

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

March 14, 2019

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on March 14, 2019. Dan Harris called the meeting to order at 7:03 PM. Present were Dan Harris, Kevin Satsky, M.D., Doug Gibb, Elvith Santoyo-McNaught, Bruce J. Bobofchak, D.D.S., DuRae Fletcher, Sr., and Carol Scotton. Also present were Michele Gabriel, Administrator/CEO, Wil Hayes, Assistant Administrator, Jerome Townsell, Director of Facility & Finance, Patrese Jackson, Director of Human Resources and Morgan Lantvit, Administrative Clerk. Not present: Robert Bondi and Samuel D. Fox, M.D.

Guest: David Erickson, Knox County Farm Bureau Board

ADDITIONS TO AGENDA

Ms. Gabriel informed the Board of a couple Additions to the Agenda. The first being under the Public Health Administrator's Report called the MMR Status. Lastly, an Executive Session is added to discuss Board Member Involvement.

PRESIDENT'S BUSINESS – Dan Harris

Mr. Harris informed the Board of the Statement of Economic Interest. It is a sheet to look at any potential conflicts of interest and the Board members to sign/fill out and return it to the court house.

Mr. Harris then informed the Board of the Board of Health Term Expirations. Mr. Harris and Dr. Fox's terms are both expiring in July of this year. Mr. Harris would like to continue to serve on the Board and Dr. Fox will most likely not renew his term.

BUSINESS MEETING

Approval of Minutes

Mr. Harris informed the Board of the February 14, 2019 Board of Health Meeting Minutes. A motion to approve the February 14, 2019 Board of Health Meeting Minutes was made by Carol Scotton and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Gibb informed the Board of the Payment of March 2019 Bills. The total was originally at \$133,927.78, with tonight's numbers being \$142,702.84, a difference of \$8,775.06. Mr. Gibb went on to say the largest expenses were Dental Equipment \$2,859.14, IT Services \$1,846.24, Advertising \$1,229.44, Dental Supplies \$1,069.39, Travel/Training \$895.60, Client Services \$515.98, Interpreter Services \$142.37, Office Supplies \$112.90, and Snow Removal \$104.00. A motion to approve the Payment of March 2019 Bills was made by Bruce Bobofchak, D.D.S. and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board of the Financial Statements for period ending February 28, 2019. There are still outstanding revenue sources. It has been a late year with the state. The Department received some LIHEAP payments and the Health Protection Grant, but they are not reflected in the numbers in the packet.

Ms. Gabriel informed the Board of the FY18 Year End Financial Report. Mr. Townsell was able to process the final budget analysis for the year as we finally got the information we were waiting on. Included was the distribution of property taxes and a summary of expenses and revenue.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel informed the Board of the Staff Introductions. Ms. Gabriel introduced Patrese Jackson our new Director of Human Resources to the Board.

Ms. Gabriel informed the Board of the Capital Link Capital Project Learning Collaborative. It is a free learning collaboration about capital planning that the Health Department was accepted into. The executive team sits on these webinars and learns about resourcing, financials, what to capitalize, etc. to begin capital planning. We are very pleased to be participating.

Ms. Gabriel informed the Board of National Public Health Week. It is the first week of April to recognize our staff and the amazing job they do. We will be doing a BBQ for staff and a public radio outreach and public messages to the community.

Ms. Gabriel then informed the Board of the FY19 Grant Status Update. The state is a little behind with grants. We are three months into some contracts and we just now received funds to do the service so the State's playing catchup. The Department primarily has most of our grant contracts.

Ms. Gabriel enlightened the Board of the Report of Annual Board of Health Activity 2018. There were a lot of successful programs and activities we did last year. There are still some active programs from last year running into this year and some items of interest that we want to begin this year.

Ms. Gabriel lastly informed the Board of the MMR Status. Measles are occurring around Illinois, even though there are no positive cases locally. Therefore, at the recommendation of IDPH, we are making sure all our providers are up to date on their immunizations and we are making sure we have all the updated records.

PERFORMANCE MANAGEMENT REPORTS

Ms. Gabriel informed the Board of the Evidence of HIPPA Policy Compliance. This is just to make sure our electronic system is secure and in compliance. The only thing not in compliance found were a few former employee emails that were removed. A motion to approve the Evidence of HIPPA Policy Compliance was made by Bruce Bobofchak, D.D.S. and seconded by Elvith Santoyo-McNaught; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board of the FY19 Potential Budget Adjustments. Our current EHR, Electronic Health Record, is at end of life. Therefore, we are in the search for a new one which will require a lot of training and a six to nine month switching over process. This can also affect patient numbers as our providers will be trying to learn a new system and will be a big change. We are also having trouble finding a 2nd dentist. Also, the parking lot is too small as we ran into too many problems when we had a lot of snow. Losing spots in the back forced employees to park across the street or in the front, and parking in the front made less spaces for patients. Therefore, we are looking into expanding our parking lot. Lastly, we switched our email to Outlook 360 and are now looking to upgrade our computer server.

Ms. Gabriel then informed the Board of the FY20 Budget Development. It will involve salaries moving with minimum wage increase. We will also be looking at the LIHEAP Program as a whole. We plan on doing it for another year, but the Department currently may be losing more money than money comes in, we will look at the program overall. The phone system is also very outdated, and we are looking into getting a new system. We also face a couple of capital challenges like the parking lot or our building to hold all our employees comfortably.

Ms. Gabriel lastly informed the Board of the Illinois Minimum Wage Increase. The Department is creating a plan now to cover every year until 2025. The proposed plan will be in increments to follow along with minimum wage rising every year. The Health Department salary schedule will increase in six years instead of adjusting the schedule in one year. This gives the Department a better chance to plan and make the best decisions as we have the concern of retaining staff.

BOARD MEMBER COMMENTS

Mr. Gibb congratulated Ms. Santoyo-McNaught for being recognized by the Chamber of Commerce for being named a recipient of the 20 under 40-year old's award.

EXECUTIVE SESSION

At 8:12 PM an Executive Session to discuss Board Member Terms is called by Doug Gibb and seconded by Dan Harris; with a roll call vote of Dan Harris- yes, Doug Gibb- yes, Elvith Santoyo-McNaught- yes, Bruce Bobofchak, D.D.S.- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

At 8:30 PM Doug Gibb made a motion to return to Open Session seconded by DuRae Fletcher, Sr. and followed by a roll call vote of Dan Harris- yes, Doug Gibb- yes, Elvith Santoyo-McNaught- yes, Bruce Bobofchak, D.D.S.- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

ADJOURNMENT

A motion to adjourn was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S., the motion was adopted unanimously by a voice vote at 8:35 PM.

Respectfully Submitted By: Morgan Lantvit
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