

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
June 10, 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 June 10, 2021. President Dan Harris called the meeting to order at 6:31 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Stephanie Grimes, and Susan Vinson. Also, present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Tina Jockisch, Administrative Clerk; and Brianne Nichols, Peace Corp Fellow. Members of the public: Knox County Board Member, Cheryl Nache. Absent Kevin Satsky, MD, Bruce Bobofchak DDS, and Lorraine Garland, MD.

**ADDITIONS TO AGENDA**

The first addition to the agenda is under Business Meeting, after A, add Budget/Line-Item Adjustment for Health Department and Health Center. The final addition to the agenda is under President's Business, ask the Board if they want to come into the building for July meeting.

**PUBLIC COMMENT**

Knox County Board Member, Cheryl Nache expressed her appreciation for everything the Health Department is doing, but she is concerned because she feels people in the community are not taking the vaccine seriously.

**PRESIDENT'S BUSINESS**

There was an addition to the agenda under President's Business. President Dan Harris asking the Board if they would like to resume holding the Board of Health meeting in person again beginning with the July meeting? After much discussion, the Board decided to continue Zoom meeting for July and requested that Michele to check into the Health Department having the capability to hold a Hybrid meeting, in person and via zoom.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the May 13,2021 meeting as circulated was made by Robert Bondi and seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Kevin Satsky, Bruce Bobofchak, and Lorraine Garland.

**Treasurer's Report**

The first 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 there was a Transfer Within Budget for expense increase of \$46,000 for Printing & Advertising, \$19,000 for Lease Agreement and offset (\$65,000) for Contingencies. A motion was made by DuRae Fletcher, Sr to approve Health Department Budget/Line-Item Adjustment and was seconded by Dan Harris. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Robert Bondi, Kevin Satsky, Bruce Bobofchak, and Lorraine Garland.

The next 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 there was a Transfer Within Budget for expense increase of \$15,000 for FQHC Lab Services and offset (\$15,000) for Contingencies. A motion was made by Susan Vinson to approve FQHC Budget/Line-Item Adjustment and was seconded by Stephanie Grimes. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Robert Bondi, Kevin Satisfsky, Bruce Bobofchak, and Lorraine Garland.

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of June 2021 totaling \$111,552.11. He went on to note that additional expenses since the mailing of the agenda included: Building Lease \$19,402.38, Software Fees \$19,058.37, Ads \$7,805.90, Supplies \$3,727.47, Client Services \$3,570.33, Utilities \$3,450.17, Computers \$2,788.00, IT Services \$2,705.00, Training/Travel \$2,094.58, Copier Agreements \$833.40, Tank Rental \$482.40, Patient Refunds \$454.55, Coat Rental \$341.90, Fit Testing \$80.00, Profit Recovery Fee \$57.00, Building Maintenance \$40.00, Postage/Shipping \$32.52, Background Check \$10.00 and Annual Report Fee \$10.00 totaling \$66,943.97. A motion was made by Susan Vinson to approve payment of the June 2021 bills as presented; was seconded by Stephanie Grimes. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Kevin Satisfsky, Bruce Bobofchak, and Lorraine Garland.

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending May 31,2021 stating the Health Department is (\$245,270.41) Net Revenue Over Expenditures for the month and (\$563,573.80) Net Revenue Over Expenditures for the year. Jerome closed stating that the overages are primarily due to lag times related to grants payments going out for programs, such as LIHEAP, and the delay for reimbursement of those funds coming back into the Health Department for deposit.

The final item on the agenda under the Treasurer's Report, Jerome Townsell discussed with Board the FY22 Budget, Jerome noted that the Department is looking 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 other grants the Health Department is has yet to hear about. Jerome continued stating this is a preliminary budget and he will be bringing this to the Board for the next couple months until the final budget is presented in the Fall. Michele stated that both the Governance Board and Board of health will need to consider looking at the Health Center through the end of the year. Michele stated the Health Center received some H8F money that includes the ability to do significant outreach to draw patients back into the Health Center, historically the medical division has struggled with attracting and retaining patients and this continues to be a short fall in the Health Center. Michele stated she will continue to discuss with the Governance Board and Board of Health over the next six months while implementing concerted efforts to increase the number of medical patients utilizing the Community Health Center. Michele closed stating that the CHC staff will be developing a formal Outreach Plan for the next six months, and that close to the end of FY2021 the Boards may have to examine ongoing operations and staffing levels of the CHC.

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

The first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Legislature specific to the Local Health Protection Grant and its funding. Michele stated that at the close of the Legislation Session, public health programs, including the Local Health Protection Grant and being receiving level funding. Michele closed stating that there had been a substantial legislative activity to solicit for an increase to the line item that funds core public health services in Illinois; however, there was no increase in the budget line item.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated Board on COVID-19 Activities, stating that COVID-19 numbers for the County, Region and State are all looking good, regionally all metrics are where they are supposed to be, the Health Department continues to provide public information, take questions from the public, and is testing three days a week for COVID-19. Although the numbers are dropping significantly the public health feels it is important to offer it. Michele additionally stated that the Department is still providing vaccine and doing contact tracing.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated Board on COVID-19 Vaccination Clinics, stating that the Health Department had a lot going on with vaccine clinics; including holding clinics in other areas to ensure adequate access for all populations in the County. Efforts include city buses accessible for free to go to the "It's Your Turn Clinics", the Health Department is working with volunteer fire departments to schedule some vaccine clinics in the rural areas of Knox County, one in Maquon that day; additionally, this month clinics are scheduled in Wataga, Williamsfield, Oneida, Victoria and Dahinda. Michele went on to state the Health Department is working with some of the grocery stores, Save-a-lot where a clinic was held that day, as well as working with Hi-Lo in Abingdon and Galesburg. Additionally, the Department has been invited to community events such as NAACP BBQ, and the Department is trying to meet request when we can. Michele went on to say we are looking at some of the public housing sites and if it is accessible for us to get back into them, or if there is a better way to reach populations we have missed thus far. Michele said the State is providing the local health departments with vaccine rates by census track, it is for official only use data, nothing we are allowed to share publicly; however, the Department has the ability to pull up vaccine rates by census track and identify which areas of the County and City that we need to target to provide more vaccine. Michele stated the Health Department continue to operate clinics on Tuesdays and Thursdays at the Unified Command Vaccine building, we offer Pfizer & Janssen on Tuesdays and Moderna & Janssen on Thursdays.

The next item on the agenda under the Administrator's Report, Michele Gabriel discussed with Board the Restore Illinois Phase 5 and KCHD Operations, stating we will move into Phase 5 on Friday June 11, 2021, which means the State eliminates all capacities limits on businesses, large scale events, conventions, amusement parks and all their venues. The masking requirements for vaccinated and non-vaccinated individuals continue to align with CDC guidelines, which means if you are vaccinated you can go out in public without a mask except for certain venues such as health care providers, congregate living facilities, prisons and schools still mandate masking.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on CHC Medicaid Encounter Rate Increases, stating our Medical encounter rate is \$138.03, Dental \$110.40 and Behavioral Health is \$62.88, the encounter rates will increase 25.90% from April 1 to June 30, 2021, Medical will be \$173.78, Dental \$138.99 and Behavioral Health \$79.17, in October they will issue us the additional money in one check for the increased encounter rates from April 1 to June 30, 2021. Michele went on to say July 1 to December 31, 2021, the encounter rate drops to the 11.5% rate we will keep going forward, Medical \$153.90, Dental \$123.10 and Behavioral Health \$70.11.

The next item on the agenda under the Administrator's Report, Michele Gabriel updated Board on CHC Base Grant Extension, stating this grant runs on a three-year period, so every third year we have to do a competitive grant. The Department was notified that the CHC Base Grant has been extended for one year, so the competitive application until the end of 2023, and the grant period will end on April 30, 2024. Michele stated she was not sure at this time if the site visit will be delayed or if it will allow an additional year to meet the patient target.

The final item on the agenda under the Administrator's Report, Michele Gabriel updated Board on CHC Outreach and H8F Funds, stating the H8F funding allowed the Health Department to use a significantly amount of money to do outreach, we did patient education to help bring patients into our center, our Quality Improvement Committee is going to put together a smaller work group to work specifically on attracting and bringing in new Medical patients, they are working to get the rosters to find patients that have been assigned to us but perhaps have not come in to visit, to bring them in we are doing a direct mailing to households reminding people of annual visits, wellness checks and it is time to come back in to continue your medical care, we will be doing a lot of Facebook presence, social marketing and other information to get people into the clinic. The Health Center Staff will be putting together a more formalized plan over the next six months to increase those numbers, we will share with the Board next month after it is developed.

### **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, Brianne Nichols, Peace Corps Fellow presented to Board the IPLAN, Brianne started with Chapter 6 – Education and Employment stating for those 25 years of age 89.1% have a high school diploma, 18.9% have a bachelor's or higher. The educational attainment for white, non-Hispanic residents is higher than Black or Hispanic residents, High School or equivalency White, non-Hispanic residents – 91.6%; Black residents – 66.5%; Hispanic residents – 72.9%, Bachelor's Degree or higher White, non-Hispanic residents – 20.2%; Black residents – 6.3%; Hispanic residents – 9.3%, High School Graduation rates by School Districts 2019-2020 Abingdon-Avon 276 – 84%; Galesburg 205 – 81%; Knoxville 202 – 85%; ROWVA 208 – 80%; and Williamsfield 210 – 95%. Employment – the largest sector is production, transportation, and material moving occupations at 20.9%; employees in sale and office occupations are 20.6%; education services, health care and social assistance employ 28.6%; retail trade 14.3%; and manufacturing 10.3%; 69.8% of employees work for private for-profit employers; over two-thirds of employees commute less than 19 minutes and 90% of employees in Knox County commute by car, van, or truck.

Brianne continued discussing Chapter 7 – Income and Poverty, the Median Income in Knox County is \$44,129, by race: White, non-Hispanic residents - \$46,432; Black residents - \$14,767; Hispanic or Latino - \$35,644. Median income by household: Family households - \$63,307; Married couple with children under 18 - \$81,120; Single female with children under 18 - \$20,489; and non-family households - \$25,182. Poverty Measures – groups living under the poverty line in Knox County, all persons – 14.5%; Persons 65 and older – 8.6%; White, non-Hispanic – 11.6%; Black, non-Hispanic – 34.9%; Hispanic – 28.2%; Married Couple – 4.3%; and female head of household – 29.0%, 68.8% of student in Knox County are eligible for free or reduced lunch compared to 82.69% in Illinois. In 2020, there were 15,009 Knox County residents who were Medicaid recipients.

In closing Brianne discussing Chapter 8 – Crime and Violence, total of 1,615 crimes were reported in 2019, with a crime rate of 3,258.9 per 100,000, Illinois rate is 2,155.7 per 100,000. Crime rate by communities in 2019, Galesburg – 4,593.0 per 100,000; Yates City – 612.6 per 100,000, other communities were not reported. Drug offenses – 2019, 411 drug related offenses occurred, 154 related to methamphetamine; 102 related to drug paraphernalia; 75 were controlled substances; 71 were cannabis related arrests; and 9 hypo syringe needle acts.

## **PERFORMANCE MANAGEMENT REPORTS**

The only item on the agenda under Performance Management Reports, Michele Gabriel, Public Health Administrator; reported to Board the COVID-19 Activities Data for May 2021, reporting Health Center performed 297 tests, 163 positives cases, 29 positives lost to follow up, 660 contacts, 68 contacts lost to follow up, average four contacts per positive case, Call Center received 25 phone calls, Contact Tracing Made 1926 calls, 15 press releases, and 97 social media activities.

## **WORK SESSION**

The only item on agenda under Work Session, Michele Gabriel, Public Health Administrator discussed IPLAN, noting every five years when the IPLAN is done it includes a Strategic Planning effort to be completed by the Board of Health during that period. Michele stated the Health Department has a lot of changes going on, staffing at the Health Department, programming, increases in minimum wage, and the level funding of grants. Michele went on to request that the Board support bringing a contracted individual in to complete a Strategic Plan with the Board from start to finish for the Board. Michele stated she recommends the Board and high-level management staff participate, but that would be at the Boards discretion if they wanted the managers in there or not. President Harris stated with everything going on he felt it would make sense to contract with a facilitator to come in and run as many sessions as necessary to produce this report, DuRae Fletcher, Sr. and Doug Gibb agreed with President Harris to have Michele move forward to identify someone.

## **OLD BUSINESS**

There were no items on agenda under Old Business.

## **NEW BUSINESS**

The first item on agenda under New Business, Michele Gabriel, Public Health Administrator discussed Knox County Health Department Hours of Operation, stating previous to COVID-19 the Health Department hours were 8:00am to 4:30pm, However, for the last fifteen months we have operated from 8:00am to 4:00pm because the building was closed down due to COVID-19. She went on to state that historically there had been little activity in the building from 4:00pm to 4:30pm, and many services are moving to be completed online. Michele noted that she is requesting that the Board move the Health Department hours from 8:00am to 4:00pm. She noted that it is easier to staff the facility and allow for staff to take earned leave; additionally, there are programs that require late hours at least once each month, both WIC and LIHEAP, and other divisions such as Environmental Health already make hours available outside normal hours to accommodate vendors or contractors if needed. Michele noted this would not affect the hours of the Community Health Center and that the Governance Board is responsible to set the Community Health Center hours as dictated by the grant. A motion was made by Dan Harris to approve the Knox County Health Department Hours of Operation 8:00am-4:00pm as presented; was seconded by Robert Bondi. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Kevin Satsky, Bruce Bobofchak, and Lorraine Garland.

The final item on agenda under New Business, Michele Gabriel, Public Health Administrator presented HRSA Capital Grant Funding, stating that, as part of the American Recovery Act funding, the CHC was provided access to \$531,779 in funds to complete capital projects for the Health Center facility. The CHC is proposing to complete a project to make the facility more ADA accessible, as well as to enlarge the lab area to accommodate patients instead of completing labs in an exam room. The third potential component if approved will cover costs to improve building signage. The money for the project thus far totals \$384,000 and the application is due June 24,2021. A motion was made by Doug Gibb to approve the proposal

for HRSA Capital Grant Funding as presented; was seconded by Susan Vinson. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Robert Bondi, Kevin Satisfsky, Bruce Bobofchak, and Lorraine Garland.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on June 17,2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on June 23,2021 at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on July 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 received half of the \$9,600,00 from stimulus package for the County, along with 160 pages of rules and regulations to review and go over. 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.

### **BOARD MEMBER COMMENTS**

Mr. Fletcher, Sr. said he thinks the Health Department is doing a fantastic job getting the Knox County residents vaccinated, Ms. Grimes said the Health Department is doing a great job getting out in the rural communities, public housing, and going to events such as the NAACP BBQ. Ms. Vinson thanked everyone for being so kind and helpful since she started on the Board and appreciates Brianna's IPLAN report and all the of information. Dan thanked Michele and her team for all the work they are doing, and their efforts are not going unnoticed.

### **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 June 10,2021 Board of Health meeting at 7:54pm; the motion was seconded by Susan Vinson. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; and Dan Harris-yes. Absent Kevin Satisfsky, Bruce Bobofchak, and Lorraine Garland.