

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

August 8, 2019

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on August 8, 2019. Dan Harris called the meeting to order at 6:36 PM. Present were Dan Harris, Doug Gibb, Elvith Santoyo-McNaught, Robert Bondi, DuRae Fletcher, Sr, Carol Scotton. Also present were Michele Gabriel, Administrator/CEO, Jerome Townsell- Director of Facility & Finance, Wil Hayes- Assistant Administrator, Amy Anderson- Chief Operations Officer, Angel Wright- Director of Compliance and Quality, and Morgan Lantvit- Administrative Clerk. Not present: Kevin Satsky, M.D., Bruce J. Bobofchak, D.D.S., and Clifford Martin, M.D.

Guest: Drew Desutter- Farm Bureau

ADDITIONS TO AGENDA

Ms. Gabriel informed the Board of one addition and one deletion to the Agenda. The one addition under Public Health Administrator's Report being the Food Fee Review and the one deletion being the Executive Session.

BUSINESS MEETING

Approval of Minutes

Mr. Harris informed the Board of the Minutes of Board of Health Meeting; July 11, 2019. A motion to approve the July 11, 2019 Board of Health Meeting Minutes was made by Doug Gibb and seconded by Robert Bondi; 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 August 2019 Bills. The numbers originally at \$112,713.18, with tonight's numbers being \$112,756.10, a difference of \$42.92. Mr. Gibb went on to say the largest expenses being Travel at \$42.92. A motion to approve the Payment of August 2019 Bills was made by Carol Scotton and seconded by Elvith Santoyo-McNaught; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board of the Financial Statements for period ending July 31, 2019. Currently reporting negative as the Department is waiting for the property tax payment.

Ms. Gabriel then informed the Board of the FY20 Draft Knox County Health Department Budget. The biggest in the budget being LIHEAP. This budget also includes the updated Salary increase due to minimum wage going up. IMRF also increased by 1%, so the budget accounts for that. The final draft of the budget will be given to the Board next month for approval and will then be forwarded to the Knox County Board.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel informed the Board of the Site and Drainage Plan Update. The survey report was completed and progress in being made. Still hoping for some of it done before winter and the first snowfall.

Ms. Gabriel and Mr. Hayes informed the Board of the Food Fee Review. Most Food Program fees have not been reviewed or updated by the Board in over 10 years. Ultimately, if it is the decision of the County Board if they want to increase fees, but it is the responsibility of the Board of Health to propose fees to the County. The 2019 Time Study showed 67% of EH staff time spent working in Food Safety Program. The breakdown of revenue used to cover food program costs by percentage is 28.38% is program fees, 26.16% is Local Health Protection Grant, and 45.46% is from the Tax Levy. The Board has always adopted a philosophy of offsetting food program costs through the tax levy because taxpayers benefit from the service, however it has never been determined how much that supplement should be. A reduction in the amount of tax levy used to offset food program fees would increase money available for other programs such as health education. It was discussed that our fees are drastically lower than any other county surrounding us. The Board asks the Department to create a proposal about seeing what happens if there is a decrease in tax levy revenue and increasing fees.

DIVISION DIRECTOR REPORTS

Ms. Anderson informed the Board of the National Health Center Week; August 4-10. The Health Center held a day for children's yoga and mindfulness. There was also a cookout held for the Department and Health Center employees to show appreciation to them. There was also a stress management class and patient appreciation. It was a very big success.

Ms. Anderson then informed the Board of the CHC BHI Funding Update. The Health Center received two different Notice of Awards. The first Notice of Award for \$167,000.00 is for Behavioral Health and is money given to help hire a Behavioral Health Director position and help fund the new EHR. The second Notice of Award for \$110,000.00 is for Behavioral Health to help fund the Substance Use Disorder Program and hopefully help be able to hire a care coordinator and counselor.

Mr. Hayes informed the Board of the LIHEAP Program Ramp Up. The Department received an increase for funding for LIHEAP. The Department is currently preparing for the new season and has hired a full-time LIHEAP Reviewer. This season the intake workers will be taking 16 cases per day instead of 12. There will be a few off-site dates in October and adding one or two nights a month; this is to help ensure that patients that can't make it to the Department or make it during the day, can still get an interview. The Department will also be moving the LIHEAP offices closer to the door so those with handicaps or difficulty walking do not need to walk very far into our building. The Department will also start advertising about our LIHEAP program. The start date is October 1, 2019.

PERFORMANCE MANAGEMENT REPORTS

Ms. Wright informed the Board of the CHC Patient Survey Report. Some of the statistics are as follows: 79% of patients prefer daytime hours of 8 AM – 4 PM Monday – Friday, 87% of patients were seen by a provider within 20 minutes of check in, 50% of patients prefer to be contacted with a phone call, 68% of patients have no difficulty finding transportation to appointments, however 32% do have issues which will be addressed, and 59% of patients rated their care 9 or 10. What the Health Department has learned with doing this survey is patients like personal connection to the nurses and providers that they receive care from at the Health Center and appreciate phone call reminders, the Health Center hours are meeting patient needs, and transportation barriers need to be addressed. The Case Coordinator helps with any barrier issues like transportation by giving patients cab vouchers and bus passes when needed. For the Fall survey, the Department plans to get more specific about the questions asked especially about transportation to really be able to narrow down the problems to be able to help our patients properly.

OLD BUSINESS

Ms. Scotton informed the Board of the Amended Board of Health Bylaws. The biggest changes to the Bylaws were Article III- attendance, Article IV- the County Board Liaison is not allowed to be an officer on the Board of Health, Article V- amended language, Article X- suggestions by the public will be taken during regular meeting, and a note at the end of the Bylaws that states that they were revised and/or reviewed and when. A motion to approve the Article III Bylaws was made by Doug Gibb and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote. A motion to approve the Article IV Bylaws was made by DuRae Fletcher and seconded by Carol Scotton; with a roll call vote of Dan Harris- yes, Doug Gibb- yes, Robert Bondi- No, DuRae Fletcher- yes, Elvith Santoyo-McNaught- yes, and Carol Scotton- yes. A motion to approve Article V Bylaws was made by Doug Gibb and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote. A motion to approve the Article X Bylaws was made by Robert Bondi and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board of the 2020 Holiday Schedule. A motion to approve the 2020 Holiday Schedule was made by Doug Gibb and seconded by Robert Bondi; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel then informed the Board of the FY20 Flu/Pneumonia Pricing. Last year a regular dose was \$30, and a high dose was \$60. This year a regular dose is \$35, and a high dose is \$65. A motion to approve the FY20 Flu/Pneumonia Pricing was made by Robert Bondi and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON

Mr. Bondi informed the Board that the County is going through the Budget, having extra meetings.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Robert Bondi, the motion was adopted unanimously by a voice vote at 8:05 PM.