

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

June 13, 2019

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on June 13, 2019. Dan Harris called the meeting to order at 6:50 PM. Present were Dan Harris, Kevin Satsky, M.D., Elvith Santoyo-McNaught, Robert Bondi, DuRae Fletcher, Sr. Also present were Michele Gabriel- Administrator/CEO, Staci Simpson- Director of Operations, Jerome Townsell- Director of Facility & Finance, Erin Olson- Director of Wellness Promotion and Morgan Lantvit- Administrative Clerk. Not present: Doug Gibb, Bruce J. Bobofchak, D.D.S., and Carol Scotton.

ADDITIONS TO AGENDA

Ms. Gabriel informed the Board of one Addition to the Agenda. That Addition being under Business Meeting as an FY19 Budget Adjustment.

PRESIDENT'S BUSINESS – Dan Harris

Mr. Harris informed the Board of the Bid Opening: Hire Architect for Creation of Site and Drainage Plan to Expand Parking Lot. The Health Department sent the bid to local agencies and posted it in the paper. A motion to approve for the Health Department to take the lower of the two opened bids received was made by Dan Harris and seconded by Robert Bondi; the motion for approval was unanimously adopted by a voice vote.

Mr. Harris then informed the Board of the Board of Health Bylaw Review Committee. Mr. Satsky, along with Carol Scotton who are on that Committee, informed the Board of the changes they had talked about and changes to be made. In the Bylaws, they want to make clear how the Appointed County Board Member works and if there is a fill in County Board member, what they can and cannot do. Also talked about an attendance policy of a 12-month period and how many can be missed or excused. Next, the Committee thought it should be written clear if or if not, the County Board Liaison can take an officer position. Lastly, talked about Board Members being able to call in a conference call to attend the meeting and make quorum.

BUSINESS MEETING

Approval of Minutes

Mr. Harris informed the Board of the need to re-approve the March 14, 2019 Meeting Minutes due to not having quorum at the time. A motion to re-approve the March 14, 2019 Board of Health Meeting Minutes was made by Robert Bondi and seconded by Keven Satsisky; the motion for approval was unanimously adopted by a voice vote.

Mr. Harris then informed the Board of the approval of the May 9, 2019 Meeting Minutes. A motion to approve the May 9, 2019 Board of Health Meeting Minutes was made by Robert Bondi and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report – Jerome Townsell

Ms. Gabriel informed the Board of the FY19 Budget Adjustment. The Health Department received extra money from the Health Protection Grant and the money is being added into the budget. We also got an increase for Immunizations for \$20,000. Also, received an increase of the HPV Grant to help with knowledge and awareness of \$8,000. A motion to approve the FY19 Budget Adjustment was made by Robert Bondi and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell informed the Board of the Payment of June 2019 Bills. The numbers originally at \$123,182.31, with tonight's numbers being \$147,884.98, a difference of \$24,702.67. Mr. Townsell went on to say the largest expenses were Dues at \$6,561.31, Dental Supplies at \$3,655.39, Room Remodel at \$3,590.00, Advertising at \$2,639.31, Medical Supplies at \$1,977.64, Client Services at \$1,606.06, Vaccine at \$1,455.01, Travel/Training at \$628.00, Lawn Care at \$592.00, Postage at \$400.00, Office Supplies at \$351.77, Tank Rental at \$332.06, Waste Removal at \$307.50, Maint Supplies at \$271.00, Interpreter Services at \$106.14, Subscriptions at \$100.00, IT Services at \$92.48, and Lab Services at \$37.00. A motion to approve the Payment of June 2019 Bills was made by Robert Bondi and seconded by Kevin Satsisky; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell then informed the Board of the Financial Statements for period ending May 31, 2019. The Health Department is still waiting on the property tax payment, but other than that everything is on track.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel informed the Board of the CHC Electronic Health Record Selection. The EHR that was selected was E-Clinical Works, an all-inclusive system, which the Department will go live with on September 23, 2019, which is before our old EHR is turned off. All three of the Health Department services, dental, behavioral health, and medical will be able to use this EHR.

Ms. Gabriel also informed the Board of the IPLAN (Illinois Plan for Local Assessment of Needs) Update. IPLAN kept its old certification requirements. The Department plans on next month and the month after to create policies and procedures and plan for moving forward because the Department is two years out from the certification date renewal, and it takes a couple years to go through the process.

Ms. Gabriel informed the Board of a Legislative Update. Tobacco 21 passed, the Governor did sign it, and is effective July 1, 2019 which means it is illegal for any persons under 21 to purchase any tobacco products. Next, there is a capital program in the new state budget, Rebuild Illinois, which has money in there to improve the Chicago State Lab which is in dire need of an update. Also, recreational cannabis passed effective January 1, 2020; a percentage of the tax dollars were going to go to state health departments which would be passed on to local health departments for preventative education, lifestyle choices, overall health, etc. but that was removed right before it passed and the money is going to DHS instead. Next, was a food handling item about posting signage about food allergies but hasn't passed it as it is still in the governor's office. Also, still in the governor's office is Bill 2276 which prohibits any adult of smoking in the car with a child under the age of 18. The budget is complete and out on time, and our public health funding is level. Lastly, is the minimum wage increase was passed.

Ms. Gabriel then informed the Board of Staffing News. The Health Center successfully hired another dentist, Dr. Andrea Miller beginning July 2019.

DIVISION DIRECTOR REPORTS

Ms. Olson informed the Board of the FY19 Public Health Emergency Preparedness Program. The Emergency Health Preparedness Grant is a grant that the Department receives yearly, and this year the Department received a \$2,800 increase in the grant, which totaled it out to \$54,546. With this grant, the Department does mandated things that come right from the state like drills and keeping staffing informed. The Department is also working on a Quarantine and Isolation policy and plan for the county. With a lot of new staffing that came in, there will be a lot of training within the Department. There will be monthly trainings held with staff that is part of the Incident Command Center. Some of the trainings are online and some are face-to-face.

Ms. Olson then informed the Board of the STD Prevention Community Outreach. Staff from the Department and the Health Center went to the 2nd Annual Pride Picnic. The staff took information regarding STD, HIV, HEP, Health Center, and WIC to be able to hand out to people. Six vaccines were given out for HEP A, the special 1 dose for high risk series, and about 35-50 people were talked to and informed about our programs and what we do. The picnic was well attended and was very exciting for the staff to give out more information to the public.

POPULATION HEALTH MANAGEMENT REPORT

Ms. Gabriel informed the Board of the 2018-2019 Syphilis Case Numbers in Knox County, IL. In 2018, there was a total of six Syphilis cases, and now in 2019 with half a year still to go, there is a total number of 14 Syphilis cases with two false positives. Many of the counties around us are experiencing the same thing, possibly blaming online and on your phone hook-up apps. Rock Island has already declared an epidemic for Syphilis and Gonorrhea. Right now, Knox County is focusing on education and keeping an eye on the numbers in case.

OLD BUSINESS – Wil Hayes

Ms. Gabriel informed the Board of the LIHEAP Reviewer/Verifier Job Description. This job is covered in the LIHEAP grant. Once the application is complete, the LIHEAP Reviewer/Verifier really combs over the application to ensure there is no more additional information needed, no errors, and everything is correct before truly turned in. A motion to approve the LIHEAP Reviewer/Verifier Job Description was made by Robert Bondi and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel then informed the Board of the FY18 CHC Audit and Corrective Action Plan. There was a siting with a Sliding Fee Scale. There is an intense auditing process with the sliding fee scale which is outline in the Corrective Action Plan. Lori Quick, Health Center Coordinator, checks 100% of the sliding fee applications now prior to the visit and before the patient leaves, so if anything needs to be corrected, it can be corrected right then and there. This process has been successful, even with Ms. Quick checking 100% of the applications the errors are going down.

COUNTY BOARD LIAISON

Mr. Bondi informed the Board of the County Board Report. The new health insurance program was approved and went through. The County is also two months ahead in budgeting.

EXECUTIVE SESSION

At 8:00 PM an Executive Session to discuss Review Board of Health Applications for Physician Member Opening, Review Executive Session Minutes for Approval, and Provider Staffing Report is called by Robert Bondi and seconded by DuRae Fletcher, Sr.; with a roll call vote of Dan Harris- yes, Kevin Satsky, M.D.- yes, Elvith Santoyo-McNaught- yes, Robert Bondi- yes, DuRae Fletcher, Sr.- yes.

RETURN TO OPEN SESSION

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

Mr. Harris informed the Board of the need to Approve Board of Health Application for Physician Member Opening and Forward Recommendation to Knox County Board. A motion to approve the Board of Health Application for Physician Member Opening and Forward Recommendation to Knox County Board was made by Robert Bondi and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Mr. Harris then informed the Board of the need to Approve Executive Session Minutes. A motion to approve the revised agenda 17 B item to a consent agenda item brought forth under Executive Session to Approve all Executive Session Minutes that were discussed and Not Release them was made by Robert Bondi and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion to adjourn was made by Robert Bondi and seconded by DuRae Fletcher, Sr., the motion was adopted unanimously by a voice vote at 8:25 PM.

Respectfully Submitted By: Morgan Lantvit
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