

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

**March 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 March 11, 2021. President Dan Harris called the meeting to order at 6:32 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: Courtney Bibo.

ADDITIONS TO AGENDA

The only addition to the agenda is Line-Item Adjustment/Budget Increase under IV. Business Meeting before the Payment of March Bills.

PUBLIC COMMENT

No Public Comments.

PRESIDENT'S BUSINESS

Dan Harris stated it was brought to his attention there was an amendment to the Open Meetings Act, for 100% virtual meetings there is a requirement for roll call vote on action items.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the February 11, 2021 meeting as circulated was made by Doug Gibb and seconded by Stephanie Grimes. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

Treasurer's Report

The first item was added to agenda under the Treasurer's Report, Jerome Townsell presented to Board the Line-Item Adjustment/Budget Increase, stating increasing revenue side of COVID Contact Tracing Grant by \$8,500, creating a COVID Vaccination Grant and putting \$60,500 in revenue side, and increasing expense on Lease Agreement to \$69,000 to cover the lease on building for Contact Tracing and lease for Bergner's building. Michele stated this money comes because of COVID Vaccination Grant totaling \$240,000; you will eventually see that go into the budget. A motion was made by Robert Bondi to approve Line-Item Adjustment/Budget Increase and was seconded by Lorraine Garland. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

In the next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of March 2021 totaling \$247,840.07. He went on to note that additional expenses since the mailing of the agenda included: 6 mo. Lease \$43,500.00, 1 year Lease

\$43,200.00, Software \$25,920.00, Vaccination Ads \$18,000.00, Supplies \$2,467.67, Bid Services \$2,000.00, Repairs \$171.00, and Client Services \$55.68, totaling \$135,314.35. A motion was made by Robert Bondi to approve payment of the March 2021 bills as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

In the final item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending February 28, 2021, stating the Health Department is \$528,488.54 Net Revenue Over Expenditures for the month and \$24,163.54 Net Revenue Over Expenditures for the year.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel informed the Board on National Public Health Week April 5-11, 2021, stating this is first full week in April every year, all week they have daily themes, we normally do community outreach in some form of social media and press releases to promote Public Health Week.

In the next item on the agenda under the Administrator's Report, Michele Gabriel discussed with Board the Modifications to CHC COVID Grants Spending, stating last March and April we received three grants that were pushed out to the Community Health Center, they were budgeted toward various items depending on the pool of money they were for, we were coming on the end of those grant years and there was still funding left in the Expanded Capacity Testing and CARES money, we had a couple of projects left. Michele stated she and Jerome worked with the program officer to move some staff time over to the Expanded Capacity Testing, kept the website revision and other expenses for PPE and supplies, which freed up money in the CARES grant to do work on HVAC system to get our air circulation through the building so we can bring more patients in the building without many concerns. Michele stated they sent in two budget adjustments and two extension requests, they were offering everyone a onetime extension with no extra money, we submitted the extension last week and waiting to hear if they accept that.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities and COVID-19 Vaccination Plan Activities, stating there is nothing new going on, we continue to test, contact tracing numbers are down, but we utilize the staff to help with testing, vaccination clinics and help in the call center. Michele stated we will hopefully be in the Bergner building by April to do our vaccine clinics, Knox County has 15.14% fully vaccinated which is 7,585 individuals, 18,280 vaccine doses provided to Knox County residents. Michele stated both Hospitals continue to partner with the Health Department to provide vaccine, our allocation is divided between both hospitals and the Health Department. both Hy-Vee stores and both Walgreens continue to give vaccine, Walmart is getting ready to provide vaccine.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to Board the Organizational Chart – Staff Overview, stating we have 73 full time employees working, if we were fully staffed, we would have 91 full time employees. Michele stated we are looking for three Behavioral Health Counselors, a Clinical Nurse Coordinator, Environmental Health Specialist, Emergency Response Coordinator, four Contact Tracers, Community & Client Liaison, two Dental Assistants, and Marketing Outreach Specialist.

In the final item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Website Bid, stating we are going out to bid to update our website, we are looking for a total revamp, we would like a website we could have forms submitted to, one we could make edits to ourselves, our current website we do not have any control over. Michele stated we would put them out for bid next week and bring it to the Board at the April meeting.

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; reported to Board the COVID-19 Activities Data for February 2021, reporting Health Center performed 93 tests, 196 positives cases, 11 positives lost to follow up (prisoners), 39.2 total positive hours, 151 contacts, 11 contacts lost to follow up, 30.2 total contact hours, average one contact per positive case, Call Center received 464 phone calls, Contact Tracing Made 541 calls, 18 press releases, and 106 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 Request Extension to Year Three of the Plan to Address IL Minimum Wage Plan Increase, stating in the past the Board approved year one- and two of the five-year plans, the Board asked us to do a salary study, but with COVID we have not been able to get that done, so we are requesting the Board to approve year three of the five-year plan. A motion was made by Dan Harris to approve the Request Extension to Year Three of the Plan to Address IL Minimum Wage Plan Increase as presented; the motion was seconded by Doug Gibb. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

NEW BUSINESS

The only item on agenda under New Business, Michele Gabriel presented to Board the Grants Coordinator Job Description, stating we have thirty-one grants (six are COVID) it is difficult for the Director of Finance to keep up with all the reports that go along with the grants. Michele stated this position would take over the monthly reporting and tracking of grants, time sheet work with grants, in cooperation with the Financial Director to write the budget and financial portion of the grants. A motion was made by DuRae Fletcher, Sr. to approve Grants Coordinator Job Description as presented and was seconded by Lorraine Garland. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on March 18, 2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on March 24, 2021 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on April 8, 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, they are looking to identify a new Director and bring in another person. They are updating laptops at the Knox County Nursing Home and Knox County Board members. Robert thanked Michele for getting the grant money returned to the Knox County Nursing Home.

BOARD MEMBER COMMENTS

DuRae Fletcher, Sr. and the Board thanked Michele and her staff for all they are doing.

EXECUTIVE SESSION

A motion was made by Robert Bondi to go into Executive Session at 7:15pm and seconded by Lorraine Garland. Roll Call to go into Executive Session was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

RETURN TO OPEN SESSION

After discussion of items XVI A & B, a motion was made by Robert Bondi to return to Open Session at 7:35 pm and seconded by Lorraine Garland. Roll Call vote to return to Open Session was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

The first item upon returning to Open Session a motion was made by Robert Bondi to Accept Board of Health Member Elvith Santoyo- McNaught Resignation and was seconded by Stephanie Grimes. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

The final item upon returning to Open Session a motion was made by Robert Bondi to forward Board of Health Member Application for Susan Vinson to County Board for Approval and was seconded by Lorraine Garland. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.

ADJOURNMENT

Upon returning to Open Session a motion was made by Robert Bondi to adjourn the March 11, 2021 Board of Health meeting at 7:40pm; the motion was seconded by Doug Gibb. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Lorraine Garland-yes.