

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING
November 12, 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 November 12, 2020. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, 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; Tina Jockisch, Administrative Clerk; Knox County Board President, Pam Davidson, and Knox County Board member Cheryl Nache.

ADDITIONS TO AGENDA

There were no additions to the agenda.

PUBLIC COMMENT

Pam Davidson, Knox County Board President noted she was present to observe the meeting and Cheryl Nache Knox County Board member was also present to listen for COVID updates.

PRESIDENT'S BUSINESS

The only item under President Business, Dan Harris discussed actions to replace Dr. Cliff Martin, one of the two required physician positions on the Board of Health. Dan stated the Board received an application from a physician today and that the Board would review and take action during the December meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the October 8, 2020 meeting as circulated was made by Bruce Bobofchak 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 reported on revised expenses for the month of November 2020 totaling \$352,360.36. He went on to note that additional expenses since the mailing of the agenda included: LIHEAP \$100,017.50, Vaccine Refrigerators \$27,114.99, Software Fees \$10,986.57, Employment Ads \$8,000.00, Supplies \$1,266.98, Language Translation \$877.75, Travel/Training \$501.64, Building Maintenance \$168.00, Client Services \$137.84 and Shipping Fee \$33.81 totaling \$149,105.08. A motion was made by Bruce Bobofchak to approve payment of the November 2020 bills; the motion was seconded by Stephanie Grimes. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the FY20 Budget Line Item Adjustment for Knox Community Health Center, A motion was made by Dan Harris to approve the FY20 Budget Line Item Adjustment for Knox Community Health Center, the motion was seconded by Stephanie Grimes. The motion was adopted unanimously.

In the final item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending October 31, 2020, stating the Health Department and Health Center combined would be \$666,871.58 Net Revenue Over Expenditures for the end of the physical year 2020, due to prepaid COVID money that will carry over into next year. There were no questions at that time.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Health Department continues to test as a FQHC (Federally Qualified Health Center) three days a week, we continue to test outside. Michele stated we have a fully functioning mobile office onsite for this winter to provide some testing facilities for staff, also we purchased some used large patio heaters to put in between the cars to make it bearable for the staff this winter, we do need to keep testing outside the building to keep our testing numbers up. Michele continued stating we schedule five patients ever fifteen minutes and test between 120 to 140 daily we are looking at hiring additional staff to help with testing. Michele stated that Unified Command began to meet weekly due to numbers increasing and Region 2 moving into Tier 1 Mitigations, the group met today at 4:00pm to discuss hospital activity, long term care activity, PPE and specific messages they want to push out into the community, and how to help people make decisions about testing. Michele stated the Knox County Fair Grounds was gracious to let us use the Fair Grounds all winter to keep up with state testing, we may have to pay to have the driveway plowed this winter. Michele stated IDPH will be doing additional testing November 14-15 and November 28-29 from 9am-5pm at the Knox County Fair Grounds, testing is open to everyone. You do not have to be a Knox County resident or have insurance, they ask if you have insurance to bring it with you, they take the insurance information and bill it, if insurance does not pay it gets billed to cares money grant.

Michele stated we received information on mass vaccination today, they want our mass vaccination plan by November 24, 2020. She stated the preliminary information about vaccines and how the partners will have to work together, a memo went out this week about CVS and Walgreens have been selected to work with long term care facilities to do their mass vaccinations.

Michele stated IDPH and Governor have been discussing shelter in place, to work from home if possible, participate in essential activities only and leaving home only for necessary or essential activities, limit travel and gatherings.

In the next item on the agenda under the Administrator's Report, Michele Gabriel reported to Board on KCHD/KCHC Program Updates stating we opened the Health Department to bring some people in the building starting November 9, 2020, we are still doing WIC and LIHEAP curbside, we have new signs for parking in the lot. Behavioral Health will start seeing patients in the building.

In the final item on the agenda under the Administrator's Report, Michele Gabriel updated Board on 340b Program, stating the has been a lawsuit filed on behalf of Health Centers by National Association of Community Health Centers wanting the government to take action against the pharmaceutical companies that were holding the 340b drugs hostage, so we are now in a wait and see pattern, but we continue to monitor the program and the money that goes in and out to make sure we are within our budget and not running into a pharmaceutical somewhere that we can use a different one where we are costing a lot of money, at the same time keeping it affordable for our clients.

DIVISION DIRECTOR REPORTS

There were no items on agenda under Division Director Report.

POPULATION HEALTH MANAGEMENT REPORTS

There were no items on 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; presented to Board the COVID-19 Activities Data Report for October 2020, stating the contact tracing team is officially fully up and running independently working 7 days a week, we filled the last two vacancies waiting on them to start, reporting Call Center received 19 phone calls, Contact Tracing Made 3959 calls, Health Center performed 1137 tests, 755 positives cases, 39 positives lost to follow up, 997 contacts, 61 contacts lost to follow up, 944 total positive hours, 1246 total contact hours, average 1.3 contacts per positive case, 22 press releases, 95 social media activities, and thirty deaths.

WORK SESSION

The only item on agenda under Work Session, Executive Order and Communicable Disease Code Enforcement. Michele stated the Communicable Disease Code Enforcement process is three written warnings and then it goes through and there is a fine, the Executive Order is contentious in county government across the state, the Governor stated he was not going to ask the Health Departments to pull food licenses. Michele stated we are operating under the Communicable Disease law and we have been taking complaints about masking or large group sizes in many entities not just restaurants and bars across the county, we have been following our procedures to give education and we have not received any third or fourth complaints beyond that we would approach anybody to get them to pay a fine or get the third letter where it would go to the States Attorney's office and they would be issued a fine. With the Executive Order, everyone in every area of the county said it is the Health Departments job and they can take care of it. Michele stated the Health Department does not have police powers and this is supposed to be a joint effort, some of the hesitancy against it is because Public Health is not seeing all these cases coming from bars and restaurants and the financial damages to these businesses.

OLD BUSINESS

The first item on the agenda under Old Business, Review and Approve Bids for Facia Signage, Michele stated we only received one bid for the project, after several minutes of discussion Dan Harris asked for a motion to approve the Bid for Facia Signage, no one made a motion so the bid did not pass. A motion was made by Robert Bondi to hold off until spring and go out for bid again to try and get at least two bids, was seconded by Doug Gibb. The motion passed unanimously.

The next item on the agenda under Old Business, Review and Approve Bids for New LED Signage, Michele stated we only received one bid for the project, after several minutes of discussion Dan Harris asked for a motion to approve the Bid for New LED Signage, no one made a motion so the bid did not pass. A motion was made by Robert Bondi to hold off until spring and go out for bid again to try and get at least two bids, was seconded by Stephanie Grimes. The motion passed unanimously.

The final item on the agenda under Old Business, FY21 Revised Budget Approval, Michele presented to the Board the FY21 Revised Budget for Health Department and Health Center, stating she asked the County Board to please allow us to continue to move the salary schedule as we were, both because of the move to \$15 an hour and our need to be able to attract and retain staff, specifically professional or degreed staff for specific programs, for which the programs cannot exist without. As a compromise they removed the longevity bonuses that were in the budget and moved them into contingency line item, they did not change the total dollar amount of the budget. A motion was made by Robert Bondi to approve FY21 Revised Budget, was seconded by Bruce Bobofchak. The motion passed unanimously.

NEW BUSINESS

The first item on the agenda under New Business, Temporary Amendment to Personnel Policies, Michele stated the Personnel Policy state full time employees after three consecutive years or more will receive an annual longevity award added to their annual salaries. Michele asked the Board to amend the Personnel Policy to read full time employees after three consecutive years or more may receive an annual longevity award, to avoid any future concerns this may bring since they are not receiving longevity steps. A motion was made by Robert Bondi to approve Temporary Amendment to Personnel Policies, was seconded by Doug Gibb. The motion passed unanimously.

The final item on the agenda under New Business, Peace Corp Fellow Opportunity, Michelle stated she was contacted by the local Peace Corp about a Fellow who's opportunity fell through because of COVID and she asked Michele if she had any work for her Peace Corp Fellow. Michele stated the Peace Corp opportunities cost the Health Department \$10,000 a year, but you get a full-time employee for eleven months which is a graduate level student. Michele reminded the Board we are moving towards having to complete the IPLAN (Illinois plan for local assessment in need), as well we do have funding and plan on updating our website. A motion was made by Robert Bondi to approve Peace Corp Fellow Opportunity, was seconded by Bruce Bobofchak. The motion passed unanimously.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on November 18, 2020 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on November 25, 2020 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on December 10, 2020 beginning at 6:30 p.m. via teleconference.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, Robert thanked Michele and her staff for all the cooperation working through the budget, Robert stated he had been exposed and went through the testing process at the Health Center, he stated the staff was fantastic and he had a very good experience, the turnaround time was within a day or two and was very professionally done. Robert continued stating he was very proud of the Health Department and informed the Board that a long time Knox County Board member Lyle Johnson passed away. County Board member Cheryl Nache and County Board President Pam Davidson stated they appreciate Michele and her staff for their handling of the pandemic.

BOARD MEMBER COMMENTS

Dan Harris and all Board members thanked Michele and her team for all the hard work in these difficult circumstances.

EXECUTIVE SESSION

A motion was made by Dan Harris to go into Executive Session at 8:15pm and seconded by Robert Bondi. Roll Call to go into Executive Session was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Elvith Santoyo-McNaught-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; and DuRae Fletcher, Sr.-yes.

RETURN TO OPEN SESSION

After discussion of items XVI a and b, a motion was made by Robert Bondi to return to Open Session at 8:25pm and seconded by Bruce Bobofchak. Roll Call vote to return to Open Session was unanimous: Roll Call to go into Executive Session was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Elvith Santoyo-McNaught-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; and DuRae Fletcher, Sr.-yes.

Upon returning to Open Session a motion was made by Dan Harris to table the Public Health Administrator Performance Evaluation and was seconded by Robert Bondi. The motion passed unanimously.

Upon returning to Open Session a motion was made by Robert Bondi to approve the language for the New Public Health Administrator Contract and was seconded by Stephanie Grimes. The motion passed unanimously.

ADJOURNMENT

Upon returning to Open Session a motion was made by Doug Gibb to adjourn the November 12, 2020 Board of Health meeting; the motion was seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously. The meeting adjourned at 8:30 p.m.