

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

May 9, 2019

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on May 9, 2019. Dan Harris called the meeting to order at 7:05 PM. Present were Dan Harris, Kevin Satsky, M.D., Doug Gibb, Elvith Santoyo-McNaught, Robert Bondi, Bruce J. Bobofchak, D.D.S., DuRae Fletcher, Sr., and Carol Scotton. Also present were Michele Gabriel, Administrator/CEO, Amy Anderson, C.O.O., Wil Hayes, Assistant Administrator, Jerome Townsell, Director of Facility & Finance, and Morgan Lantvit, Administrative Clerk. Not present: Samuel D. Fox.

ADDITIONS TO AGENDA

Ms. Gabriel informed the Board of one Addition to the Agenda. That addition being an Executive Session to discuss Executive Session Meeting Minutes.

BUSINESS MEETING

Approval of Minutes

Mr. Harris informed the Board of the April 11, 2019 Meeting Minutes. A motion to approve the April 11, 2019 Meeting Minutes was made by Robert Bondi and seconded by Bruce J. Bobofchak; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Gibb informed the Board of the FY19 Budget Line Item Adjustments. Everything is currently within the budget. The Department purchased additional equipment and Behavioral Health contracts. Needed more money in LIHEAP as the Department pays for things, and receives checks later, rollover money is being used. A motion to approve the FY19 Budget Line Item Adjustments was made by Robert Bondi and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb then informed the Board of the Payment of May 2019 Bills. The number originally at \$149,273.92, with tonight's numbers being \$152,091.49, a difference of \$2,817.57. Mr. Gibb went on to say the largest expenses were Employment Ads at \$883.48, Travel/Training at \$710.60, Client Services \$517.40, Supplies at \$374.91, and IT Services at \$331.18. A motion to approve the Payment of May 2019 Bills was made by Bruce J. Bobofchak and seconded by Robert Bondi; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board of the Financial Statements for period ending April 30, 2019. Currently it is still in the negative, until the Department receives the tax levy which will put us in the positive. Everything is right on track for revenues and expenditures. More in red, negative, this time due to LIHEAP; due to spending money and then receiving checks.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel then informed the Board of the FY20 Knox County Health Department Draft Budget. This will be the first Draft Budget of a few different drafts. The finalized draft will be made around October.

Ms. Gabriel informed the Board of the State's Attorney Opinion Re: Non-Appointment County Board Member Attendance and Voting. This is just an informational item, just in case of any future confusion. Non-appointed County Board Members, that attend the meeting in replacement, are not allowed to vote for any action items on agenda. Only appointed County Board Member can vote if present.

Ms. Gabriel then informed the Board of the Bid to Hire Architect to Expand Parking Lot at Health Department. This past winter, the Department ran into the issue of losing parking spaces due to snow and having employees must park across the street. Also, with the Department growing, parking is tight in the back of the building for employees, and we don't want employees to park up front and take patient parking. Therefore, the Department plans to go out and bid on site plans and architects to expand the parking lot and make plans for the potential expansion of the building.

OLD BUSINESS – Wil Hayes

Ms. Gabriel informed the Board of the Integrated Behavioral Health Services Supplemental Funding Grant. This will help with our Substance Disorder program that we are starting and be able to hire a care coordinator. The care coordinator will be able to call patients to check on them and make sure they show up to appointments and assist any patient's personal needs. It will also give the opportunity to hire a Behavioral Health Director. A motion to approve the Integrated Behavioral Health Services Supplemental Funding Grant was made by Robert Bondi and seconded by Bruce J. Bobofchak; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel then informed the Board of the Oral Health Infrastructure Grant. The grant can help us update any of our dentistry equipment like the x-ray equipment. We can also see if the grant will help pay for the new Electronic Health Record (EHR). With the new EHR, the Department plans to go completely digital. A motion to approve the Oral Health Infrastructure Grant was made by Robert Bondi and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board of the FY20-FY25 Plan to Address State of Illinois Increase to Minimum Wage for Health Department Salary Schedule. This is a plan to move forward and be able to stay in compliance and stay competitive to other entities. This is not a final decision and the plan can be adjusted or reviewed year to year if needed. A motion was made to approve the Plan to Address State of Illinois Increase to Minimum Wage for Health Department Salary Schedule for the period of FY20- FY21 with the addition of direction to have a business plan completed for the Health Department Salary Schedule within that time period was made by DuRae Fletcher, Sr. and seconded by Robert Bondi; the motion passed with 7 yes', 0 no's, and 1 abstention.

Ms. Gabriel then informed the Board of the FY20- FY25 Plan to Address State of Illinois Increase to Minimum Wage for Existing Employee Salaries. Employees below the base salary will be bumped up to the base, and employees above the base salary will receive a 1% cola. A motion was made to approve the Plan to Address State of Illinois Increase to Minimum Wage for Existing Employee Salaries for the period of FY20- FY21 by Robert Bondi and seconded by DuRae Fletcher, Sr.; the motion passed with 7 yes', 0 no's, and 1 abstention.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board of the Lead/Communicable Disease Program Specialist Job Description. A motion to approve the Lead/Communicable Disease Program Specialist Job Description was made by Doug Gibb and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

There was no action taken on the LIHEAP Reviewer/Verifier Job Description. This item will be added to the June Agenda to take action on.

Ms. Gabriel then informed the Board of the Environmental Health Program Supervisor. The only change made to this job description was the grade level was bumped up one. A motion to approve the Environmental Health Program Supervisor was made by Robert Bondi and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board of the Amended FY19 Board of Health Meeting Schedule. The Board of Health meeting time for the remainder of the year was moved to 6:30 PM instead of 7 PM. A motion to approve the Amended FY19 Board of Health Meeting Schedule was made by Robert Bondi and seconded by Bruce J. Bobofchak; the motion for approval was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON

Mr. Bondi informed the Board that the County is changing health insurance companies for their employees.

EXECUTIVE SESSION

At 8:13 PM an Executive Session to discuss Executive Session Minutes is called by Doug Gibb and seconded by Dan Harris; with a roll call vote of Dan Harris- yes, Kevin Satsisky, M.D.- yes, Doug Gibb- yes, Elvith Santoyo-McNaught- yes, Robert Bondi- yes, Bruce J. Bobofchak- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

At 8:20 PM, Dan Harris made a motion to return to Open Session seconded by Kevin Satsisky, M.D. and followed by a roll call vote of Dan Harris- yes, Kevin Satsisky, M.D.- yes, Doug Gibb- yes, Elvith Santoyo-McNaught- yes, Robert Bondi- yes, Bruce J. Bobofchak- yes, DuRae Fletcher, Sr.- yes, and Carol Scotton- yes.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Kevin Satsisky, M.D., the motion was adopted unanimously by a voice vote at 8:20 PM.

Respectfully Submitted By: Morgan Lantvit
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