

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
October 14, 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 October 14, 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, MD. Also, present were Michele Gabriel, Public Health Administrator; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Sarah Willett, Environmental Health Supervisor; Mary Guenseth, Director of Family Case Management, and Tina Jockisch, Administrative Clerk. Members of the public: Knox County Board Member, Cheryl Nache.

**ADDITIONS TO AGENDA**

The only addition to the agenda under Business Meeting, B. Line-Item Adjustment for the Health Department. A motion to approve the changes to the agenda was made by Robert Bondi and seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

**PUBLIC COMMENT**

Knox County Board Member, Cheryl Nache stated she has questions about the mask mandate, several businesses that she has been to are not following the mask mandate, the employees and customers are not wearing mask.

**PRESIDENT'S BUSINESS**

The only item on the agenda under President's Business, FY22 Board of Health Officers Committee Report, President Harris stated they need a new slate of officers that need to be voted on in the November meeting. Doug Gibb stated they have no updates at this time.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the September 9,2021 meeting as circulated was made by Robert Bondi and seconded by Kevin Satsky. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

**Treasurer's Report**

The first item was an addition to agenda under the Business Meeting, Line-Item Adjustment to Budget for Health Department, Jerome Townsell, stated the budget increased \$200,000 due to LIHEAP expenses, so the Health Department is looking to increase the LIHEAP Federal Grant by \$200,000 and increasing expense side grant services by \$200,000 which cover utilities for our clients. Jerome stated the second portion of this Line-Item Adjustment is pulled from contingencies, increasing Utilities \$5,000, Telephone \$5,200, Waste Removal \$2,000, and EH Supplies \$300, the first three are tied to the Bergner's location and contract services contract being extended, and EH was over by \$11, so put in a small cushion of \$300 to make it through the end of November. A motion was made by Robert Bondi to approve the Line-Item Adjustment to Budget for Health Department as presented; was seconded by DuRae Fletcher,

Sr. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of October 2021 totaling \$377,593.33. He went on to note that additional expenses since the mailing of the agenda included: Lawn Care \$272.00, IT Services \$105.00, Client Services \$103.92, Travel/Training \$70.56, Background Checks \$61.35, and Copier Agreement \$40.68 totaling \$653.51. A motion was made by Kevin Satsky to approve payment of the October 2021 bills as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending September 30,2021 stating the Health Department is \$81,809.84 Net Revenue Over Expenditures for the month and \$374,986.30 Net Revenue Over Expenditures for the year. Jerome closed stating the LIHEAP program started again September 1,2021 so those numbers will be changing.

The final item under the Business Meeting, Jerome Townsell, presented to Board the FY22 Health Department Budget, stating he made a couple changes to the budget by removing rent for the two buildings from Health Center Budget and moved them to the Health Department Budget. Jerome stated he believes there will be some grant money coming in to help cover those. Jerome stated the other big change to the budget was the Health Center received a grant for \$502,725 to make some capital changes within the building. A motion was made by Dan Harris to approve the FY22 Health Department Budget as presented pending any approved additional increases in the Administrator's salary that the Board would discuss in the Executive Session and act on when the Board comes back to open session was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

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

The first item under the Administrator's Report, Michele Gabriel updated Board on Grant Funding, stating the State Health Department notified the Health Department they will be receiving further vaccine funding, additionally in the same email the State's intentions were to extend contact tracing funding through the end of June 2022, if not through the end of December 2022. Michele stated she was unsure at this time how much vaccine and contact tracing funding the Health Department will be receiving, but the budget includes contact tracing through the end of March 2022.

The next item under the Administrator's Report, Michele Gabriel updated Board on NOA ARPA Health Center Infrastructure Support, stating the Health Center received Capital Grant Funding they applied for in the amount of \$502,725, this money was designated to improve the entrance into the Health Center side of the building, to make it more handicap accessible. Michele stated there was signage included in the grant application and the reconfiguration of a small amount of footprint of a couple rooms to try to make more room for a lab if there is money left.

The next item under the Administrator's Report, Michele Gabriel updated Board on CHC Provider Recruitment, stating the Health Center is looking at some deficiencies regarding

Providers, they are down to one Dentist and one Behavioral Health Counselor. Michele stated the Health Center lost one of their APN Health Care Providers and they are not looking to replace the APN at this time unless a need arises. Michele continued stating the Health Center is currently looking for a Dentist, she will review the Dental salary to make sure it is competitive to bring in a new Dentist. Michele stated the Health Center has been actively looking to recruit more Behavioral Health Counselors, Michele directed Reina, Health Centers COO to look at information regarding Telehealth Services to see if that is a reasonable temporary or permanent solution. In closing Michele stated the Health Center has funding in the HHF or ARPA money for outreach and bringing patients back in and supporting COVID, there is money that can be used for recruitment.

The next item under the Administrator's Report, Michele Gabriel updated Board on COVID-19 Activity, stating the Health Department continues to test, provide vaccine, do contact tracing, CDC still considers us to be in high transmission, they are looking more at hospitalization and cases per 100,000 than the positivity rates this year, because of the influx in testing that goes along with the vaccine mandates. Michele stated ICUs continue to struggle, information is on IDPH website, they are talking more about it being a product of COVID as well as a product of staffing levels in some areas. Michele continued stating in Knox County we are seeing our positive cases level off and feels we are on the downward side of the curve; the Health Department is still providing vaccines at the Unified Command building as well as providing it at pop up clinics in the community, at this time there are not many people looking for boosters, we are doing third doses and Pfizer boosters for those people who are eligible. Michele stated the Health Department is planning and preparing for when the Moderna booster come in, if there is an influx of activities and we need to do a mass clinic we will shut down the Public Health side and do a couple mass clinics to try and hit the 65 and over population if there is a large demand. Michele stated locally in the executive order associated with the masking mandates, when the Health Department receives complaints, they are calling the facility and letting them know we received a complaint, educate them, and tell them what they need to be doing according to the executive order. In closing Michele noted the executive order came through this time with no enforcement mechanism.

The next item under the Administrator's Report, Michele Gabriel discussed with Board on Vaccine/Testing Team, stating the Health Department has staff they hire for vaccine and testing, a team of four or five that are in the budget that are either LPN's, Medical Assistants, and Patient Service Representatives that test here Monday, Wednesday, and Friday and cover vaccine clinics at the other building on Tuesdays and Thursdays. Michele stated she wanted to create a temporary division that oversees vaccine and testing so she can stop allocating Public Health and Health Center staff to those duties and let them get back to their original jobs.

The final item on the agenda under the Administrator's Report, Michele Gabriel discussed with Board on COVID-19 Testing, stating testing is a Health Center function, it is a program that is funneled into the Health Center through the State so everything is done free of charge, then the labs go into Reditus, any staff that is hired to do that is paid through Health Center dollars, and there are still funds available to continue supporting that program. Michele spoke to the Health Center about their goals, and they wanted to move in the direction of a vaccine/testing team because they do not want to reduce the availability of medical providers, the Health Center is moving to do a lot of outreaches to increase the patient load.

### **DIVISION DIRECTOR REPORTS**

The only item on the agenda under Division Director Report, Sarah Willett, Environmental Health Supervisor, updated the Board on Food Program Activities, stating when COVID hit in March 2020 Environmental Health stopped all in person food inspection as a safety precaution,

they tried to stay in touch with the facilities and put together a self-inspection form in a two part series that was a check list of the items that the Health Department looks for when they go in to do their inspections, that the facilities could use to walk around and do their own self-inspection and be as honest as possible. Sarah stated about fifty percent returned the self-inspection forms, when the Health Department received the self-inspection forms back, they checked to see if there were any issues, if there were issues, they would call the facility and talk to them about the problems they were experiencing, offer some recommendations, food safety education, and try to get them back on track. Sarah stated if the facilities turned in both self-inspection forms the Health Department would give them a break when they did their in-person inspections, they would not give them a full inspection, they would talk to them about their self-inspection form, take some temperatures and shorten their inspection all together. Sarah stated the Health Department normally does ten to fifteen food safety workshops, if a facility is having issues the Health Department will have an in-person workshop for their staff, due to COVID they did not do any in-person workshops in 2020. Sarah stated staffing has been a struggle, when COVID began Environmental Health Division was pulled over to help with contact tracing or whatever was asked of them, which pulled them away from the food program too. Sarah continued stating she was able to hire two new staff members in the last year, one started in June 2020 and one May 2021, one staff member moved to Emergency Preparedness. In closing Sarah stated Environmental Health started doing in-person inspections in April, with safety precautions put in place, staff always wears a mask, asks the business to have their employees all mask and keep at least 6 feet apart, with not being in the restaurants for over a year Environmental Health staff is noticing a number of violations, some critical issues and a lot of cleaning issues, the main problems with restaurants is not enough staffing.

### **POPULATION HEALTH MANAGEMENT REPORTS**

There were no items on agenda under Population Health Management Reports.

### **PERFORMANCE MANAGEMENT REPORTS**

There were no items on agenda under Performance Management Reports.

### **WORK SESSION**

There were no items on agenda under Work Session.

### **OLD BUSINESS**

The only item on agenda under Old Business, Michele Gabriel discussed with Board the COVID Contact Tracing Staff Extension, Michele asked the Board to extend the Contact Tracing Staff through the end of March 2022 so she could assure staff that they would have a job through March 2022, to avoid risk of losing any more of them. A motion was made by Robert Bondi to approve to retain COVID Contact Tracing Staff through March 30,2022 and communicate that to the staff; was seconded by Bruce Bobofchak. Roll Call vote was unanimous: Kevin Satsisky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

### **NEW BUSINESS**

The first item on the agenda under New Business, Michele Gabriel presented to Board the Public Health Programs Supervisor Nursing Job Description, Michele stated she is proposing a Nurse oversee the Vaccine/Testing Division, and hopeful the Health Department can find a Nurse for this Supervisor position. If not, Michele asked for the ability to take this to a director position with additional administrative functions assigned, if unable to find a Nursing Supervisor. A motion was made by DuRae Fletcher, Sr to approve the Public Health Programs Supervisor Nursing Job Description as presented; was seconded by Dan Harris. Roll Call vote was unanimous: Kevin Satsisky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes;

Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The next item on the agenda under New Business, Michele Gabriel presented to Board the COVID-19 Healthcare OSHA ETS, Michele stated as a Community Health Center we are required to comply to the COVID-19 Healthcare OSHA ETS (Emergency Temporary Standard), this document was developed with a team and reviewed by non-management staff, followed all the requirements there in, it is primarily things the Health Department has been doing the entire time, just needed updated policies put into place. Michele stated this document contains Environmental standards, cleaning standards, go back to screening staff daily, PPE requirements, Human Resource functions about paying staff who become ill after receiving vaccine, have COVID or close contact to someone with COVID, record keeping, training all staff, and respiratory plan. In closing Michele stated these are things the Health Department has been doing, just needed to put policies and practices in place. A motion was made by Susan Vinson to approve the COVID-19 Healthcare OSHA ETS as presented; was seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The next item on the agenda under New Business, Michele Gabriel presented to Board the 2022 KCHD Holiday Schedule. A motion was made by Doug Gibb to approve the 2022 KCHD Holiday Schedule as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The final item on the agenda under New Business, Michele Gabriel presented to Board the 2022 Board of Health Meeting Schedule, A motion was made by Robert Bondi to approve the corrected 2022 Board of Health Meeting Schedule as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on October 21,2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on October 27,2021 at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on Wednesday November 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 has successfully finished the annual budget with the final review happening Thursday October 21,2021 at the County Finance meeting, it will be posted for public view on time. Robert thanked the Health Department, Michele and her staff for their cooperation and timely meetings with the County Board to get the Health Department budget in line with the County. Robert stated the County is moving forward in revamping their IT department, they have come a long way in making sure everything is secure, they are using Office Specialist to help them through the process, they have key staffing that will be hired in that area.

## **BOARD MEMBER COMMENTS**

Susan Vinson stated she appreciates Michele and her team for all their hard work, the rest of the Board appreciates all the work the Health Department is doing. President Harris expressed his gratitude to Michele and her team for all the work you are doing for the residents of Knox County, it is appreciated.

## **EXECUTIVE SESSION**

A motion was made by Kevin Satsky to go into Executive Session at 8:00pm and seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-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 8:20 pm and seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The first item upon returning to Open Session a motion was made by Robert Bondi to approve a 4% increase in the Administrator's salary, unless that increase does not bring the salary up to at least the midpoint from the salary study conducted by the county, in which case the increase should be 5% and was seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The final item upon returning to Open Session a motion was made by Dan Harris to table FY22 CEO Performance Evaluation until the November meeting and was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

## **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the October 14,2021 Board of Health meeting at 8:25pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.