

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

October 10, 2019

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

The Knox County Board of Health meeting was held on October 10, 2019. President Dan Harris called the meeting to order at 6:00 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, Elvith Santoyo-McNaught, 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 Jessica Hart, RN, Director of Family Health Services. Not present: Robert Bondi, Bruce Bobofchak, DDS, and Clifford Martin, M.D. Guests present, Jennifer Beard with the Knox County Farm Bureau.

ADDITIONS TO AGENDA

The following action items were added to the Agenda; under Business Meeting; FY19 Budget Line Item Adjustment; under President's Business: Update Regarding Administrator Performance Evaluation, and Nominating Committee Update; and under the Public Health Administrator's Report: Parking Lot Update, and Health Department Organizational Chart Update.

PUBLIC COMMENT

Jennifer Beard with the Knox County Farm Bureau noted she was happy to be in attendance.

PRESIDENT'S BUSINESS

In the first item under President's Business, Dan Harris reintroduced the topic of recreational cannabis noting that previously, Board had expressed a desire to further discuss the topic during a Board of Health meeting, as well as requesting that the Administrator find a summary of the law for Board of Health member review. Michele Gabriel went on to note there is no further information at this time regarding what, if any, role local public health agencies in Illinois will play in the regulation of recreational cannabis. He closed noting that the documents in their packet this evening; including: Recreational Cannabis in Illinois Counties, a Summary of the Cannabis Regulation and Tax Act provided by the United Counties Council of Illinois, a whitepaper "Protecting Public Health and Promoting Equity in Adult-Use Marijuana Legalization in Illinois Recommendations for Policy Makers, and a summary document provided by the Illinois Public Health Association, could be reviewed by Board members and further discussions could be scheduled as needed.

In the next item under President's Business, Dan Harris updated the Board members regarding the completion of the annual performance evaluation for the Public Health Administrator. He went on to note that the appointed committee is working in collaboration with representatives appointed by the Governance Board to complete the evaluation process. The committee will provide a progress report to the Board of Health at the November meeting.

In the final item under President's Business, Dan Harris recognized member Carol Scotton, member of the appointed Nominating Committee. Carol went on to add that the committee will provide a slate of candidates for Board of Health Officers at the November Board meeting where the slate of candidates will be voted on and elected officers will assume positions at the December meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the September 12, 2019 meeting as circulated was made by Doug Gibb and seconded by Carol Scotton. The motion was adopted unanimously.

Treasurer's Report

Under the Treasurer's Report, Doug Gibb presented the Board FY19 Budget Line Item Adjustment. The request was for the Health Department budget and moved \$3,500.00 from Contingency to Office Supplies; funding moved was all within budget. A motion to approve the Health Department FY19 Budget Adjustment was made by Carol Scotton and seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously.

Next under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of October 2019 totaling \$100,018.69; expenses included in the mailing totaled \$93,002.37. He went on to note that additional expenses since the mailing of the agenda included: Vaccine, Reminder Call Services, Postage, Credit Transaction Fees, Supplies, Patient Refunds, Tank Rentals, Client Services, Advertising, Waste Removal, IT Services, Training/Travel, and Pest Control totaling \$7,016.32. A motion was made by Kevin Satsky to approve payment of the September bills; the motion was seconded by DuRae Fletcher. 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 September 30, 2019. Jerome reported a current net revenue over expenditures of (\$106,222.90) for the period and \$35,655.28 for the fiscal year.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item under the Administrator's Report, Michele Gabriel announced to the Board that Dr. Ngozi Ezike, Director for the Illinois Department of Public Health would be visiting the Knox County Health Department on October 29, 2019 from 2:45 p.m. to 3:34 p.m.; Board of Health members are invited to participate. Dr. Ezike will tour the Health Department, meet with staff, as well as having the opportunity to meet some of the Knox County community's key stakeholders who will also be invited to attend.

In the next item under the Administrator's Report, Michele Gabriel announced to the Board that the Knox County Board had, at their September 25, 2019 meeting, approved the proposed changes to the Fee Schedule for the Knox County Food Safety Ordinance. She went on to note that the changes will be effective January 1, 2020, and that staff are working on written correspondence that will be mailed to all licensed food establishments announcing the increase in fees. She closed noting that a memo will also go out with all license renewals each year reminding them of the changes until the 2024 when the full increase has been instituted.

In the next item under the Administrator's Report, Michele Gabriel presented the Board with a draft plan to close out work with Greenway Revenue Services noting that the eClinical Works system will "go live" on October 28, 2019 and nothing will be billed out of the legacy system, Greenway Success EHS, after that date. The Plan is to have an approved process to follow in closing out of working in the legacy system by a set date. Ms. Gabriel closed by noting that the intent is to bring a final plan to the Board of Health for the November 2019 meeting; however, the Department is waiting for conclusive answers from Greenway on several important matters related to the Close out.

In the next item under the Administrator's Report, Michele Gabriel announced to the Board of Health that the Noon Lions Club had donated \$500.00 to the Knox Community Health Center to be used for diabetic supplies for patients. Ms. Gabriel thanked the Noon Lions Club and noted that the funds would be utilized to purchase test strips to be used in monitors previously donated to the Knox Community Health Center to give to diabetic patients.

In the next item under the Administrator's Report, Michele Gabriel updated the Board regarding the status of the project to expand the parking lot for the Knox County Health Department. She went on to note that she had received correspondence from the City of Galesburg stating that the site plan submittal for an addition to the parking lot at the Health Department was approved by the Development Review Committee for the City of Galesburg pending approval of the drainage plan currently under review by the Public Works Division. She closed stating that everything is still on track and once the site plan is approved completely the Department will work with Bruner, Cooper, and Zuck to move forward with the process of going out to bid for completion of the work.

In the final item under Administrator's Report, Michele Gabriel presented the Board a revised copy of the Health Department Organizational Chart, noting that Organizational structure supports 66.4 FTEs, or 68 employees fully staffed; however, the Department is currently staffed at 55 FTEs or 57 employees total. Ms. Gabriel noted that the difference is in part related to positions that are currently being filled, as well as positions left vacant while the Health Department determines necessity of the position considering budgetary changes occurring with pending increases to Illinois Minimum Wage law.

DIVISION DIRECTOR REPORTS

In the first item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator, discussed staffing changes for the Knox County Health Department introducing Jessica Hart, RN new Director of Family Health Services for the Health Department. Ms. Hart then reported to the Board of Health that the Tammila Johnson, RN and Roxanne Hawk, RN had both been hired to fill the two open Public Health Nurse positions within Family Health Services.

In the next item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator, noted that the Health Department is working in collaboration with Knox College to complete an immunization clinic for new students with incomplete vaccination requirements. Mr. Hayes closed noting that the Health Department will go onsite at Knox College to work with the college medical clinic to complete the vaccination clinic.

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

In the only item on the agenda under the Work Session, Michele Gabriel presented the Board with a draft Business Plan proposal for work needing to be completed over the next two to three fiscal years; including, the compensation structure review requested by the Board of Health during the changes to the salary schedule completed earlier this year to remain in compliance with Illinois Minimum Wage Laws. Ms. Gabriel went on to explain that the purpose of completing the Business Plan Project is to ensure that the Knox County Health Department business model is adequate and will support the Health Department into the future and allows for growth in new and existing programming. The proposed work covers several key areas; including, review and revisions to the Organizational Chart, Job Descriptions and Performance Standards, Personnel Policies, CHC Financial Policies, Compensation Structure, Governance Board Strategic Plan, Health Department Financial Policies, Building Management Plan, other Financial Practices, as well as the completion of State of Illinois IPLAN requirements (Community Health Needs Assessment, Community Health Improvement Plan, and Board of Health Strategic Plan), Community Health Center Fee Review, and a review of Building Needs. Ms. Gabriel will bring a comprehensive document to the Board in November.

OLD BUSINESS

There were no items on the Agenda under Old Business.

NEW BUSINESS

In the first item on the Agenda under New Business, Michele Gabriel reviewed the Client Services Representative job description which replaces the current Administrative Clerk job description. She noted that the position description had been reviewed and updated; however, the change needed to come before the Board of Health due to it changing from a Grade 1 position to a Grade 2 position. This change was previously discussed and approved as part of the changes made to the Health Department Salary Schedule to meet new Illinois Minimum Wage requirements; Grade 1 will, effective December 1, 2019 be equal to minimum wage and the desire is to hire for this position at slightly above entry level so the change in the position to a Grade 2 is being proposed. After a period of discussion and questions, a motion was made by DuRae Fletcher, Sr. to approve the Client Services Representative job description as presented; the motion was seconded by Doug Gibb. The motion was adopted unanimously.

In the next item on the Agenda under New Business, Michele Gabriel reviewed the Patient Services Representative job description which replaces the current Community Health Center Clerk job description. She noted that the position description had been reviewed and updated; however, the change needed to come before the Board of Health due to it changing from a Grade 1 position to a Grade 2 position. This change was previously discussed and approved as part of the changes made to the Health Department Salary Schedule to meet new Illinois Minimum Wage requirements; Grade 1 will, effective December 1, 2019 be equal to minimum wage and the desire is to hire for this position at slightly above entry level so the change in the position to a Grade 2 is being proposed. After a period of discussion and questions, a motion was made by Doug Gibb to approve the Patient Services Representative job description as presented; the motion was seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously.

In the Final item on the Agenda under New Business, Michele Gabriel reviewed the LIHEAP Outreach Specialist job description. She noted that the position description had been reviewed and updated; however, the change needed to come before the Board of Health due to it changing from a Grade 1 position to a Grade 2 position. This change was previously discussed and approved as part of the changes made to the Health Department Salary Schedule to meet new Illinois Minimum Wage requirements; Grade 1 will, effective December 1, 2019 be equal to minimum wage and the desire is to hire for this position at slightly above entry level so the change in the position to a Grade 2 is being proposed. After a period of discussion and questions, a motion was made by Doug Gibb to approve the Patient Services Representative job description as presented; the motion was seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on October 16, 2019 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on October 23, 2019 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on November 14, 2019 beginning at 6:30 p.m. at the Knox County Health Department.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison, was not present.

BOARD MEMBER COMMENTS

There were no comments by Board members for the October 10, 2019 Board of Health meeting.

EXECUTIVE SESSION

There was no executive session for the October 10, 2019 Board of Health meeting.

ADJOURNMENT

A motion was made by Doug Gibb to adjourn the October 10, 2019 Board of Health meeting; the motion was seconded by Dan Harris. The motion was adopted unanimously. The meeting adjourned at 7:40 p.m.