

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

**November 11, 2018**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held on November 11, 2018. Carol Scotton called the meeting to order at 7:04 p.m. Present were Doug Gibb, Dan Harris, Elvith Santoyo-McNaught, DuRae Fletcher, Sr., Kevin Satsky, M. D., Pam Davidson, Bruce J. Bobofchak, D.D.S., and Carol Scotton. Also present were Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Facility and Finance; and Erin Olson, Director of Wellness Promotion. Not present: David Amor, and Samuel Fox, M.D.

## **ADDITIONS TO AGENDA**

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

Ms. Scotton advised the Board of the newly elected FY19 Board of Health officers that will be effective starting December 1<sup>st</sup>. The new officers and their positions are President Dan Harris, Vice President Kevin Satsky, M.D., Secretary Elvith Santoyo-McNaught, and Treasurer Doug Gibb.

A motion to approve the Elected FY19 Board of Health officers was made by Pam Davidson and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the October 11, 2018 Minutes was made by Doug Gibb and seconded by Elvith Santoyo-McNaught with an abstention from Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

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

Mr. Gibb and Ms. Gabriel reported a line item adjustment under F40 which is Health Department's marketing, promotion, and vaccine to accommodate the lab services used to

drug test employees and vaccination because it went slightly over budget and had to use money from marketing and promotion. A motion to approve the Lab Services adjustment was made by Dan Harris and seconded by Kevin Statisky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb and Ms. Gabriel presented to the Board the November 2018 Bills at \$71,212.45, with tonight's numbers being \$229,083.68, a difference of \$157,962.23. Mr. Gibb went on to say the largest expenses for the month were the LIHEAP Program at \$145,956.00, Equipment at \$5,567.80, Travel/Training at \$2,300.77, Supplies at \$1,715.16, Advertising at \$997.52, Repairs at \$791.98, Client Services at \$572.85, Background Checks at \$50.00, and Shipping Fees at \$10.15. A motion to approve the November 2108 Bills was made by Pam Davidson and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reported to the Board the Financial Statements for the period ending October 31, 2018. She happily reports that net revenue is in the positive and the Health Department is on track with all their expenses. Although, the reimbursement process for the new LIHEAP Program may take some time, and the fiscal year ends before the check may be received, there is the potential to end in the negatives or not as positively as originally planned. The Board then went on to discuss the possible changes in financial statements due to the LIHEAP Program being so big, it might need its own revenue and expenditure line or its own separate page.

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

Ms. Gabriel informs the Board that we are still waiting for applications for Genetics, Komen Foundation, and Safe Drinking Water, since they have not been released yet. The Comprehensive Health Protection grant, is a packet of grants that the State put together so we can file for one lump grant instead of six separate grants. The packet is due December 30, 2018. The Health Department also received an increase in grant towards the Lead Poisoning and Prevention and Response grant, going up almost \$35,000. Additionally, we received smaller increases in Family Case Management, and a few decreases in WIC program and Vector Control.

Ms. Gabriel then moves on to discuss the 2018 OSV Preliminary Report. HRSA did an operational site visit for the period for the Health Center grant. We are 1 ½ way through the 3 year grant period for this term. Overall, the site visit when very well. A new protocol and a new performance standards manual was used. Went through the whole process with only 3 citing's the average for Health Centers is 5-7. Primarily, the citing's had to do with Policies or how we implement specific tasks that they assign to us. One citing under Clinical Staffing, credentialing and privileging of providers. The second one was the involvement of the Medical Director in the Quality Assurance Program; meaning the Medical Director has more involvement in reviewing

and making sure we are meeting standards, and providing guidance to providers in the best practices. Lastly, was Billing and Collections protocol, such as a new policy and procedure in waving or reducing fees, regardless of income level, in specific situations for a specific period of time. As we implement policies and policies are being created and used, we will send HRSA what we are doing to show proof within 120-160 days.

Ms. Gabriel then moves on to discuss the Annual Report with the Board. This was the second year in a row that this report was sent out into the mail to all residents of Knox County. Was to inform a lot of people about what is going on in their town and be able to get some feedback. The Board agrees that mailing to the county the report and showing them the different programs available then the ones they already may know about, is worth the extra money.

## **DIVISION DIRECTOR REPORTS**

### **Assistant Public Health Administrator – Wil Hayes**

Mr. Hayes begins to inform the Board about Food Safety Enforcement Procedures. With the adoption of the Food Safety Ordinance last month, taking effect January 1, the enforcement procedures need to update. The Food Ordinance has been reviewed multiple times by the Food Service Advisory Group, and for the most part as have been supportive of what is in it. This document outlines how we do Food Safety Enforcement. The Ordinance is a pretty standard and straightforward document that talks about the rules and how they are implemented. There is also follow up inspections, compliance letters, compliance conference, reinstated licenses and processes, and other activities. The Food Safety Enforcement Procedures is mainly an internal group for the Environmental Health Staff that will be conducting the enforcement, but will be put on our website for the public to see. With these new procedures and changes, we plan on informing licensed food establishments, more than to punish.

## **WORK SESSION**

Ms. Gabriel reported to the Board the Capital Improvement Plan. She then lists off a few recommendations to improve our building. We want to look at what we doing and improve ourselves in the space we have, rather than automatically moving to a bigger building or getting a second building. The plan Ms. Gabriel presented is a 2 year plan, granted nothing immediate happens, to improve our current situation as a Health Department and Community Health Center. Through the year of 2019, Ms. Gabriel will be working with the Leadership Team and the Quality Improvement to get some expertise in implementing the best practices to get the Health Department and Clinic to be operating at a more optimal level. We will be looking at the flow of the Health Center, how to get the providers to see more patients, and can we operate at a higher number with the current building we have or is the building size affecting the patient number. Both the medical and dental side currently do not see enough patients

according to other Health Centers. Until the Health Center is operating at a stronger capacity, we want to refrain from moving too quickly in capital expansion. Then in 2020, completing a new strategic planning process which will include a Capital Improvement Plan to achieve what needs to be done to improve the Health Department.

### **OLD BUSINESS – Wil Hayes**

Ms. Scotton informs the Board that the FY19 Draft Budget needed to be revisited. The County approved the updated budget. Ms. Gabriel told the Board that the County approved a 2% cost of living adjustment. One other dentist had to be removed from the budget too. A motion to approve the FY19 Updated Draft Budget was made by Bruce J. Bobofchak, D.D.S. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

### **NEW BUSINESS – Michele Gabriel**

Ms. Gabriel notified the Board about the FY19 Salary Schedule. Ms. Gabriel and Mr. Townsell suggested that the Salary Schedule have a 3% increase; which includes this year's 2% increase and last year's 1% increase. The goal is to keep the salary more current and more competitive with area jobs. Keeping it current also makes it easier in the future if a big adjustment needs to be made. A motion to approve the FY19 Salary Schedule was made by Doug Gibb and seconded by Bruce J. Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

### **COUNTY BOARD LIAISON**

Ms. Davidson informs the Board about the changing of the County Board. With the upcoming change due to the election, there will be one addition, Patrick Harlan. The election for County Chair will be going on in December. Whoever becomes the County Chair will choose the members of the Board of Health committee.

### **Executive Session**

At 8:40 PM an Executive Session to discuss the administrator performance evaluation called by Doug Gibb and seconded by Bruce J. Bobofchak, D.D.S.; with a roll call vote of Carol Scotton- yes, Dan Harris- yes, Kevin Statisky, M.D. - yes, Pam Davidson- yes, DuRae Fletcher- yes, and Elvith Santoyo-McNaught- yes.

At 9:25 PM Open Session was called by Doug Gibb and Seconded by Bruce J. Bobofchak, D.D.S.; with a roll call vote of Carol Scotton- yes, Dan Harris- yes, Kevin Statisky, M.D. - yes, Pam Davidson- yes, DuRae Fletcher- yes, and Elvith Santoyo-McNaught- yes.

## **ADJOURNMENT**

A motion to adjourn at 9:30 PM was made by Doug Gibb and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

Respectfully Submitted By: Morgan Lantvit  
K:\Admin Clerk\BOH Minutes\2018