

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING
August 11, 2022, 2022, via Teleconference
6:30 p.m.
Knox County Health Department
1361 W. Fremont St. Galesburg, IL
61401**

The Knox County Board of Health meeting was held via Teleconference on August 11, 2022. President Dan Harris called the meeting to order at 6:32 PM. Present via teleconference were Dan Harris, Kevin Satsky, MD, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, Susan Vinson, and Carl Strauch, MD. Also, present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; and Tina Jockisch, Administrative Clerk. Absent: Doug Gibb, and James Wolf.

ADDITIONS TO AGENDA

Ms. Gabriel stated there was an informational item added to the agenda under Public Health Administrator's Report; (b) Operational Site Visit Summary. A motion to approve the agenda was made by Carl Strauch and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.

PUBLIC COMMENT

No members of the public.

PRESIDENT'S BUSINESS

President Harris updated the Board members regarding the annual performance evaluation for the Public Health Administrator. President Harris stated he has been in contact with Governance Board President Karen Lynch, he noted Governance Board members Marty Andrews and Angela Petersen will be working in collaboration with Board of Health members Bruce Bobofchak and Doug Gibb to complete the evaluation process. The committee will be meeting next week and will hopefully provide a progress report to the Board of Health at the September meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the July 14, 2022, meeting as circulated was made by Carl Strauch and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.

Treasurer's Report

The next item under the Business Meeting, Jerome Townsell, reported to Board on revised expenses for the month of August 2022 totaling \$133,782.50. He went on to note that additional expenses since the mailing of the agenda totaled \$61,403.12, and included: Client Services \$21,774.58, Software Fees \$18,052.01, Utilities \$8,367.33, Supplies \$3,044.92, Building Maintenance \$2,846.71, Grant Refund \$2,043.89, Phone Services \$1,928.85, Internet Services \$1,209.88, Marketing \$850.00, Travel/Training \$566.39, CC Service Fees \$476.32, Profit Recovery \$142.50, TV Services \$61.12, and Equipment Maintenance \$38.62. A motion was made by Stephanie Grimes to approve payment of the July 2022 bills as presented and was seconded by Robert Bondi. Roll Call vote was unanimous:

Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.

The next item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending July 31, 2022, stating the Health Department has a (\$217,242.82) Net Revenue Over Expenditures for the month ending July 31 2022, and (\$342,977.51) Net Revenue Over Expenditures for the fiscal year thus far ending July 31, 2022. Jerome stated the fluctuation in the financial statements is due to LIHEAP, which ended their grant period in June, however, this year they decided to a supplemental payment to clients totaling \$460,000. Jerome stated the Health Department expects to recoup those finds next month. Jerome noted with the additional COVID money the State received they passed that on to several of the LIHEAP clients.

The final item under the Business Meeting, Jerome Townsell, updated to the Board of Health on FY23 Budget Development, Jerome stated the Health Department has a meeting scheduled with the wage study company next week to see if we can get any information, if not the Health Department plans on moving forward with the salary schedule the Board of Health approved in the previous three years. Jerome stated the Health Department will have the FY23 Budget for the Board of Health to look at approving next month. Robert Bondi stated in a prior County meeting he attended; everyone anticipates they will have the wage study in hand by the end of August.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under her report, Michele Gabriel updated the Board of Health about COVID-19 Testing/Vaccine Division, Michele stated this division will continue to function through the end of September until we vacate the Bergner's building. Michele noted the Health Department continues discussions about moving the vaccine and testing back into the building as part of normal operations. Michele stated vaccines will be moved into the Communicable Disease Department and the current plan is to get rid of the testing trailer in the parking lot and move testing into the Community Health Center. Michele stated with the elimination of the vaccine division the Health Department will be losing grant funding at the end of December, landlords for the Bergner's building and the Contact Tracing building have been notified, along with notifying staff know who will be let go when those external services are done. Michele stated the Health department is looking at providing COVID vaccine in the building along with the form of contact tracing that will exist after the fact, there will still be reporting and follow up. Michele noted the testing and vaccines numbers have remained about the same over the last few months; approximately two-thirds of the clients getting tested are symptomatic.

The final item was an addition under her report, Michele Gabriel updated the Board of Health on the HRSA Virtual Operational Site Visit Summary, Michele stated overall the Virtual Site Visit went well, most of the sightings were correcting things that were set up wrong, adding things to agreements, or clarifying things. Which included adding some language to our MOA's we have with our partners; clarifying how we review contracts, how we get data, and how often do we get data. On Form 5A we had to change our scope of services; Screenings: added to Column II and Column III due to mammography being included in the service category screening and the Health Center not completing mammograms on sight and left in column I. Pharmaceuticals: deleted from Column III and left in Column I and Column II. Psychiatry: deleted from Column I as the Health Center no longer employs a psychiatric provider and as such no longer provides itself on site and left in Column II and added to Column III. There were a couple changes to credentialing and privileging; need to start doing peer reviews on Dental Hygienists, and clarification to credentialing and privileging policies. Need to review our sliding fee scale with some data, currently the Health Center is doing a patient survey. Had to clarify Conflict of Interest policies to clarify our Governance Board members or immediate family members are not an employee of the Health Department or Community Health Center; if

there is a conflict the Governance Board member must report the conflict in writing. Additionally, the Governance Board members must attest every year that they or their immediate family members are not an employee of the Health Department or Community Health Center, which is included in their annual Conflict of Interest Statement. Michele noted the Health Department is trying to correct most of the things during the grace period; there is a two-to-three-week grace period where you can make corrections and they do not become contingencies against the grant. However, if they do move to that period, we still have 90 days to correct them.

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

There were no items on agenda under Performance Management Reports.

WORK SESSION

There were no items on agenda under Work Session.

OLD BUSINESS

There were no items under Old Business.

NEW BUSINESS

The first item on agenda under New Business, Michele Gabriel presented to Board of Health the 2023 Board of Health Meeting Schedule, stating the meetings are the second Thursday of every month as stated in the Board of Health bylaws and meeting starts at 6:30pm. A motion to approve the 2023 Board of Health Meeting Schedule as presented was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.

The next item on agenda under New Business, Michele Gabriel updated the Board of Health on FY23 Flu/Pneumonia Pricing, Ms. Gabriel stated there will be no action needed due to flu pricing staying the same, regular dose \$35 and high dose \$70. Ms. Gabriel noted the Pneumonia vaccine should not be included in with the flu; the Pneumonia vaccine is given year-round. Ms. Gabriel stated the Health Department is anticipating receiving the flu vaccine early, so hopefully we would be able to offer flu vaccine at some of our LIHEAP events we do at senior centers or housing units. Also, the Health Department is planning a drive through flu clinic at HPW on Saturday September 24, 2022 from 7am-9am.

The final item on agenda under New Business, Michele Gabriel presented to Board of Health the Organizational Capacity Assessment, Ms. Gabriel stated this is part of our IPLAN process that is done every five years, which includes the completion of a comprehensive community health needs assessment; and a community health improvement plan, and a strategic plan or an internal assessment that are all approved by the Board of Health. The Board of Health received the community health needs assessment presentation previously by Brianne; the Health Department is working on community health improvement plan, that process was completed in partnership with OSF, we do have our own improvement plan separate from OSF's plan, however, they were done jointly without partners. Ms. Gabriel stated this was the internal assessment that the Health Department did since they pushed the strategic plan off until 2023; upper-level management completed an internal assessment which is a statistical approved tool that shows what our scoring was and stretches out over a wide variety of organizational areas having to do with Operations, Mission, Vision, Values, Strategy Planning, Personnel, and Finances. Ms. Gabriel noted there were some areas we were weak in due to staff turnover through COVID; as a team they decided to focus

on Mission, Vision, Values, Strategy Planning and Human Resources to restrengthen the organization. Ms. Gabriel stated it is a five-year plan that will go until the next IPLAN is due; reimplementing strategic planning with the Board of Health and talked about getting an outside consultant to do the strategic planning, educating staff regarding the Health Departments mission, vision, and values, how their job fits in with the overall mission of the Health Department, and integrating it into part of the employee orientation process. Additionally, with Human Resources the wage study was included, approving the salary schedule once it is approved, developing the Work Force Development Plan with other grant funds from the State of Illinois. A motion to approve the Organizational Capacity Assessment as presented was made by Robert Bondi and seconded by Susan Vinson. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on August 18, 2022, beginning at 6:30 p.m. at Annex Conference Center, the Knox County Board meeting on August 24, 2022, at 6:00 p.m. at Galesburg City Hall and via teleconference, *Zoom Meeting ID#729 532 7867* and the next Board of Health Meeting on September 8, 2022, beginning at 6:30 p.m. via teleconference Zoom Meeting ID #955 2103 2839.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, reminded the Board it is budget season, and the Health Department will be meeting with the Finance Committee and of August or first part of September. Diligently working through the ARPA program to redistribute \$9,600,000 the County received; 42% of funds were reimbursed to County for its loses, 58% will be redistributed to various areas such as social services, businesses, human resource, construction, most are non-for-profit or governmental assistance, however some are for private businesses that are trying to expand in broad band business to make sure the County is properly covered for broad band connectivity so virtually anyone in County would have access at a minimum of 100 meg service down and 50 meg service up. Mr. Bondi welcomed everyone that is interested to join in the County board meeting on Wednesday August 24, 2022; appears the final ARPA decisions will happen by final County meeting in September.

BOARD MEMBER COMMENTS

Stephanie Grimes and the rest of the Board congratulated Michele and staff for all their hard work on the site visit, and they thanked Michele for attending the meeting even though she was not feeling well. President Harris congratulated Michele and her team on a successful site visit.

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 August 11,2022 Board of Health meeting at 7:15pm; the motion was seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch, MD-yes; and Dan Harris-yes. Absent: Doug Gibb and James Wolf.