

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

**June 9, 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 June 9, 2022. President Dan Harris called the meeting to order at 6:35 PM. Present via teleconference were Dan Harris, Doug Gibb, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, Lorraine Garland, MD, and Kevin Satsky, MD. Absent were Susan Vinson and James Wolf. 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; and Tina Jockisch, Administrative Clerk.

ADDITIONS TO AGENDA

There were no additions to the agenda. A motion to approve the agenda was made by Robert Bondi and seconded by Doug Gibb. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Bruce Bobofchak, Kevin Satsky, Susan Vinson, and James Wolf.

PUBLIC COMMENT

No members of the public.

PRESIDENT'S BUSINESS

The first item on the agenda under President's Business, President Harris asked the Board for a motion to Reappoint Board of Health Member Dan Harris. A motion to Reappoint Board of Health Member Dan Harris pending the appointment by the Knox County Board was made by Doug Gibb and seconded by Kevin Satsky. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsky-yes; and Dan Harris-yes. Absent: Bruce Bobofchak, Susan Vinson, and James Wolf.

The final item on the agenda under President's Business, Board of Health Secretary: Discuss and Appoint; President Harris suggested to hold the Discussion and Appointment of Board of Health Secretary until later in the meeting; President Harris then requested the appointment be held over for the July 14, 2022, regular Board of Health Meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the May 12, 2022, meeting as circulated was made by Doug Gibb and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, 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 June 2022 totaling \$530,770.96. He went on to note that additional expenses

since the mailing of the agenda totaled \$11,279.48, and included: Audit Services \$6,465.00, Engineering \$2,391.24, Supplies \$1,744.77, Travel/Training \$25.16, Supplies \$101.06, and Building Maintenance \$552.25. A motion was made by Stephanie Grimes to approve payment of the June 2022 bills as presented and was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsisky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

The next item under the Business Meeting, Jerome Townsell, presented to Board the Financial Statements for the period ending May 31, 2022 stating the Health Department has a positive \$54,177.47 Net Revenue Over Expenditures for the month ending May 31, 2022, and \$27,852.87 Net Revenue Over Expenditures for the fiscal year thus far ending May 31, 2022. Jerome stated three expenses will be lower for the next two months due to the 2022 LIHEAP grant ending May 31, 2022; the 2023 LIHEAP grant will not begin until September 2022.

The next item under the Business Meeting, Michele Gabriel, reported to Board on the FY21 Financial Audit Report for the Knox County Health Department noting there were no significant findings for the Health Department, and that the Community Health Center had no findings, and there was one finding in the LIHEAP program, stating that there were findings related with one file included in the audit and that a corrective action plan is in place to correct the concern for fy22. Michele stated overall the audit was positive.

The final item under the Business Meeting, Jerome Townsell, presented to the Board of Health an update on FY23 Budget development, stating the draft FY23 budget at this time is a little over \$8,254,000. Jerome stated this is a very preliminary budget and the Health Department is looking at expenses related to payroll and staffing, as well as looking at what grants are coming in for FY23.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

Michele noted that it is her understanding that the Board of Health will need to return to meeting in person, commenting that the last executive order given by the Governor did not include the ability for public bodies to remain remote to hold meetings. After Board of Health member discussions and comments, Ms. Gabriel was asked to obtain confirmation that is the case and bring it to the Board of Health at their July 14, 2022, meeting or confirm prior to that meeting that they will need to meet in person.

The first item under her report, Michele Gabriel updated the Board of Health on the CHC Operational Site Visit. Michele stated that the site visit will take place July 20-22, 2022, and that this will be a three-day virtual site visit. The site visits are completed once every three-year program period, except this time it is a four-year program period; Board of Health are participants in this virtual site visit due to the Co-Applicant Agreement. Site visit reviewers will speak to the Board of Health and the Governance Board during the virtual site visit to ask questions about operations, policies, etc. Michele closed stating she will let the Board know exactly when during the operational site visit the Boards will meet virtually with reviewers.

The next item under her report, Michele Gabriel spoke with the Board about COVID-19 activities, stating the Health Department is beginning discussions about moving the vaccine and testing back into the building. Michele stated the Health Department is beginning to discuss the change in the provision of vaccination and testing services which will need to move to become part of normal operations and be available by appointment or walk-ins on certain days; COVID vaccine will be provided in much the same way as flu vaccine is and the testing will be provided as part of regular Community Health Center services. Michele stated she anticipates it will be a transition, there is a reduction in demand for both vaccine and testing; however, there will most likely be a need for additional staffing to integrate the services; time will tell what the demand will be. Michele noted the

lease on the Bergner's building ceases at the end of September 2022.

The final item was an addition under her report, Ms. Gabriel presented to Board the KCHD Staffing Report, Michele noted this is the staffing report she presents to the Boards quarterly to advise then at what percentage the Health Department is staffed and what positions are unfilled. Ms. Gabriel closed stating that the Health Department is experiencing much the same hiring and retention difficulties as other businesses.

DIVISION DIRECTOR REPORTS

The first item on agenda under Division Director Report, Sarah Willett, Environmental Health Supervisor; presented to Board the Cottage Food Act, explaining that the Cottage Food Act allows individuals to prepare food in their home and sell it at different venues; it started at the Farmers Market. Sarah gave some history on Cottage Food Act stating Governor Quinn signed three pieces of legislation on August 16, 2011, Public Act 097-0393: allows certain homemade foods to be sold at Illinois farmer's markets; Amends 410 ILCS 625: Food Handling Regulation Enforcement Act; and Amends 410 ILCS 650: Sanitary Food Preparation Act, that went into effect January 1, 2012. It gave people attending farmers markets the opportunity to prepare or lightly process food in their home kitchens for sale only at the farmers markets. Prior to the passage of this law the commercial kitchen was required and the availability of renting a commercial kitchen or the expense of purchasing one was out of reach for most starting food businesses. When the Cottage Food Law passed on January 1, 2012, but only a limited number of non-potentially hazardous foods were allowed to be sold, which consumed mostly of baked goods, jams, and jellies. The Illinois Steward Alliance wanted to push more freedom, so in 2017 they pushed through the Food Freedom Act which drastically increased the number of allowed foods they could sell at the farmers markets including the processing of vegetables and giving farmers greater opportunity to add value to their products and preserve vegetables to sell over the winter. The Food Freedom Act also helped food businesses give farmer market shoppers more of a convenience of foods they craved. The Food Freedom Act changed Cottage Foods from when it started from a small list of allowed foods to allowing everything except a small list of hazardous. On January 1, 2022, they amended it again to allow more types of food/drink, changes where the products can be sold, and to require Food Safety and Hazard Analysis Plans for certain types of foods produced. What defines Cottage Foods Operation? Defined as: "means an operation conducted by a person who produces or packages food or drink, other than foods and drinks listed as prohibited in paragraph 1.5 of subsection (b) in this Section, in a kitchen located in that person's primary domestic residence or another appropriately designed and equipped kitchen on a farm for direct sale by the owner, a family member, or employee. It requires them to register with their local Health Department in the county in which they prepare the food, complete a statewide application for Cottage Food Operations Registration, complete an 8-hour ANSI approved Certified Food Protection Manager (CFPM) course and receive certification, submit the application and proof of CFPM certification to the health department in the county which the food was produced and submit supporting documentation about the products they would be selling, that would include copies of their food labels. The Cottage Food Law does allow local health departments to charge a registration fee of up to but not exceeding \$50, the Health Department does not currently charge a fee. There was discussion among Board members regarding the role of the Knox County Health Department in the process, which included: pre-application consultation, provide Cottage Food Registration Application and education material, review applications submitted including: 1) application information 2) required labeling 3) Food Safety Plan for Acidified & Fermented Foods 4) Hazard Analysis Chart, and verify all vendors have proper registration at Farmer's Markets. Due to the time it takes to process the Cottage Food Application Wil suggested in the future the Board discuss charging the \$50 registration fee beginning in January 2023; Ms. Gabriel noted that these types of fees and changes are items the Board of Health will need to discuss during their upcoming Strategic Planning effort.

The next item on agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator; updated the Board of Health on the status of Health Department efforts to develop a Workforce Development Plan. Wil stated on June 1, 2022, bid notices were sent out to a variety of businesses, published in the Register Mail, and was posted on website; the deadline for bids to be returned is June 30, 2022, by 11:30am. He went on to note that the Bid Notice includes deliverables for a Workforce Development Plan and a separate deliverable for facilitation of Board of Health Strategic Planning activities; the intent is to find a consultant that will be able to provide both services. Wil stated the Health Department requested the Workforce Development and Strategic Plan be done in two separate bids within the bid due to grant funds being available to pay for the Workforce Development portion of the project. Mr Hayes also reported that the next day's paychecks for staff will have the first installment of the retention bonuses previously approved by the Board of Health; the second installment of the retention bonuses will be in June 2023.

The final item on agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator; updated Board regarding the Monkeypox Virus. Wil stated that, as of this date, are no reported monkeypox cases in Knox County, as of yesterday there are three cases reported in Illinois and 40 cases in the US. Wil continued by stating that the virus has approximately a 7 to 14 days incubation period; but, it could be up to 21 days, and that symptoms begin with fever, body aches, swollen lymph nodes, chills, and exhaustion, and that approximately 3 days into the virus a rash will appear which lasts between 2 and 4 weeks; death is very rare; but, could occur. The Health Department continues to monitor the situation.

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

The only item on agenda under Work Session, Wil Hayes, Assistant Public Health Administrator; presented to Board the Knox County Health Ordinance; Article III, Portable Water Supplies. Wil stated the Director of the Farm Bureau requested the Health Department send the Ordinance to her and she would distribute it to Farm Bureau Membership who would review the Ordinance and provide comments, concerns, and questions. The Director of Farm Bureau then submitted a list of questions and concerns to the Health Department. Wil reviewed the questions and concerns with the Board, as well as sharing Health Department recommendations requesting Board feedback. Wil stated that at their direction he would communicate Health Department response to the Farm Bureau Membership and determine if there were further questions or concerns. In closing Wil asked the Board recommended further changes to the Ordinance that they contact him; or, if there were no further concerns, he would move forward with recommending the changes to the Knox County Board in order to have the amended Ordinance approved so changes would be effective January 1, 2023.

OLD BUSINESS

The first item under Old Business, Michele Gabriel, Public Health Administrator; presented to Board the Revised Co-Applicant Agreement for Federally Funded Section 330 CHC Grant, Michele stated there were updates and revisions made to the Co-Applicant Agreement to clarify the "Public Center" relationship; Knox Community Health Center Governance Board as Co-Applicant and the Knox County Health Department as the "Agency" receiving the HRSA Grant. In Public Center with a Co-Applicant Governing Board, HRSA considers both the "Agency" and the "Co-Applicant" collectively as the Knox Community Health Center. Michele stated the responsibilities of both Boards remain the same as identified in the original Agreement with the Board of Health maintaining responsibility

pertaining to personnel and financial policies and procedures, the Boards jointly retain responsibility of hiring the Public Health Administrator/CEO, doing the Administrator/CEO evaluation and contract. Michele stated the Co-Applicant Agreement should be reviewed frequently and will expires after three years; but will extend up to six. Michele stated there is also a Business Associate Agreement attached which will need to be signed by both Boards. A motion to approve the Revised Co-Applicant Agreement for Federally Funded Section 330 CHC Grant as presented was made by Bruce Bobofchak and was seconded by Lorraine Garland, Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsisky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

The final item under Old Business, Michele Gabriel, Public Health Administrator; presented to Board the Revised CHC Financial Operating Policies and Procedures, Michele stated once per grant period the Health Department is required to review the full Financial Operating Policies and Procedures for the Knox Community Health Center; noting that some policies contained therein are reviewed and revised more frequently; including, the sliding fee scale, patient registration, procurement, and billing and collections, which generally are reviewed annually. A motion to approve the Revised CHC Financial Operating Policies and Procedures as presented was made by Doug Gibb and was seconded by Stephanie Grimes, Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsisky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

NEW BUSINESS

The only item on agenda under New Business, Michele Gabriel, Public Health Administrator; presented to Board the Resolution for Corporate Compliance Policies and Procedures, Michele stated the Resolution was approved by the Governance Board at their meeting earlier in the evening. Michele stated this was a commitment on behalf of both Boards to support the Health Department developing and implementing a Corporate Compliance Plan, that meets or exceeds requirement of the OIG, including: 1. Conducting internal monitoring and auditing. 2. Establishing written standards, policies, and procedures. 3. Designating a Compliance Office 4. Conducting appropriate training and education 5. Responding to detected offenses and developing corrective action initiative 6. Developing open lines of communication 7. Enforcing disciplinary standards through well-publicized guidelines. A motion to approve the Corporate Compliance Policies and Procedures as presented was made by Robert Bondi and was seconded by Lorraine Garland, Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satsisky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on June 16, 2022, beginning at 6:30 p.m. at Annex Conference Center, the Knox County Board meeting on June 22, 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 July 14, 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, Robert reminded the Board it is budget season and thanked Michele and Jerome for the preliminary budget. Robert thanked Michele and her staff for participating in the wage study that is currently in process and the cooperation in getting all the information turned in, currently there will be no additional fees for the Health Department for the wage study. Robert stated the County has received 30 applications for the ARPA funds, hopefully the sub-committee will have them reviewed and recommendation to the Finance Committee in July, and final Finance Committee and County Board vote in August.

BOARD MEMBER COMMENTS

Lorraine Garland the rest of the Board thanked Michele, and staff for everything they are doing. Bruce Bobofchak stated he was for in-person meetings. President Harris thanked Michele and her team for their efforts on the budget.

EXECUTIVE SESSION

A motion to go into Executive Session at 7:53pm was made by Robert Bondi and seconded by Doug Gibb. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

RETURN TO OPEN SESSION

A motion to return to open session was made by Robert Bondi and seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

After returning to Open Session, A motion was made by Robert Bondi to Approve Physician Member Applicant Dr. Carl Strauch and forward his application to the Knox County Board for Appointment and was seconded Doug Gibb. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the June 9,2022 Board of Health meeting at 8:10pm; the motion was seconded by Kevin Satisfsky. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: Susan Vinson, and James Wolf.