

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

**June 11, 2020 via Teleconference
Knox County Health Department
1361 W. Fremont St. Galesburg, IL 61401**

The Knox County Board of Health meeting was held via Teleconference on June 11, 2020. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Carol Scotton, Bruce Bobofchak, DDS, Robert Bondi, Clifford Martin, MD, Elvith Santoyo- McNaught and Kevin Satsky, MD. Also present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Wil Hayes, Assistant Public Health Administrator; and Tina Jockisch, Administrative Clerk.

ADDITIONS TO AGENDA

There are no items to add to the agenda.

PUBLIC COMMENT

No public present.

PRESIDENT'S BUSINESS

In the first action item under President Business, Parking Lot Bid Review, Kevan Cooper from Bruner, Cooper and Zuck, Inc. explained the Parking Lot Bid, stating there were 3 bids under our estimated price of \$218,460. Laverdiere Construction, Inc \$213,525; Brandt Construction Co, Inc. \$204,056; and Hein Construction Co, Inc. \$166,302.91, Kevan recommended we go with Hein Construction Co, Inc. \$166,302.91 bid. A motion to approve the Parking Lot Bid from Hein Construction Co, Inc. \$166,302.91 as circulated was made by Doug Gibb and seconded by Cliff Martin. The motion was adopted unanimously.

In the next item under President Business, Dan Harris discussed the Board Member Recruitment, stating we have 5 qualified candidates interested in the open board seat. Dan suggested they have a small committee to go over the applications and present their choice to the board at the July meeting; Dan Harris and DuRae Fletcher will make up the committee. Dan stated the Board could initially discuss the candidates in the executive session tonight.

In the next action item under President Business, Dan Harris presented the Board Member Renewal of Doug Gibb. A motion to approve Board Member Renewal of Doug Gibb was made by Kevin Satsky and seconded by Carol Scotton. The motion was adopted unanimously.

In the next action item under President Business, Dan Harris presented the Board Member Renewal of Elvith Santoyo-McNaught. A motion to approve Board Member Renewal of Elvith Santoyo-McNaught was made by Doug Gibb and seconded by Kevin Satsky. The motion was adopted unanimously.

In the final action item under President Business, Dan Harris presented the Board Member Renewal of DuRae Fletcher, Sr. A motion to approve Board Member Renewal of DuRae Fletcher, Sr. was made by Carol Scotton and seconded by Doug Gibb. The motion was adopted unanimously.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the May 14, 2020 meeting as circulated was made by Dan Harris and seconded by DuRae Fletcher, Sr. The motion was adopted unanimously.

Treasurer's Report

In the first action item under the Treasurer's Report, Jerome Townsell presented to the Board the FY20 KCHD Budget Adjustment, stating we received 4 new federal grants and stimulus money. Jerome stated we are going to make changes in the building to make it more secure and add on to the parking lot with some of this grant money. Michele noted that Jerome added two-line items under expenses, TB Client Expense and Lease Agreement so we can track those expenses; additionally Michele noted that all received grant funding is in and out money and will not be available to replace any existing costs incurred by the Health Department. A motion to approve the FY20 KCHD Budget Adjustment as circulated was made by Robert Bondi and seconded by Dan Harris. The motion was adopted unanimously.

In the next item under the Treasurer's Report, Jerome Townsell reported on revised expenses for the month of June 2020 totaling \$133,047.97. He went on to note that additional expenses since the mailing of the agenda included: EHR Software \$10,887.74, Supplies \$2,307.52, Advertising \$1,975.81, Travel/Training \$1,400.31, Bid Services \$828.59, Client Services \$819.11, Lawn Care \$272.00, Waste Removal \$102.50, IT Services \$52.50, and Background checks \$40.00 totaling \$18,686.08. A motion was made by DuRae Fletcher, Sr. to approve payment of the June bills; the motion was seconded by Cliff Martin. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending May 31, 2020, there were no questions at that time.

In the last item under the Business Meeting, Michele Gabriel discussed the FY21 KCHD Budget Preparation, stating she would present a preliminary draft at the July and August meeting and final draft at September meeting.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated to the Board on COVID-19 Activities, stating the Knox County Health Center are testing ½ days Monday through Friday due to decreased demand of testing. Michele stated the Unified Command is getting ready to wrap up and stand down at the end of phase 3, towards the end of June they will formally disband with the intent to be able to stand back up should the need arise or we see a surge; the internal Health Department Incident Command continues to meet weekly and contact tracing is being completed 7 days a week to fulfill the requirement for response to positives within 24 hours.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Re-Opening Health Department Services, stating Dental partial opened under the new COVID-19 rules, Food Program sent out information to restaurants about new COVID-19 rules, they will be starting to go out and do restaurant checks, septic and wells are coming in, LIHEAP and WIC are continuing to help clients over the phone and curbside. The Health Department is looking at bringing back Immunizations and STD testing.

In the next item on the agenda under the Administrator's Report, Michele Gabriel discussed with the Board the Hours of Operation for Health Department, stating she would like to keep the hours from 8:00am-4:00pm for the near future due to screening employees every day and to make sure we have enough staff to cover the facility.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on staffing changes noting, Reina Reyes will be moving from Behavioral Health Counselor to Interim COO, we hired Chris Rebout, EH Specialist, rehired Michelle Rickard, WIC Clerk; and Shatara Robinson, RN Clinical Nurse Coordinator. We are still looking for LIHEAP Specialist, WIC Nurse and the Health Center has openings for two Behavioral Health Counselors, Public Health Nurse, Dental Hygienists, Dental Assistant and Patient Service Representative.

In the final item on the agenda under the Administrator's Report, Michele Gabriel discussed with the Board of upcoming projects, stating due to COVID-19 grants we have bids on parking lot expansion, LED building lighting, and replacing flooring. We will need to get bids for Health Department signage, Annex building (lease & set up), Contact tracing program division, Office redivisions (CHC), Phone system replacement, Health Department website redesign, Rear entrance security, Negative air pressure room, Transport Van w/lift (purchase & wrap), Board room projector, Dental services upgrades, Medical furniture upgrades (exam tables), Salary schedule project, Re-establishing Services (footprint), Telehealth, IPLAN project, Partner equipment, and Mobile Testing/Immunization Equipment.

DIVISION DIRECTOR REPORTS

In the first item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator; updated the Board on Contact Tracing Grant, stating that the Department will be leasing additional space and hiring seven or eight people with the grant money.

In the final item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator; updated the Board on LIHEAP Program Grant, stating we received an extra \$100,000 from this year's grant to use for client services and we were informed yesterday LIHEAP will receive \$270,000 CARES money to use for client services.

POPULATION HEALTH MANAGEMENT REPORTS

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

PERFORMANCE MANAGEMENT REPORTS

The only item on the agenda under Performance Management Reports, Wil Hayes, Assistant Public Health Administrator; updated the Board on COVID-19 Activities Data Report, stating we would provide a monthly report listing number of phone calls, number of tests, positives and contacts, hours per positives and contacts, how many recovered.

WORK SESSION

There were no items on the agenda under Work Session.

OLD BUSINESS

There were no items on the agenda under Old Business.

NEW BUSINESS

The first action item on the agenda under New Business, Michele Gabriel presented to the Board the New Program Space to Lease, stating her, Wil and Jerome have looked at two buildings to lease for Contact Tracing grant. They looked at one building 1348 N. Henderson St, Suite 3 that was 2,000 square foot for \$2,200 month to lease but it did not have a breakroom or any office furniture. They also looked at 799 N. Henderson St. (old Cottage Home Health building), it was 2,562 square foot for \$2,975 a month to lease, it has offices, breakroom, meeting room and has some office furniture that we could lease. Michele recommended they lease 799 N. Henderson St. for one year with option to lease a second year. After discussion, a motion to approve New Program Space to Lease located at 799 N. Henderson St. for one year with option to lease a second year as stated was made by Doug Gibb and seconded by Elvith Santoyo-McNaught. The motion was adopted by everyone except Robert Bondi who abstained from voting.

The next action item on the agenda under New Business, Dan Harris presented to Board the Public Health Programs Director Job Description, a motion to approve Public Health Programs Director Job Description was made by Robert Bondi and seconded by Kevin Satsky. The motion was adopted unanimously.

The next action item on the agenda under New Business, Dan Harris presented to Board the Bilingual Public Health Programs Contact Tracer and Resource Coordinator, a motion to approve Bilingual Public Health

Programs Contact Tracer and Resource Coordinator was made by Doug Gibb and seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously.

The next action item on the agenda under New Business, Dan Harris presented to Board the Public Health Programs Contact Tracer and Resource Coordinator, a motion to approve Public Health Programs Contact Tracer and Resource Coordinator was made by DuRae Fletcher, Sr. and seconded by Doug Gibb. The motion was adopted unanimously.

The final action item on the agenda under New Business, Dan Harris presented to Board the Bilingual Community Health Educator and Outreach Specialist, a motion to approve Bilingual Community Health Educator and Outreach Specialist was made by Doug Gibb and seconded by Dan Harris . The motion was adopted unanimously.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on June 17, 2020 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on June 24, 2020 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on July 9, 2020 beginning at 6:30 p.m. via teleconference.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, reminded the Board it was budget time, stating the County will be doing a preliminary budget in the next 30 days.

BOARD MEMBER COMMENTS

Dan Harris complimented and thanked Michele for her leadership and thanked staff for all the hard work they are putting in during the crisis. The other members agreed with Dan's statement.

EXECUTIVE SESSION

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

A motion was made by Kevin Satsky to return to Open Session at 8:35 p.m. and seconded by Robert Bondi. Roll Call to return to Open Session was unanimous: Dan Harris-yes, Kevin Satsky, MD-yes, Doug Gibb-yes; Elvith Santoyo- McNaught-yes; Robert Bondi-yes; Carol Scotton-yes; Bruce Bobofchak -yes; DuRae Fletcher, Sr.-yes; and Clifford Martin, MD-yes.

ADJOURNMENT

Upon returning to Open Session a motion was made by Kevin Satsky to adjourn the June 11, 2020 Board of Health meeting; the motion was seconded by Robert Bondi. The motion was adopted unanimously. The meeting adjourned at 8:36 p.m.