

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING**

**January 9, 2020
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on January 9, 2020. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Carol Scotton, Robert Bondi, Bruce Bobofchak, DDS, Clifford Martin, MD, Kevin Satsky, MD and Elvith Santoyo- McNaught. Also present were Michele Gabriel, Public Health Administrator, Jerome Townsell, Director of Finance and Facilities Management, Wil Hayes, Assistant Public Health Administrator, Jessica Hart, Director of Family Health Services, Amy Anderson, Chief Operations Officer and Tina Jockisch, Administrative Clerk.

ADDITIONS TO AGENDA

There were no items added to the Agenda.

PUBLIC COMMENT

There were no items for Public Comment.

PRESIDENT'S BUSINESS

In the only item under President's Business, Dan Harris reported he received a suggestion to move the Board meeting time from 6:30pm to 6:00pm. After a quick discussion, the Board agreed to move the meeting to 6:00pm.

BUSINESS MEETING

Approval of Minutes

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

Treasurer's Report

In the first item under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of January 2020 totaling \$206,733.63. He went on to note that additional expenses since the mailing of the agenda included: LIHEAP Services, Travel/Training, Client Services, Xray Repair, Supplies, Dues and Patient Refunds totaling \$17,821.60. A motion was made by Bruce Bobofchak to approve payment of the January bills; the motion was seconded by Robert Bondi. The motion was adopted unanimously.

In the final item under the Business Meeting, Jerome Townsell, Director of Finance & Facilities Management, presented the Financial Statements for the period ending December 31, 2019 reporting the Knox Community Health Center was awarded the carry over grant money not spent in HRSA'S FY19 grant year. Mr. Townsell noted although previously disallowed, they have changed the status and allowed us to carry FY19 grant funds over into the current grant year to spend. Mr. Townsell stated we currently have pulled down approximately \$74,148.45 of the carried over funds.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel presented to the Board of Health the FY20 Grant Status Report. This report is informational to show the status of Grants we have in place for this fiscal year 2020. Ms. Gabriel noted we have received contracts for all grants including the two LIHEAP Federal Grants that overlap in FY20, which makes tracking very important.

In the next item on the agenda under the Administrator's Report, Michele Gabriel reported to the Board she and Jerome met with Bruner Cooper & Zuck. It appears that everything with the City of Galesburg is approved and will be moving forward. Ms. Gabriel noted there were some questions regarding drainage which will be solved by having a secondary drainage which will run off into the pond behind Sweetbriar; noting this will be done through an easement. She informed the Board that a request for bids will be published shortly, and that Bruner Cooper & Zuck will open bids at their facility March 10, 2020 at 3:30pm. Ms. Gabriel closed noting that the opened bids will be presented to the Board for review and approval at the March 12, 2020 Board of Health meeting.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to the Board the 2019 Health Department Accomplishments. Ms. Gabriel stated there were many accomplishments during 2019 and noted more exciting changes coming in 2020.

In the next item on the agenda under the Administrator's Report, Michele Gabriel for informational purposes, presented to the Board the Public Centers Monograph, published by the National Association of Community Health Centers (NACHC). Ms. Gabriel stated the document contains valuable information on how to set up and run a Public Section 33 Funded Health Center.

In the final item on the agenda under the Administrator's Report, Michele Gabriel for informational purposes, presented to the Board the Knox County BRFSS: Round 6 Report. Ms. Gabriel stated this was the sixth round of the phone survey conducted by IDPH.

DIVISION DIRECTOR REPORTS

In the first item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator updated the Board on VFC CHIP Program, stating things were getting better when ordering the VFC CHIP vaccine, we are still using some private vaccine for CHIP vaccine, in December we utilized \$276 of private pay compared to \$1500-\$2000 in the past.

In the next item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator informed the Board on Food Safety Program Review, they do the Environmental Health Program Reviews every 3 years and due this year.

In the final item on the agenda under Division Director Reports, Jessica Hart, Director of FHC, updated the Board on WIC Program EBT Transition, stating the EBT Program was to go in effect August 10, 2020 and go live August 17, 2020, due to the pilot programs being pushed back those dates may change. Wil Hayes, Assistant Public Health Administrator, informed the Board that the State of Illinois has until end of 2020 to have EBT program in place.

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 Work Session.

OLD BUSINESS

In the first action item on the agenda under Old Business, Michele Gabriel presented to the Board the Personnel Policies Review and Update, stating the Personnel Policies were presented by Patrese Jackson, Director of Human Resources, at the December 2019 meeting. A motion was made by Doug Gibb to approve Personnel Policies Review and Update and seconded by Robert Bondi. The motion was adopted unanimously.

In the final action item on the agenda under Old Business, Michele Gabriel presented to the Board the GRS Closeout Memo, she asked that moving forward effect February 1, 2020 we apply payments into the New system. A motion was made by Robert Bondi to approve GRS Closeout Memo and seconded by Bruce Bobofchak. The motion was adopted unanimously.

NEW BUSINESS

In the first item on the agenda under New Business, Michele Gabriel presented to the Board the LIHEAP Audit Report and Corrective Action Plan stating the Auditor made recommendations that need addressed in the Corrective Action Plan. A motion was made by Robert Bondi to approve LIHEAP Audit and Corrective Action Plan and seconded by Clifford Martin. The motion was adopted unanimously.

In the final item on the agenda under New Business, Michele Gabriel reported to the Board the cost of \$7329 for mailing postcards verse \$15,000 for entire Annual Report to 25,312 Knox County residents. Ms. Gabriel stated she will get the Annual Report developed and present to the Board for approval at February 13, 2020 meeting. She suggested the Board consider waiting to distribute the Annual Report until first week in April, which is Public Health week, and a decision about distribution could be made at that time.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on January 15, 2020 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on January 22, 2020 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on February 13, 2020 beginning at 6:00 p.m. at the Knox County Health Department.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison, informed the Board that Pat Harlan resigned from the County Board and was replaced by Rollie Paulsgrove.

BOARD MEMBER COMMENTS

There were no comments by Board members for the January 9, 2020 Board of Health meeting.

EXECUTIVE SESSION

A motion was made by Doug Gibb to go into Executive Session at 7:45 p.m. And seconded by Robert Bondi. Roll Call to go into Executive Session was unanimous: Dan Harris-yes, Doug Gibb-yes, Kevin Satsky, MD-yes, Elvith Santoyo-McNaught-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

A motion was made by Carol Scotton to return to Open Session at 8:05 p.m. and seconded by Robert Bondi. Roll Call to return to Open Session was unanimous: Dan Harris-yes, Doug Gibb-yes, Kevin Satsky, MD-yes, Elvith Santoyo-McNaught-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

ADJOURNMENT

Upon returning to Open Session a motion was made by Doug Gibb to adjourn the January 9, 2020 Board of Health meeting; the motion was seconded by Robert Bondi. The motion was adopted unanimously. The meeting adjourned at 8:10 p.m.

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