

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

February 11, 2021 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 February 11, 2021. 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, Lorraine Garland-Torres, MD, and Kevin Satsky, MD. Absent 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; Tina Jockisch, Administrative Clerk; Members of the public; Knox County Board President, Jared Hawkinson; Knox County Board member Cheryl Nache; and Courtney Bibo.

ADDITIONS TO AGENDA

President Harris stated the Board would not be meeting in Executive Session tonight so (A & B) under Executive Session and (A & B) under Return to Open Session needed to be removed from the agenda. Ms. Gabriel stated there was an addition to agenda under Public Health Administrator's Report (D.) Minimum Wage consideration 5-year plan, she also stated there was one item removed from the agenda under Old Business (B.) Modifications to CHC COVID Grants Spending and one item removed from agenda under New Business (B.) CHC Program Sliding Fee Scale Policies and Procedures Updates. A motion to approve the February 11, 2021 amended agenda as stated was made by Robert Bondi and seconded by Doug Gibb. The motion was adopted unanimously.

PUBLIC COMMENT

Knox County Board member, Cheryl Nache stated she appreciates everything to keep the public updated on COVID.

PRESIDENT'S BUSINESS

The only item under President Business, Dan Harris stated the Board received a letter of resignation from Elvith Santoyo-McNaught, stating there will be an Executive Session at the March meeting to discuss the resignation and review of new Board of Health applications to fill vacancy. Mr. Harris asked for volunteers to be on the Application Review Committee and Doug Gibb and Bruce Bobofchak volunteered.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the January 14, 2021 meeting as circulated was made by DuRae Fletcher, Sr. and seconded by Robert Bondi. 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 February 2021 totaling \$207,836.55. He went on to note that additional expenses since the mailing of the agenda included: LIHEAP \$129,673.00, EHR Software \$11,323.21, Employment Ads \$8,000.00, Dental Supplies \$7,424.97, Postage

\$1,175.00, Building Maintenance \$842.80, Translation Services \$547.78, PPE \$717.35, Client Services \$409.10, Mobile Office \$255.00, Port-a-potty Rentals \$224.00, Supplies \$88.18, and Training/Travel \$45.92 totaling \$160,726.31. A motion was made by Robert Bondi to approve payment of the February 2021 bills as presented; the motion was seconded by Dan Harris. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending January 31, 2021, stating the Health Department is (\$335,520.58) Net Revenue Over Expenditures for the month and (\$504,534.70) Net Revenue Over Expenditures for the year, Jerome stated we received money this week totaling \$450,000 for LIHEAP funding, \$60,000 for smaller grants, and expecting another \$400,000 for LIHEAP funding next week.

In the next item under the Business Meeting, FY20 Stimulus Funding Award from HHS Error, Michele Gabriel stated in early May 2020 she reported to the Board there were stimulus funds received by the Health Department totaling \$575,753.23, earlier this month it was determined the funds were deposited in the Health Departments account in error, they were dedicated to the Knox County Nursing Home. Michele stated the money has been pulled from the Health Department's reserve and returned to the Knox County Nursing Home.

In the final item under the Business Meeting, FY20 End of Year Financials, Jerome Townsell, stated we had \$6,950,291.62 in Revenue and \$7,210,956.36 in Expenses totaling (\$260,664.74) Net Revenue Over Expenditures. Jerome stated some of this amount was for the parking lot project and due to COVID not being able to have patients in the building. Jerome continued stating local property tax was 9.8% of the total revenue, and we carried through \$1,264,551.35 in reserves.

Michele stated the Health Center is working on the UDS report, in 2019 the Health Center had 4,632 individual users, 12,083 individual encounters and in 2020 the Health Center had 2,890 individual users, 7,849 individual encounters, COVID made a big difference in the numbers for the Health Center.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on staffing, stating we hired Patient Service Representatives Dena Heath, Emily Foster, Myneka Warner, Cheyenne Teel, Medical Assistant Nicole Courtright, and Contact Tracer Roxanna Stegens, Anna Pendergast was promoted to Public Health Supervisor, Interim COO Reina Reyes accepted the full time COO position for the Health Center. Michele stated we are looking for a Clinical Nurse Coordinator, Environmental Health Specialist, Emergency Response Coordinator, two Behavioral Health Counselors, two Contact Tracers, and we have some pending hires too.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating we are seeing a decline in positivity for COVID in the community, we are back into phase 4 as the state overall, the Health Department and Health Center both continue to do all the activities we have been doing, with the addition of vaccinations. The Health Center continues to test, we have seen a slowdown in testing due to

colder weather where we have not had staff outside and overall desire from public wanting testing at the present time. Michele stated the IDPH State test site has come to Galesburg several times in January and will continue in February and March, we continue to bring the State testing into the area, it supplements the testing going on. Michele continued stating our phones and emails are ramping up and are extremely busy, we have a COVID-19 email and an extension where phone calls and questions are sent to and email address where questions are sent to, distributed out and returned as soon as we can, many of the questions are about vaccines, vaccine phases and the clinics. Michele stated there is a lot going on at the Health Department, majority of our services remain curbside, the Health Center is seeing more patients coming in, we did see in the month of January a jump in patients as we were not doing as much testing, so more patient came in for Dental, Medical and Behavioral Health is alternating between inpatient and phone patient.

In the final item on the agenda under the Administrator's Report, Michele Gabriel reported to Board on COVID-19 Vaccination Plan Activities, stating the Unified Command continues to meet weekly, they formed a separate mass vaccination planning work group out of the Unified Command, so that group meets weekly to plan for vaccination within the county, which includes both hospitals, Michele, EMC Randy Hovind, and Mike Howard at GHAS, they discuss the supply of vaccine coming into the county, how to allocate it between Health Department and the two hospitals groups. Michele stated the last three weeks we received 600 doses that we split with both hospitals, so we all get 200 1st dose vaccines each week, and we are still receiving our 2nd dose allocations so when it is time to give the 2nd doses, we verify what 2nd doses we are to receive, and they come to us and we provide 2nd dose clinics. Michele noted due to receiving our 2nd doses, we will only be receiving 200 1st dose vaccines for the next two weeks and 300 for the third week. Michele stated that Health Department will start using the EM-Track system, which means every Friday our 1st dose clinics for the next week will go live at 2:00pm, it an electronic system so people can go online and register to receive a vaccine, so they are getting an appointment for a vaccine clinic, the clinics do not go live unless we have the vaccine for them.

The final item that was added to the agenda under the Administrator's Report, Michele Gabriel presented to Board the Minimum Wage 5-year Plan, stating in the past the Board approved FY20 and FY21, Michele is asking the Board to consider looking over the plan and ask for action on FY22 in the March meeting.

DIVISION DIRECTOR REPORTS

There were no items on agenda under Division Director Report.

POPULATION HEALTH MANAGEMENT REPORTS

The only item on agenda under Population Health Management Reports, FY22 IPLAN Project Update; Michele Gabriel, Public Health Administrator, stating every five years we must complete IPLAN (Illinois Plan for Local Assessment Need), we will be asking for some extensions on this. Michele stated Peace Corp Fellow/AmeriCorps Member Brianne Nichols, started updating all our data and putting together a timeline on moving through the process. Michele stated she is counting on Brianne to come up with some creative ways to have key informant interviews, focus groups, meetings with our partners, we will be in touch with OSF because we always partner with them on their health projects so we can utilize resources.

PERFORMANCE MANAGEMENT REPORTS

The only item on the agenda under Performance Management Reports, Wil Hayes, Assistant Public Health Administrator; reported to Board the COVID-19 Activities Data for 2020, reporting Health Center performed an average per month of 907 tests, 418 positives cases, 58 positives lost to follow up, 516 total positive hours, 588 contacts, 71 contacts lost to follow up, 770 total contact hours, average one contact per positive case, Call Center received 15 phone calls, Contact Tracing Made 3607 calls, 17 press releases, and 80 social media activities. COVID-19 Activities Data for January 2021 reporting Health Center performed 730 tests, 762 positives cases, 40 positives lost to follow up, 152.4 total positive hours, 519 contacts, 57 contacts lost to follow up, 103.8 total contact hours, average one contact per positive case, Call Center received 832 phone calls, Contact Tracing Made 2039 calls, 15 press releases, and 104 social media activities.

WORK SESSION

There were no items on agenda under Work Session.

OLD BUSINESS

The only item on the agenda under the Old Business, Michele Gabriel presented to Board the FY20 Annual Report, stating we are required by the state code to complete an Annual Report each year and it must be complete and approved by County Board within 90 days after the end of our fiscal year. A motion was made by Robert Bondi to approve the FY20 Annual Report as presented and then send it to the Knox County Board for approval; the motion was seconded by Lorraine Garland. The motion was adopted unanimously.

NEW BUSINESS

The first item on agenda under New Business, Michele Gabriel presented to Board the CHC Program Sliding Fee Scale 3/1/2021-2/28/2022, stating this the sliding fee scale used in the Health Center, every year the Federal Government publishes new poverty guidelines, and we adjust our sliding fee scale appropriately, this generally happens in February, so we make it effective 3/1/2021. Beginning 3/1/2021 the Community Health Center staff will renew sliding fee scale information for everyone that comes into the Health Center. A motion was made by Robert Bondi to approve the CHC Program Sliding Fee Scale 3/1/2021-2/28/2022 as presented; the motion was seconded by Dan Harris. The motion was adopted unanimously.

The next item on agenda under New Business, Michele Gabriel proposed to Board the Lease to Use Bergner Building for Mass COVID 19 Vaccination, we are currently doing vaccinations at the Farm Bureau, but we are at our capacity. Wil stated after searching we found the Bergner's Building, we are looking at renting approximately 15,000 square feet, this will be the south end of the building by the bathrooms, the rent would be approximately \$1.60 per square foot, and we would have access to all three of their parking lots, so we would be able to do IDPH State testing there too. Wil stated the rent could change a little, after he spoke with Robert Bondi, Wil is going to talk to the property owner about mechanical breakdown coverage, which we would pay for in the lease, but it would prevent us from having something like the heating system going out and we are stuck replacing it. Wil stated the property owner has tables and chairs that he is allowing us to use for free, and this will be put in the lease. Michele stated we received a \$200,000 grant to provide vaccine in the county, it will cover the building rent and some staff time, there is some construction that needs done to the building, but unfortunately, we are not able to use the grant money for construction. A motion was made by Robert Bondi

to Lease Bergner Building for Mass COVID 19 Vaccination as presented, the motion was seconded by DuRae Fletcher, Sr. The motion was adopted unanimously.

The final item on agenda under New Business, Michele Gabriel proposed to Board the Construction to Prepare Bergner Facility for Mass Vaccination, stating there is some construction that needs to be done to the facility, to build a wall to section off the portion of the building we will use, and construction is not covered under any grant fund, the owner is working with other entities to try to get some supplies at cost. Michele stated we would be going out for bid to get appropriate number of bids and would include any facilities he maybe working with that would get them at cost, in the lease the property owner is only asking us to cover supplies not labor. Wil stated the property owner was willing to provide all the labor and time and we would cover materials and engineering fees, there is a mockup done of the wall that needs to go to the City for approval. Michele stated they have had conversation with the City and County about some partnerships in covering some of the cost, as a community effort since the building will be serving the entire County of Knox. A motion was made by Robert Bondi for Construction to Prepare Bergner Facility for Mass Vaccination as presented, the motion was 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 February 18, 2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on February 24, 2021 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on March 11, 2021 beginning at 6:30 p.m. via teleconference.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, Robert stated the County has changes in their IT department, Andy Rowe turned in his resignation, and the County is continuing to be cautious with their money because of COVID, he was very proud of what the Health Department is accomplishing. Robert stated Jared Hawkinson Knox County Board Chairman was on the phone if he had anything to add, Mr. Hawkinson stated he had nothing to say.

BOARD MEMBER COMMENTS

DuRae Fletcher, Sr. thanked Michele, Wil, and staff for looking ahead and planning on the Bergner building, he thought the two hospitals will be glad not to have to do clinics and would probably send staff to help at the Bergner clinics. Bruce Bobofchak thanked everyone for all the works that been done. Stephanie Grimes thankful for Health Department and hopes in March, April or May the process with the state gets easier in terms of determining the number of doses coming in on a regular basis, she also thought Bergner's was a great central location and transportation goes out to that area. Dr. Garland is thankful for the Health Department, she has patients that need to get in to get regular vaccinations, Wil told her to call the Health Center and they could help them, or the Health Department can put them on a waiting list. Doug Gibb thanked Michele and staff, for everything they do. Kevin Satsky thanked everyone too. Dan Harris appreciates Michele and her team for making a difference for this community.

EXECUTIVE SESSION

The items on agenda under Executive Session were removed.

RETURN TO OPEN SESSION

The items on agenda under Return to Open Session were removed.

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the February 11, 2021 Board of Health meeting; the motion was seconded by Doug Gibb. The motion was adopted unanimously. The meeting adjourned at 8:05 p.m.