

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

October 11, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on October 11, 2018. Carol Scotton called the meeting to order at 7:00 p.m. Present were Doug Gibb, Dan Harris, Catherine Ayers, Elvith Santoyo-McNaught, DuRae Fletcher, Sr., Kevin Satisfsky, M. D., and David Amor. Also present were Wil Hayes, Assistant Public Health Administrator; Staci Simpson, Director of Operations, Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; and Erin Olson, Director of Wellness Promotion. Not present: Bruce Bobofchak, D.D.S., and Samuel Fox, M.D.

Guest: Farm Bureau Representative

ADDITIONS TO AGENDA

PRESIDENT'S BUSINESS – Carol Scotton

Ms. Scotton advised the Board that the Administrator performance evaluation committee is working with the Governance Board to finalize the administrator's evaluation.

Ms. Scotton informed Board Members of the proposed new slate of officers which are President Dan Harris, Vice President Kevin Satisfsky, MD, Secretary Elvith Santoyo-McNaught, and Treasurer Doug Gibb. These are to be voted on at the November meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the October 11, 2018 Minutes was made by Doug Gibb and seconded by Kevin Satisfsky, MD.; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Gibb reported two-line item adjustments which were a line item adjustment to the Health Department added to accommodate the LIHEAP program. A motion to approve the LIHEAP

adjustment was made by Dan Harris and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

The second line item adjustment to the Health Department was to accommodate the Substance Abuse portion of the FQHC grant. A motion to approve the Substance Abuse adjustment was made by David Amor and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the October 2018 numbers at \$75,204.88, with tonight's numbers being \$80,342.30, a difference of \$5,137.42. Mr. Gibb went on to say the largest expenses for the month were Supplies at \$2,246.06, Client Services at \$1,360.21, IT Services at \$ 939.80, Training/Travel at \$294.35, and Building Maintenance at \$297.00. Mr. Hayes presented the financial statements for the period ending September 30, 2018.

Mr. Hayes presented the FY18 3rd Quarter Report Business Plan for the Health Center and held a discussion on the Health Center's current standing.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Wil Hayes

Mr. Hayes informed the Board that the Knox County Food Safety Ordinance was adopted unanimously last month by the County Board and will go into effect January 1st. Currently working with the Food Safety Advisory Group on enforcement procedures that will be presented in the November or December meetings. The September Food Code training was very successful trainings, one or two individuals per food establishment on new food codes.

Ms. Olson updated the Board on the LIHEAP Program finally kicking off on October 1st. Two new staff persons have been hired. On the first day of the program, over 520 appointments were booked. Appointments fill as fast as people cancel, therefore there are no missed appointments. November 1st starts the 2nd priority group; people with kids under the age of six.

Mr. Hayes presented a revised Organizational Chart to the Board.

DIVISION DIRECTOR REPORTS

Ms. Ayres informed the Board of the recent Family Case Management Program audit report. Overall, the department did very well with only a few findings, which a correction action plan is being submitted.

OLD BUSINESS – Wil Hayes

The FY19 Draft Budget that was in last month's packet for review was presented to the Board for approval. A motion to approve the FY19 Draft Budget was made by DuRae Fletcher, Sr. and seconded by Dan Harris, with David Amor abstaining; the motion for approval was adopted by a voice vote.

NEW BUSINESS

Knox County Board Finance Committee, Knox County Board, and Board of Health upcoming meetings stated.

COUNTY BOARD LIAISON

Mr. Amor reported that the County Board's main focus right now was the FY19 budgets. He also reported that Donna Moats is serving as Acting Administrator for the nursing home. He also noted that the County Board approved the food safety ordinance.

Executive Session

At 8:40 PM an Executive Session is called by Doug Gibb and seconded by Kevin Statsky, MD; with a roll call vote of Carol Scotton- yes, Dan Harris- yes, Doug Gibb- yes, Kevin Statsky, MD- yes, David Amor- yes, DuRae Fletcher, Sr.- yes, and Elvith Santoyo-McNaught- yes to discuss the administrator performance evaluation.

At 9:07 PM, Doug Gibb made a motion to return to open session seconded by Dan Harris and followed by a roll call vote of Carol Scotton- yes, Dan Harris- yes, Doug Gibb- yes, Kevin Statsky, MD- yes, David Amor- yes, DuRae Fletcher, Sr.- yes, and Elvith Santoyo-McNaught- yes.

ADJOURNMENT

A motion to adjourn was made by David Amor and seconded by Dan Harris, the motion was adopted unanimously by a voice vote at 9:07 p.m.