

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

**May 13, 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 May 13, 2021. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Stephanie Grimes, Bruce Bobofchak DDS, Susan Vinson, and Lorraine Garland-Torres, 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; and Brianne Nichols, Peace Corp Fellow. Members of the public: Knox County Board Member, Cheryl Nache.

**ADDITIONS TO AGENDA**

The only addition to the agenda was under Business Meeting and was an action item following Item A; Approve two line/budget adjustments.

**PUBLIC COMMENT**

Knox County Board Member, Cheryl Nache expressed concern because she feels that restaurants are serving over capacity limits imposed by the Governor's Executive Order and that individuals are not wearing masks. She closed noting that the Health Department should check into how the restaurants are operating.

**PRESIDENT'S BUSINESS**

There were no items on agenda under President's Business.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the April 8, 2021 meeting as circulated was made by Robert Bondi and seconded by Lorraine Garland. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-absent; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Lorraine Garland-yes.

**Treasurer's Report**

The first item was added to agenda under the Treasurer's Report, Jerome Townsell presented to the Board of Health the FQHC Budget/Line-Item Adjustment, stating the Department had received a Miscellaneous Revenue increase of \$20,000 and added a FQHC Contractual expense of \$20,000. A motion was made by Robert Bondi to approve Budget/Line-Item Adjustment and was seconded by Lorraine Garland. Dan Harris-yes; Kevin Satsky-absent; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Lorraine Garland-yes.

The next item was added to agenda under the Treasurer's Report, Jerome Townsell presented to Board of Health the Health Department Budget/Line-Item Adjustment, stating the Department had received a revenue increase of \$500,000 from LIHEAP Federal Grant and \$10,000 from Contact Tracing Grant. The Department increased expenses of \$500,000

for Grant Services and \$10,000 for Postage. A motion was made by Robert Bondi to approve Budget/Line-Item Adjustment and was seconded by Stephanie Grimes. Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Lorraine Garland-yes.

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of May 2021 totaling \$220,290.89. He went on to note that additional expenses since the mailing of the agenda included: Supplies \$1,934.91, Copier Lease \$679.95, Lawn Care \$340.00, and Mileage \$16.80, totaling \$2,971.66. A motion was made by DuRae Fletcher, Sr. to approve payment of the May 2021 bills as presented; was seconded by Stephanie Grimes. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Lorraine Garland-yes.

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending April 30, 2021, stating the Health Department is (\$186,619.40) Net Revenue Over Expenditures for the month and (\$316,788.95) Net Revenue Over Expenditures for the year; overages are primarily due to overages and lag times related to LIHEAP.

The final item on the agenda under the Treasurer's Report, Jerome Townsell discussed with Board FY22 Budget Preparation, stating the County is having the Health Department begin entering its own budget into the Knox County financial software system, rather than passing it to Treasurer who previously entered the budget for the entire County. Jerome went on to note that the Department is beginning to look at expenses related to payroll and staffing, as well as looking at what grants are coming in for the upcoming fiscal year, as well as what the Health Department is waiting to hear about.

### **PUBLIC HEALTH ADMINISTRATOR'S REPORT**

The first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 vaccination efforts, noting a total of 37,468 vaccines had been provided to Knox county residents; 35.4% of residents fully vaccinated. Ms. Gabriel went on to comment on the statewide slowdown of vaccine uptake, including Knox county. Additionally, Michele noted was that the Janssen is available again and the Health Department has held clinics, the Pfizer vaccine was approved yesterday for use in individuals 12 and older, so the Health Department be working to acquiring additional Pfizer vaccine to work with schools to hold clinics targeted toward individuals 12 years and older, as well both hospitals will have Pfizer vaccine for use in their clinics. Michele closed stating that IDPH has amended its view of acceptable waste of COVID 19 vaccine, noting that they are redefining what is an acceptable waste of vaccine, in order to get more individuals vaccinated and to encourage more physician offices to provide vaccine; if you need to open a vile of vaccine for two people and waste three doses, that is considered an acceptable waste.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated Board on COVID-19 Vaccination Clinics, stating that, due to community requests, the Health Department is working with volunteer fire departments to schedule some vaccine clinics in the rural areas of Knox County, additionally, GHAS is working with the Department to identify and vaccinate those who are home bound population and would like to be vaccinated.

Michele continued to report that there have been 5,553 cases in Knox county and 145 deaths, the County continues to struggle with new cases per 100,000. Governor Pritzker did confirm Illinois will be entering the bridge phase on May 14, 2021, it loosens up some guidelines and allows a few more people into establishments. Michele went on to report that the CDC announced late this afternoon that anyone who is fully vaccinated can participate in indoor/outdoor activities large or small without wearing a mask or physically distancing, and that IDPH had sent a memorandum confirming that they would be working to update their own guidance to be in agreement with the CDC announcement.

The next item on the agenda under the Administrator's Report, Michele Gabriel and Brianne Nichols presented to Board the IPLAN, Michele introduced Brianne Nichols our Peace Corp/AmeriCorp Fellow who has been working on our IPLAN, design of our new website, mosquito trapping and helping at vaccine clinics. IPLAN stand for Illinois Project for Local Assessment of Needs, every local health departments must complete every 5 years, ours is due at the end of 2021, we must complete it to maintain our certificate through Illinois Administrative Code section 600. The primary goal of IPLAN is to assess and improve the organizational capacity of the health department and will need to be approved by the Board of Health before it can be approved by Illinois Department of Public Health. APEX-PH is used to complete IPLAN and has three parts; organizational capacity assessment, community process and completing cycle, benefits of using APEX-PH is high degree of flexibility and focus on community involvement. Brianne continued discussing population summary, stating Galesburg decreased by 6.21%; demographic summary stating median in Knox county is 42.1 and a larger percent of Knox county's population is over 65 years of age (20.8%); white residents have the highest median age at 44.4 and other races/ethnicities have median age between 18.5-27.8; there are 20,680 households in Knox county, 9,969 households have children under 18; housing summary stating median rent in Knox county is \$634, rates of homeownerships by race, white residents 70%, Hispanic residents 64.7% and black residents 17%, of households making less than \$20,000, 76.1% are rent burdened.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Staffing, noting that herself and the Director of Human Resources Patrese Jackson created a spreadsheet listing of staff and various indicators about staffing levels and position openings. It is anticipated that this will be shared with the Board quarterly; the Health Department is currently looking to hire for fifteen positions and the health center is looking for five people.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated Board on HRSA CARES/ECT grant funds extensions, stating that HRSA had approved the extensions for one full year; ECT funds are paying for the upgrade to website, CARES funds are to be used to for HVAC and Ionization systems on the roof to improve air circulation through the building which would allow for more patients in the Community Health Center. Ms. Gabriel closed noting that the Health Department will go out for bid over the next couple months and will bring bids to the Board of Health for approval; CARES funds also include monies to pay for upgrades to secure the rear entrances with a swipe to unlock the back doors, additional lighting, overhead awnings, as well as the medication disposal room and sample medication rooms security.

The final item on the agenda under the Administrator's Report, Michele Gabriel updated Board on HRSA H8F Funds and Capital Funds, stating we were awarded \$1,190,750, this is a two-year grant from April 1, 2021 through March 31, 2023. The funds are intended to continue COVID activities, work to bring patients back into the clinic, as well as completing outreach and enrollment efforts and recruitment of providers. Ms. Gabriel noted that the budget is a forecast of what the next two years may look like, since the Health Department is working under many assumptions regarding what the next two years will be like related to the COVID 19 virus activity. The budget is made up primarily of staff, we are picking up staff that are not previously covered in the health center, picking up staff to do work with outreach and enrollment, picking up some of the contact tracers after that grant expires, picking up staff that are doing testing after that grant expires; the leases for the other two buildings would be picked up after the other grants expires; dental equipment that needs repaired or replaced; and trying to get LED sign inserted in this grant so when we go out to bid again it will be covered.

Michele stated we received capital money, this is the first capital money that HRSA released, it is part of the American Rescue Plan we were given an award \$547,916 for construction and capital improvements. We are looking at what we can do in the building with this money, it is enough to do some amendments within the building that we think may need to be done, Reina the COO was looking at assuring one medical room and one dental room are completely ADA accessible, we have a dental chair that will drop and allow someone to transfer if they need to transfer; looking at some rooms seeing if they can be constructed to improve patient flow; looking at signage affixed to the building, this is through March 2024.

### **DIVISION DIRECTOR REPORTS**

The first item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board on Its Your Turn Vaccine Event, stating we thought it was a great success, we gave 402 vaccines, we had 27 community partners that all came together to pull this off, we did a lot of advertising, the radio station was there all four days; we narrowed the 2<sup>nd</sup> dose clinics to two days on Saturday June 5<sup>th</sup> and Monday June 7<sup>th</sup>, we will also take walk-ins. Michele thanked both hospitals for their help at the vaccine clinic and thanked the county and city for filling in the holes in the parking lot, we greatly appreciate everyone's partnership.

The final item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board on LIHEAP Program, stated our LIHEAP department has been consider a leader throughout the state all year long, we have received supplemental funds two or three times during the year because we were running out of funds from helping so many clients, they have a new program called UDAP a lump sum payment for individuals who are going to have a disconnect, they are using a \$250 bill as a disconnect for anyone who is on gas and electric, if you have propane you are considered as a disconnect. Anyone who is at disconnect status are going to be pushed through to get anywhere between \$250 to \$5,000 per utility, we are getting additional \$1,414,000 for this grant, about \$1,200,000 is for pass through utilities and the other \$214,000 will come to the Health Department as a draw down scenario as we bill for it. This all must be done May 31, 2021, so there is a lot of staff time being dedicated right now to take care of this stuff, we must make sure all the clients have their stuff inline, work with utility vendors, and call propane vendors directly about their customer and clients to find out how much they are getting. Wil and Erin estimate it will take ruffly between 400 to 500 hours staff time to get this all done, from what has already been

done to getting to the end of it by May 31, 2021.

### **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 April 2021, reporting Health Center performed 575 tests, 321 positives cases, 24 positives lost to follow up, 1052 contacts, 100 contacts lost to follow up, average three contacts per positive case, Call Center received 91 phone calls, Contact Tracing Made 2637 calls, 13 press releases, and 73 social media activities.

### **WORK SESSION**

There were no items on agenda under Work Session.

### **OLD BUSINESS**

There were no items on agenda under Old Business.

### **NEW BUSINESS**

There were no items on agenda under New Business.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on May 20, 2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on May 26, 2021 at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on June 10, 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 Board is in full support of the Health Department and thanked Michele and her team for all they have been doing. Robert stated \$9,600,000 dollars have been allocated to the County, half this year and half next year, County received the criteria on how to spend those dollars, they are starting to research that through, hopefully by next month disclose how they will be able to allocate those dollars to various departments.

### **BOARD MEMBER COMMENTS**

Mr. Gibb stated he worked 3 out of 4 days at the vaccine clinics and wanted to give a shout out that it was done professionally, especially with all the walk-ins, number of volunteers, and all the entities involved it went smoothly. Ms. Grimes thought IPLAN summary was a lot of information and thought Brianne did a good job. Mr. Fletcher, Sr. said his staff enjoyed working at the vaccine clinic and Board thanked Michele and her staff for all the work they are doing.

### **EXECUTIVE SESSION**

There were no items on agenda under Executive Session.

### **RETURN TO OPEN SESSION**

There were no items on agenda under Return to Open Session.

## **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the May 13, 2021 Board of Health meeting at 7:55pm; the motion was seconded by Doug Gibb. Roll Call vote was unanimous: Dan Harris-yes; Kevin Satisfsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Lorraine Garland-yes.