review before next month's Board of Health Meeting when it will need to be approved, so it can be forwarded to the County Board for review.

DIVISION DIRECTOR REPORTS

Assistant Public Health Administrator – Wil Hayes

Mr. Hayes updated the Board on the Food Advisory Committee stating they meant for the first time on September 12, 2018 and currently there are only five members, so we are still trying to recruit more members. We started working on Enforcement Procedures, but there was some confusion regarding re-inspection issues, so we will be putting together some educational information for members to help clear up the confusion. We will continue meeting on the second Wednesday of each month at 3:00 p.m.

Mr. Hayes updated the Board regarding Staffing saying we will be hiring the two LIHEAP Clerks and the one Clerk as discussed earlier. We now are fully staffed in Environmental Health after hiring two EH Specialist. They started on August 17, 2018 and are being trained on both the old and the new Food Codes.

Mr. Hayes updated the Board regarding the Food Safety Ordinance stating meetings are scheduled for September 18 & 19, 2018 in three different time slots and is limited to 1-2 people per business to go over the changes to the State Food Code. Businesses were asked to RSVP after invitations were mailed to every food establishment in Knox County. At this point approximately 45 people have reserved a spot at one of the three meetings. We are planning to video tape the meeting in order to upload to Facebook Live, so those who are unable to attend will have access to the meeting. Our EH staff will continue to educate during the inspection process as well. In closing Mr. Hayes stated he has been working with the County Clerk to have the new Food Ordinance ready to go to the County Finance Committee this month, as well as the County Board for approval.

Family Health Report – Catherine Ayres

Ms. Ayres reported to the Board regarding the drop in clients under the WIC Program over the last few years stating the WIC Department is working on retention efforts, such as educating clients in regards to all the benefits the WIC Program has to offer and we have seen some improvement in numbers with these efforts. Ms. Ayres continued saying a huge federally mandated project that started in May could also help with retention efforts. It is a two year program that offers Nutrition Education Planning. Ms. Ayres continued saying the FY19 FCM Grant has been separated into two grants, APORS which is the high risk category, paid us \$50.00 per client to manage their case. We were given a case load of 50 clients and \$27,000.00 in funding. The other part of this grant is the Low Risk FCM portion, which pays \$38.00 per client to manage their case. We were given a case load of 315 clients and \$143,640.00 in funding. In closing Ms. Ayres stated concern regarding if the caseload grows under these two divisions the funding stays the same, also if we do not meet our caseload our funding is

reduced.

NEW BUSINESS – Michele Gabriel

A motion to approve the 2019 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.

A motion to approve the 2019 Board of Health Meeting Schedule was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reported to the Board that approval was needed for the new LIHEAP Outreach/Intake Clerk Job Description, which is a ten month position with a pay grade one salary.

A motion to approve the LIHEAP Outreach/Intake Clerk Job Description was made by Bruce Bobofchak, D.D.S. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON

Mr. Amor reported to the Board that the County's current focus until November 1, 2018 is on the Budget. He continued by saying the County Board passed a Security Awareness and Testing Policy at last month's County Board Meeting and also approved Klinger and Associates to tour all County buildings in order to provide us a Capital Status Report. Discussion on a lease option agreement with the company that is interested in putting up solar panels on Landfills one and two was tabled at last month's meeting.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by David Amor; the motion was adopted unanimously by a voice vote at 8:30 p.m.

Respectfully Submitted By: Pam Reiber
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