

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

**September 12, 2019
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on September 12, 2019. President Dan Harris called the meeting to order at 6:36 PM. Present were Dan Harris, Kevin Satisfsky, MD, Doug Gibb, Robert Bondi, Bruce J. Bobofchak, DDS, DuRae Fletcher, Sr, and Carol Scotton. Also present were Michele Gabriel, Public Health Administrator, Jerome Townsell, Director of Finance and Facilities Management, Wil Hayes, Assistant Public Health Administrator, Amy Anderson, Chief Operations Officer for the Community Health Center, and Erin Olson, Director of Wellness Promotion. Not present: Elvith Santoyo-McNaught and Clifford Martin, M.D.

ADDITIONS TO AGENDA

The following action items were added to the Agenda; under Business Meeting; FY19 Budget Line Item Adjustment.

PUBLIC COMMENT

There were no items for Public Comment.

PRESIDENT'S BUSINESS

In the first item under President's Business, Dan Harris introduced to the Board to Kevan Cooper of Bruner, Cooper, and Zuck. Mr. Cooper reviewed the Site and Drainage Plan prepared for the Board of Health reporting that next steps include forwarding the documents to the City of Galesburg for approval and completion of the bid process; it is estimated what the project will take 3 months start to finish. After much discussion, the Board expressed consensus that the presented Site and Drainage Plan was appropriate, and that Mr. Cooper move forward with obtaining City of Galesburg approval and the bid process.

In the next item under President's Business, Dan Harris discussed strategies with Board members for completion of the annual performance evaluation for the Public Health Administrator. He went on to note that historically a committee has been appointed to direct the process in collaboration with representatives appointed by the Governance Board. After discussion, Dan Harris and Bruce Bobofchak, DDS were appointed to this committee. The committee will report to the Board of Health at the October meeting.

In the final item under President's Business, Dan Harris advised Board members that each year in the fall, the Board appoints members to a Nominating Committee. He went on to add that the committee will provide a slate of candidates for Board of Health Officers at the October Board meeting. The slate of candidates will be voted on at the November meeting, and elected officers will assume positions at the December meeting. Doug Gibb and Carol Scotton were appointed to serve on the Nominating Committee.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the August 8, 2019 meeting as circulated was made by Kevin Satsky MD and seconded by DuRae Fletcher, Sr. The motion was adopted unanimously.

Treasurer's Report

Under the Treasurer's Report, Doug Gibb presented the Board FY19 Budget Line Item Adjustments requesting that the Board act individually on the two requests. The first request was for the Community Health Center budget and moved \$8,000.00 from FQHC Behavioral Health and FQHC Medical to Marketing and Promotion to increase funding for employment advertisements; funding was moved from line items that contain the positions being advertised and was all within budget. A motion to approve the Community Health Center FY19 Budget Adjustment was made by Carol Scotton and seconded by Robert Bondi. The motion was adopted unanimously. The second request was for the Health Department budget and moved \$10,000.00 from Capital Outlay-Building to Computer Support (\$7,000.00), Office Supplies (\$1,500.00), and Telephone (\$1,500.00) to increase funding for email program changes and phone changes; funding moved was all within budget. A motion to approve the Health Department FY19 Budget Adjustment was made by Carol Scotton and seconded by Kevin Satsky. The motion was adopted unanimously.

Next under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of September 2019 totaling \$98,922.88; expenses included in the mailing totaled \$91,206.09. He went on to note that additional expenses since the mailing of the agenda included: IT Services, Employment Ads, Training and Travel Expenses, Dental Supplies, Building Maintenance, Maintenance Supplies, Tank Rental, and Client Services. A motion was made by Robert Bondi to approve payment of the September bills; the motion was seconded by Carol Scotton. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, Director of Finance and Facilities Management reviewed with the Board the Financial Statements for period ending August 30, 2019. Jerome reported a current net revenue over expenditures of \$181,491.10 for the period and \$140,910.74 for the fiscal year.

In the final item under the Business Meeting, the Board was presented the final draft of the Knox County Health Department FY20 Budget for action. Mr. Townsell reiterated to the Board the FY20 Budget before them includes increased salaries as previously approved by the Board to address the Illinois increase to minimum wage. After much discussion, a motion was made by Robert Bondi to approve the FY20 Knox County Health Department Budget as presented and forward the budget to the Knox County Board and seconded by Bruce J. Bobofchak, DDS. The motion was adopted unanimously.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item under the Administrator's Report, Michele Gabriel discussed with the Board the Service Area Competition (HRSA-20-019) application due November 20, 2019. She went on to state that this is the competitive application that is filed by the Health Department every three years for the Section 330 Federally Funded Community Health Center, and the other two years a Budget Progress Report is filed. The successful application will result in the beginning of a new 3-year grant period beginning May 1, 2020.

In the final item under Administrator's Report, Ms. Gabriel provided the Board with a report of staffing updates for the Health Department. She continued by noting that Terri Hicock, APN had begun working within the Community Health Center Monday, September 9, 2019. Ms. Hicock will be providing medication management services for patients, as well as integrated medical care for those patients utilizing both medical and behavioral health services at the Knox Community Health Center. She closed noting that the Health Department is also working to finalize the hiring of a new LCSW.

DIVISION DIRECTOR REPORTS

Wil Hayes, Assistant Public Health Administrator, discussed the status of the Knox County Health Department FY20 Flu Program, noting that the flu vaccine order has been arriving slowly and in pieces. The full order is not expected to arrive until mid-October and, as such, the Health Department has advised Hinchliff, Pearson, and West that we will not be holding a Drive-Thru Clinic this year.

Erin Olson, Director of Wellness Promotion provided an update of the LIHEAP (Low Income Heating and Electrical Assistance Program) program and activities occurring at the Knox County Health Department reporting that, new in 2020, the Program will begin taking appointment on September 16, 2019. Regular appointments will begin October 1, 2019 and public promotion and outreach will begin once the media release is approved by the State.

Amy Anderson, Chief Operations Officer for the Knox Community Health Center provided an update for the Board regarding the ongoing EHR (Electronic Health Record) Transition, noting that the Department is experiencing a delay in Go-Live resulting from the current EHR provider, Greenway, releasing data for migration to the new EHR, eClinical. The delay will result in the Go-Live date being pushed from Monday, September 23, 2019 to Monday, October 28, 2019. Ms. Anderson noted that training dates and schedules are being adjusted and eClinical trainers will still be onsite for Go-Live the full week of October 28, 2019.

POPULATION HEALTH MANAGEMENT REPORTS

There were no items on the Agenda under Population Health Management Reports.

PERFORMANCE MANAGEMENT REPORTS

There were no items on the Agenda under Performance Management Reports.

WORK SESSION

There were no items on the Agenda under to be completed under Work Session.

OLD BUSINESS

In the only item on the Agenda under Old Business, Michele Gabriel provided the Board a presentation on Food Program Permit Fees; including, the review of several scenarios for the Board of Health to consider for the proposed fee increase. Ms. Gabriel went on to report that, as requested during their August meeting, several scenarios had been developed for presentation to the Board; including: Scenario #1 Flat Fee Increases, Scenario #2 5-10% Fee Increases, Scenario #3 10-15% Fee Increases, and Scenario #4 Food Service Advisory Group Recommendations. After presentation of the details of the four scenarios, Ms. Gabriel recommended to the Board that they approve Scenario #4 the Food Service Advisory Group Recommendations and forward it to the Knox County Board with the recommendation to open and amend the Knox County Health Ordinance Article II Food Safety Appendix A, with the recommended fee schedule. After a period of discussion and questions, a motion was made by Bruce J. Bobofchak, DDS to approve Scenario #4 the Food Service Advisory Group Recommendations and forward it to the Knox County Board with the recommendation to open and amend the Knox County Health Ordinance Article II Food Safety Appendix A, with the recommended fee schedule, and seconded by Carol Scotton. The motion was adopted unanimously.

NEW BUSINESS

There were no items on the Agenda under New Business.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on September 18, 2019 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on September 25, 2019 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on October 10, 2019 beginning at 6:30 p.m. at the Knox County Health Department.

COUNTY BOARD LIAISON

Robert Bondi reported to the Board of Health that the Finance Committee of the Knox County Board has almost balanced and completed development of the FY20 Knox County Budget. Once everything has been received and finalized with all Departments the document will go before the full Knox County Board in September.

BOARD MEMBER COMMENTS

Under Board member comments Carol Scotton reiterated Robert Bondi's comments at the August meeting that the Board of Health should have further discussions about Recreational Cannabis Use in Knox County. Additionally, Dr. Kevin Satsky discussed the need for further Rabies Vaccine Activities and Education, as well as questioned whether there were any State of Illinois discussions about the Regulation of Meal Delivery Services.

EXECUTIVE SESSION

A motion to go into Executive Session at 8:05 p.m. to Review Executive Session Minutes for Approval was made by Robert Bondi and seconded by Bruce J. Bobofchak, DDS. Roll call, Dan Harris, YES, Kevin Satsky, MD, YES, Doug Gibb, YES, Robert Bondi, YES, Bruce J. Bobofchak, DDS, YES, DuRae Fletcher, Sr, YES, and Carol Scotton, YES.

A motion to leave Executive Session at 8:15 p.m. was made by Robert Bondi and seconded by Kevan Satsky. Roll call, Dan Harris, YES, Kevin Satsky, MD, YES, Doug Gibb, YES, Robert Bondi, YES, Bruce J. Bobofchak, DDS, YES, DuRae Fletcher, Sr, YES, and Carol Scotton, YES.

RETURN TO OPEN SESSION

A motion to Return to Open Session at 8:15 p.m. made by Doug Gibb and seconded by Robert Bondi. Roll call, Dan Harris, YES, Kevin Satsky, MD, YES, Doug Gibb, YES, Robert Bondi, YES, Bruce J. Bobofchak, DDS, YES, DuRae Fletcher, Sr, YES, and Carol Scotton, YES.

Upon return to open session, a motion was made by Robert Bondi to approve and leave closed the March 14, 2019 Executive Session Minutes as reviewed. The motion was seconded by Doug Gibb; the motion was adopted unanimously.

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the September 12, 2019 Board of Health meeting; the motion was seconded by Kevin Satsky. The motion was adopted unanimously. The meeting adjourned at 8:20 p.m.