

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

December 13, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on December 13, 2018. Dan Harris called the meeting to order at 7:01 PM. Present were Dan Harris, Kevin Satsky, M.D., Doug Gibb, Elvith Santoyo-McNaught, David Amor, Bruce J. Bobofchak, D.D.S., DuRae Fletcher, Sr., Samuel D. Fox, M.D., and Carol Scotton. Also present were Michele Gabriel, Administrator/CEO, Amy Anderson, C.O.O., Angel Wright, Director of Compliance & Quality, Wil Hayes, Assistant Administrator, Jerome Townsell, Director of Facility & Finance, Kathy Crafton, Director of Human Resources, Erin Olson, Director of Wellness & Health Promotion, and Morgan Lantvit, Administrative Clerk. Not present: Samuel D. Fox, M.D.

Guest: Danielle Kroll, Community Health Educator

ADDITIONS TO AGENDA

Ms. Gabriel informed the Board that an Executive Session needs to be added to discuss the Administrators Evaluation.

PRESIDENT'S BUSINESS – Dan Harris

Mr. Harris notified the Board that at the end of the meeting they will be taking their Annual Report Board Photo.

BUSINESS MEETING

Approval of Minutes

Mr. Harris informed the Board the Board that they need to approve the November 8, 2018 Meeting Minutes. A motion to approve the November Meeting Minutes was made by Doug Gibb and seconded by David Amore; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Gibb discussed with the Board of the Payment of December 2018 Bills; reviewing bills added since the mailing. A motion to approve the Payment of December 2018 Bills was made by David Amore and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel then presented to the Board of the Financial Statements for the period ending November 30, 2018. There will be a report discussing the fiscal year end at the January meeting. Michele also discussed the delay in receiving LIHEAP funds and noted that the LIHEAP line items have been added so the Board can distinguish them in the financial statements more clearly.

DIVISION DIRECTOR REPORTS

Director of Wellness Promotion- Erin Olson

Ms. Olson then reported to the Board a LIHEAP Program Update. She noted that they take 24 appointments a day, except Friday's are used for emergency disconnect days. There are currently 984 appointments through December. There have been 703 applications made for LIHEAP and 125 for PIPP in 2 months. Erin added that, since this is our first year running the program, we are constantly updating and changing the process of the program daily to make it run as smoothly as possible. It is also now open to the general public.

Assistant Public Health Administrator – Wil Hayes

Mr. Hayes then took over to inform the Board of the Food Program Newsletter, included in their packet. It was recently sent out and it was decided that a newsletter will be sent out twice a year.

Mr. Hayes then went on to report to the Board about the 2018 Flu Update. Noting that it has been a very successful year. There have been no outbreaks in the area as of yet, and about 20 doses left in stock for this flu season.

CHC Chief Operating Officer Report – Amy Anderson

Ms. Anderson informed the Board of the Galesburg Community Foundation Award. This award was granted to allow our dental assistants to be sent to training for sealants. Thus, allowing the doctors and hygienists to be able to see more patients.

POPULATION HEALTH MANAGEMENT REPORTS

Ms. Kroll then presented to the Board the Food Safety Program Presentation. The presentation consisted of information on why food safety is so important and why there are certain things we inspect. The point of the inspections of the 310 food establishments in Knox County, is to minimize the incidence of foodborne illness. The places that are inspected are any location where food is prepared, stored, or served to the general public. In 3 inspection categories which are category III (low risk), category II (medium risk), and category I (high risk). The presentation is designed to be presented to various entities in the County to increase awareness of core programs.

PERFORMANCE MANAGEMENT REPORTS

Ms. Wright spoke to inform the Board of the CAHPS Survey Report. This is a generic survey that is given to patients, about 30 questions long, every three years. This survey is HRSA recommended overall. The survey results were very positive towards providers and clerks.

OLD BUSINESS – Wil Hayes

Mr. Hayes presented to the Board of Health of the draft Food Program Enforcement Procedures. These are the procedures that were talked about last month and will be in use beginning in January. A motion to approve the Food Program Enforcement Procedures was made by Bruce J. Bobofchak, D.D.S. and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board about the Revised Fee Schedule; nothing that the only posted change is the Radon Test Kit went up a dollar in cost and is now \$10. A motion to approve the Revised Fee Schedule was made by Doug Gibb and seconded by Kevin Satisfsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Mr. Harris notified the Board of the CHC Budget Progress Report. A motion to approve the CHC Progress Report was made by Doug Gibb and seconded by Elvith Santoyo-McNaught; the motion for approval was unanimously adopted by a voice vote.

Mr. Harris informed to Board of the needed approval of the 2019 Board of Health Meeting Schedule. A motion to approve the 2019 Board of Health Meeting 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.

Ms. Gabriel then reviewed with the Board of the 2019 CHC Provider Incentive Plan. Which incentivizes providers to see more patients, using cash incentive if they make the established goals. A motion to approve the 2019 CHC Provider Incentive Plan was made by Bruce J. Bobofchak, D.D.S and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reviewed with the Board of Health a request for Admin Services from the 708 Board. The 708 Board is asking for administrative support to help track minutes and take notes in meetings. They estimate the need for 20 hours a month, and it will be monitored so it does not interfere with their prior duties. A motion to approve the County Admin Services was made by DuRae Fletcher, Sr. and seconded by David Amore; the motion for approval was unanimously adopted by a voice vote.

UPCOMING BUSINESS

Mr. Harris informed the Board of the Knox County Board Finance Committee happening December 19, 2018 at 6:30 PM in the Knox County Annex.

Mr. Harris also informed the Board of the Knox County Board on December 26, 2018 at 6:00 PM in the Galesburg City Hall.

Lastly, Mr. Harris notified the Board of the next Board of Health Meeting on January 10, 2019 at 7:00 PM in the Knox County Health Department.

COUNTY BOARD LIAISON REPORT

Mr. Amore reported to the Board that starting next month, all the committee assignments change. The chairmen will be making those decisions and someone could possibly take Mr. Amore's place.

Mr. Amore also reported that the County Board Budget has been passed at the last Board meeting.

EXECUTIVE SESSION

At 8:05 PM an Executive Session was called to discuss Michele Gabriel's Evaluation is called by Doug Gibb and seconded by Bruce J. Bobofchak, D.D.S.; with a roll call vote of Dan Harris- yes,

Kevin Statsky, M.D.- yes, Elvith Santoyo-McNaught- yes, David Amor- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

At 8:50 PM, Doug Gibb made a motion to return to Open Session seconded by Bruce J. Bobofchak, D.D.S.; with a roll call vote of Dan Harris- yes, Kevin Statsky, M.D.- yes, Elvith Santoyo-McNaught- yes, David Amor- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

ADJOURNMENT

A motion to adjourn was made by Dan Harris and seconded by David Amore; the motion was adopted unanimously by a voice vote at 8:55 PM.

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