

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING
December 8, 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 December 8, 2022. President Dan Harris called the meeting to order at 6:31pm. Present via teleconference were Kevin Satsky, MD, Carl Strauch, MD, Susan Vinson, Bruce Bobofchak DDS, Robert Bondi, Stephanie Grimes, James Wolf, and Dan Harris. Absent: Doug Gibb. Also, present were Michele Gabriel, Public Health Administrator; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; and Tina Jockisch, Administrative Assistant.

ADDITIONS TO AGENDA

Ms. Gabriel made a change under Old Business noting item (C) KCHD Workforce Development Plan is not an action item, it is for informational purposes.

PUBLIC COMMENT

There were no members of the public present.

PRESIDENT'S BUSINESS

The only item on the agenda under President's Business, Seat FY23 Board of Health Officers. President Harris stated at the November 10 meeting the Board of Health approved the slate of Knox County Board of Health officers for FY23: President – Dan Harris; Vice President – Kevin Satsky; Doug Gibb – Treasurer; and Stephanie Grimes – Secretary. A motion to Seat FY23 Board of Health Officers as presented, was made by Bruce Bobofchak, DDS and seconded by Carl Strauch, MD. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Carl Strauch, MD-yes; Susan Vinson-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Stephanie Grimes, James Wolf, and Doug Gibb.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the November 10, 2022, meeting as circulated, was made by Robert Bondi, and seconded by Susan Vinson. Roll Call vote: Kevin Satsky, MD-yes; Carl Strauch, MD-abstained; Susan Vinson-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Stephanie Grimes, James Wolf, and Doug Gibb.

Treasurer's Report

The first item under the Business Meeting, Jerome Townsell, reported to the Board on revised expenses for the month of December 2022 totaling \$710,372.42. He went on to note that additional expenses since the mailing of the agenda totaled \$217,122.11, and included: LIHEAP \$112,804.36, Construction \$68,921.46, Pano X-Ray \$29,404.46, Phone/Internet \$2,920.56, Supplies \$1,989.93, Service Fees \$943.25, Software Fee \$206.96, Travel \$36.13, Pest Control \$35.00, and Dues (\$140.00). A motion was made by Robert Bondi to approve payment of the December 2022 bills as presented and was seconded by Susan Vinson. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Carl Strauch, MD-yes; Susan Vinson-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Stephanie Grimes, James Wolf, and Doug Gibb.

The final item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending November 30, 2022, stating the Health Department has a \$311,014.42 Net Revenue Over Expenditures for the month ending November 30, 2022, and

\$351,481.82 Net Revenue Over Expenditures for the fiscal year thus far ending November 30, 2022. Jerome noted this is not the final number, they have not reconciled against the County numbers for administrations fees for payroll, taking care of insurance and IT services to allow us to enter bills in the County system. Jerome noted if he deducted the County administrative fees the Health Department should finish the FY22 approximately \$320,000 positive.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under her report, Michele Gabriel updated the Board of Health regarding Staffing; Ms. Gabriel stated we have openings for Director of Human Resources (noting Patrese is still providing parttime assistance with Human Resources, primarily payroll and reporting), Director of Compliance and Quality Management, Dentist, Dental Hygienist, Dental Assistants, LPN, Behavioral Health Counselors, and Receptionist, however we have several interviews scheduled. Ms. Gabriel stated hopefully the revised wage study will assist with filling these positions, noting the ads for these positions been updated to reflect the new wages.

The next item under her report, Michele Gabriel updated the Board of Health regarding the FY23 Salary Schedule Implementation, Ms. Gabriel stated FY23 salary implementation went into effect December 1, 2022, noting she held four informational sessions for staff via Microsoft Teams and recorded them incase someone was unable to participate. Ms. Gabriel stated she explained the new salary schedule to them, the policies, how we were implementing longevity, and what we were looking at moving forward. Ms. Gabriel noted the average staff increase was approximately twenty percent, which will help with staff retention and recruitment. Ms. Gabriel stated the Directors met with their staff individually to let them know what their new wage was and explained what their longevity period was, overall, it was well received.

The next item under her report, Michele Gabriel updated the Board of Health regarding the 2023 CHC Medicaid Encounter Rates, Ms. Gabriel stated the encounter rates are adjusted each year by the Medicare Economic Index (MEI), and as of January 1, 2023, Medical Encounter rate \$163.10, Dental Encounter rate \$130.47 and Behavioral Encounter rate \$74.30; the Community Health Center billing will reflect those 3.8% rate increases as of January 1, 2023.

The next item under her report, Michele Gabriel updated the Board of Health regarding the FY23 Grants, Ms. Gabriel stated the Health Department has received additional LIHEAP funds for the current grant year to pass through to participants in the program. Ms. Gabriel stated the State offered an extension for the COVID Response Grant, there were several departments that were unable to spend all the dollars allocated to that; noting primarily the Health Department did not spend ours due to jobs in there that were for our Contact Tracing Division that was over, however we are going to reallocate those finds and use them next year. Additionally, an H8F Grant for the Health Center finishes in March 2023; HRSA has allocated the ability to do a no cost extension, we have dollars that have not been spent primarily because we were unable to hire the staff that was allocated in the grant. Ms. Gabriel noted in the news IDPH received CDC funds to work on Workforce Infrastructure for Public Health, they will be passing some of that grant toward local Health Departments; it has not been announced how much or what percentage they are passing down, what the deliverables are. Michele stated she hopes it could be used to build infrastructure and potentially use our upcoming retention and recruitment Workforce Development Plan to build and strengthen our Health Department. Ms. Gabriel noted the State is experiencing staffing difficulties and is falling behind in the treasurer's office.

The final item under her report, Michele Gabriel updated the Board of Health regarding the ongoing Construction Projects, Ms. Gabriel reminded the Board the Health Department closed so MSI have full use of the building and parking lot to remove old and install the new seven HVAC units on the roof; they are all in place and primarily hooked up and running. Ms. Gabriel reported that Ameren installed the new gas meter behind building to sustain the change of gas flow into the building to run

the new HVAC units, noting it gives us the ability to control it remotely. Additionally, the ADA (Americans with Disabilities Act) modifications to the Health Center with the Capital funding we received is going smoothly with few interruptions or complications in the Health Center; hopefully they will finish the project January or February. Ms. Gabriel noted the sign replacement out front of building is the final part of this project. Ms. Gabriel stated the rooms that were remodeled or moved in the back of Health Center are close completion; additionally, they are beginning construction to widen entrances to the Dental and Medical hallways; working on them one at a time so there is easier access for wheelchair accessibility. Ms. Gabriel stated construction on the front of the Health Center is ongoing, so all clients must enter through the main Health Department entrance. Jerome noted that MSI is still installing thermostat controls for the new HVAC units and running cable to some of the sensors throughout the building.

DIVISION DIRECTOR REPORTS

The only item on agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board of Health on WIC Caseload Achievements, Wil stated for the first time in several years our WIC division have reached their caseload goal for September and October; we are the only one in our region that achieved them; noting it is very difficult to do and has a lot to do with getting a hold of clients to show up. Wil stated a lot of credit goes to staff for all their hard work and he appreciates all they have done; noting staff is very excited because this is the first time, we have hit it in a number of years. President Harris asked Wil to pass along the Board's thanks and congratulations to staff.

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 first item on agenda under Old Business, Michele Gabriel presented to the Board of Health for approval the FY24 CHC Budget Progress Report (BPR) for the Community Health Center. Ms. Gabriel stated the Budget Progress Report is due each year that the Health Department does not complete a Competitive Grant Application. A motion to approve the FY24 CHC Budget Progress Report (BPR) as presented, was made by Bruce Bobofchak, DDS and seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Carl Strauch, MD-yes; Susan Vinson-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Stephanie Grimes, James Wolf, and Doug Gibb.

The next item on agenda under the Old Business, Michele Gabriel, Public Health Administrator; presented to the Board of Health for approval the Farmers' Market Amendments to Food Safety Ordinance, Ms. Gabriel stated there was one guest at the public meeting, which was held Wednesday November 30, from 3pm-5pm at the Health Department, Wil noted the guest did not ask questions however was there to gather information. Wil stated he added in the language directly from the State statute that identified what a Farmers' Market was, what was required of individuals, additionally the fees were set at \$75.00 for egg vendor, and \$150.00 for a food license for anyone else, which is what our Category III fees are for FY23. A motion to approve forwarding the Farmers' Market Amendments to Food Safety Ordinance to the County Board, was made by Carl Strauch, MD and seconded by Bruce Bobofchak, DDS. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Carl Strauch, MD-yes; Susan Vinson-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Stephanie Grimes, James Wolf, and Doug Gibb.

The final item was a correction on the agenda under the Old Business, Michele Gabriel, Public Health Administrator; Ms. Gabriel stated there will be no action taken, this is for informational purposes. Ms. Gabriel stated this was the second draft of our Workforce Development Plan; work that was done in cooperation with Thomas P. Miller and Associates (TPMA), this was a result of the COVID Response Grant funds we received and determined we would use them to both recognize staff and do a Workforce Development Plan to attract and retain good staff. Ms. Gabriel stated Wil has taken a primary role in working with them and developing this plan. Ms. Gabriel stated the agenda had this as an action item, however Management staff had some recommendations so we will have the Board take action at the January meeting. Ms. Gabriel noted Thomas P. Miller and Associates interviewed several staff members, gathered forms, policies, and data to help them develop this plan. In closing, Ms. Gabriel asked the Board to review this plan and let her know if they have any recommendations.

Note: Stephanie Grimes joined the meeting at 6:45pm.

Note: Susan Vinson left the meeting at 6:50pm.

Note: James Wolf joined the meeting at 7:00pm.

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 December 22, 2022, beginning at 6:00 p.m. at Annex Conference Center, the Knox County Board meeting on December 28, 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 January 12, 2023, 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, noted the County Finance and other meetings will begin at 6:00pm each month. Mr. Bondi stated the new County Board consist of eight Republicans and seven Democrats; Jared Hawkinson was reelected as Chairman and Brian Friedrich was elected Vice-Chairman. Mr. Bondi noted he is Chairman of four committees; Landfill, Highway Department, IT Department, and Facilities Department which is responsible for repairs to County Facilities, however he will not be a part of the Accessors Board at this time, but they have been moved to the Finance Committee so he will have some oversight with them. Mr. Bondi stated the County Board asked him to serve another term on the Board of Health, noting there is a slight change how the Health Department bills will go into the County; there is a Health and Human Services Committee that will review the Health Department bills instead of Finance Committee. Mr. Bondi stated the Health Department is doing an outstanding job and thanked them for their cooperation with the County Board.

President Harris welcomed Chairman Hawkinson and asked if he comments. Chairman Hawkinson stated that Mr. Bondi covered everything. He stated with everything going on in the last couple years with the pandemic he felt we had a great leadership role from everyone; now we are navigating our way out of the pandemic he felt the Health Department set up the County in a great position in case this ever happened again, noting the County Board is there to support and help anyway they can. He appreciates everything the Health Department has done and looks forward to continuing working with them in the next two years.

BOARD MEMBER COMMENTS

Kevin Satsky, MD stated he appreciates everything everyone is doing. Carl Strauch, MD thanked the administration for all their work in this busy time, thanked Mr. Bondi for his report, and wished everyone a Happy Holiday season. Bruce Bobofchak, DDS thanked everyone for their great work and wished everyone a Merry Christmas. Robert Bondi wished everyone a Happy Holiday. Stephanie Grimes stated what a great job on the WIC Caseload Achievement, noting its often difficult getting people registered, but then engaged after that; it was a great accomplishment to do that two months in a row. She stated the Workforce Development Plan is very comprehensive, even in the draft it covers a lot of information and thanked everyone for their work on it. She thanked Administration and staff for all the great work they are doing and said Happy Holidays to all. James Wolf wished everyone a Merry Christmas. President Harris thanked Michele and team for all their great work; he thanked individual Board members for all their commitment to this work and grateful to be able to work with you. He wished everyone a Merry Christmas and Happy Holidays.

EXECUTIVE SESSION

There were no items on agenda under Executive Session.

RETURN TO OPEN SESSION

There were no items on agenda under Open Session.

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the December 8, 2022 Board of Health meeting at 7:13pm; the motion was seconded by Carl Strauch. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Carl Strauch, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Stephanie Grimes-yes; James Wolf-yes; and Dan Harris-yes. Absent: Doug Gibb, and Susan Vinson.

Respectfully Submitted By: Tina Jockisch
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