

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
November 10, 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 November 10, 2022. President Dan Harris called the meeting to order at 6:32pm. Present via teleconference were Kevin Satsky, MD, Robert Bondi, Bruce Bobofchak DDS, Susan Vinson, James Wolf, Doug Gibb, and Dan Harris. Absent: Stephanie Grimes, and Carl Strauch, MD. Also, present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; and Tina Jockisch, Administrative Assistant.

**ADDITIONS TO AGENDA**

Ms. Gabriel added Legislative Information under Public Health Administrator's Report as an informational item only. Additionally, Ms. Gabriel added under Business Meeting (5A-1) Knox County Health Department FY22 Budget Line Item Adjustment. A motion to approve the agenda was made by Robert Bondi and seconded by Susan Vinson. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Susan Vinson-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Doug Gibb.

**PUBLIC COMMENT**

There were no members of the public present.

**PRESIDENT'S BUSINESS**

The only item on the agenda under President's Business, Approve Slate of Board of Health Officers. Vice President Kevin Satsky advised Board members he verified with each officer, and they agreed to serve in their same office for the next fiscal year. Vice President Satsky presented to Board of Health for approval 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 approve Slate of Board of Health Officers, as presented, was made by Robert Bondi, and seconded by James Wolf. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Susan Vinson-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Doug Gibb.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the October 13, 2022, meeting as circulated, was made by Robert Bondi, and seconded by Kevin Satsky. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Susan Vinson-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Doug Gibb.

**Treasurer's Report**

The first item under the Treasurer's Report was an addition to the agenda, FY22 Knox County Health Department Budget Line-Item Adjustment. Jerome Townsell presented a line item adjustment to increase the LIHEAP State Revenue by \$400,000.00, which brings the Revenue Levy/Budget to \$1,205,000.00 and to increase Grant Services Expenses by \$400,000.00, which brings the Expense Levy/Budget to \$4,480,000.00. A motion to approve the FY22 Knox County Health Department Budget Line-Item Adjustment as presented was made by Robert Bondi and seconded by James Wolf. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Susan Vinson-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes,

Carl Strauch and Doug Gibb.

The next item under the Business Meeting, Jerome Townsell, reported to the Board on revised expenses for the month of November 2022 totaling \$488,872.76. He went on to note that additional expenses since the mailing of the agenda totaled \$425,930.31, and included: LIHEAP \$366,796.27, Workforce Development \$21,370.00, X-Ray Sensors \$14,180.00, Dental Supplies \$9,258.61, Employment Ads \$6,700.03, Office Supplies \$2,341.20, Client Services \$1,836.62, Waste Removal \$1,777.13, Building Maintenance \$909.94, Salary Study \$450.00, and Training/Travel \$310.51. A motion was made by Kevin Satsky to approve payment of the October 2022 bills as presented and was seconded by Robert Bondi. yes, Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; Susan Vinson-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Doug Gibb.

The final item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending October 31, 2022, stating the Health Department has a (\$992,763.44) Net Revenue Over Expenditures for the month ending October 31, 2022, and \$40,467.40 Net Revenue Over Expenditures for the fiscal year thus far ending October 31, 2022. Jerome stated the Health Department paid out over \$966,000 in LIHEAP expenses last month. Jerome noted the Health Department will receive reimbursement at the end of this month, and he projects that the Health Department will end the year with positive revenues.

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

The first item under her report, Michele Gabriel updated the Board of Health regarding the ongoing Construction Projects, Ms. Gabriel stated there are two construction projects currently happening, the first being the ADA project which is to create a more accessible Health Center for patients and staff; and the second project is the replacement of the HVAC units for the entire Health Department facility. Ms. Gabriel stated the front of the Health Center is torn off, so all clients must enter through the main Health Department entrance. Additionally, there is construction to widen doors, making one Dental and one Medical room ADA accessible, and expanding the lab area. Ms. Gabriel referred to the third change order for the HVAC project in their packet, however the project remains under budget and the project total remains lower than the next lowest bid. The change order is to pour a concrete pad behind building to install a different gas meter to sustain the change of gas flow into the building to run the new HVAC units. Jerome reported that Ameren has been to the building and installed the new gas meter, and that MSI still has some internal changes to complete the installation of the new gas meter. Jerome noted six of the HVAC units have been delivered and MSI is waiting for delivery of the seventh.

The next item under her report, Michele Gabriel reported to the Board of Health that the FY24 CHC Budget Progress Report (BPR) for the Community Health Center grant is due December 9, 2022. Ms. Gabriel stated the Budget Progress Report is due each year that the Health Department does not complete a Competitive Grant Application. Ms. Gabriel stressed that the Budget Progress Report is due December 9, 2022, the day after the December 2022 Board of Health meeting, and emphasized the need for quorum at the December meeting, noting that Tina may contact the Board early to ensure quorum or schedule a brief Special Meeting if the need presents.

The final item under the Administrator's report was an addition to the agenda. Ms. Gabriel presented information shared by the Illinois Public Health Association in support of two federal bills related to public health programming: one related to social determinants of health, and the other regarding healthy aging. Ms. Gabriel closed by reiterating that healthy aging is one of the IPLAN priorities for Knox County.

#### **DIVISION DIRECTOR REPORTS**

There were no items to be presented under Division Director Report.

As a side note, Ms. Gabriel directed the Board to the flyer presented in the packet which is a notice for the public meeting required to accept public comment related to the Farmers Market Program proposed changes to the Knox County Food Ordinance.

### **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 first item on agenda under Work Session, Michele Gabriel, Public Health Administrator; discussed with the Board of Health the Workforce Development Plan. Ms. Gabriel stated that members of the Health Department Management Team have been meeting with consultants in the completion of the Workforce Development Plan, which is nearing completion. The final product will be presented to the Board of Health for review and approval, and will contain recommendations from interviewed staff and others, and will contain recommendation on improving workforce development and recruitment for the Knox County Health Department.

The final item on agenda under Work Session, Michele Gabriel, Public Health Administrator; discussed with the Board of Health approaching Board of Health Strategic Plan Process. Ms. Gabriel stated the same consultants will work with the Board of Health to complete the strategic planning process; slated to begin in January 2023. Ms. Gabriel stated they are tasked with helping the Board of Health through this process in this time of increased wages, program staffing, and a building quickly being outgrown. Ms. Gabriel stated she included the NACCHO Strategic Planning guidance document and requested that Board of Health members review this document over the next month to begin preparing to complete the process. Ms. Gabriel closed stating she would, at a future time, request feedback from Board of Health regarding dates, times, and preferences for how to complete the process.

Note: Susan Vinson left the meeting at 6:55pm.

### **OLD BUSINESS**

The first item under the Old Business, Michele Gabriel, Public Health Administrator; presented to the Board of Health for approval the Comprehensive Community Health Needs Assessment, Community Health Improvement Plan, and Internal Assessment, which is, in its entirety, the IPLAN Submission the Health Department will submit to the Illinois Department of Public Health, Ms. Gabriel stated this was completed by Brianne Nichols and will be submitted next week as the primary component for the Knox County Health Department to be a Certified Local Health Department in the State of Illinois. A motion to approve the Comprehensive Community Health Needs Assessment, Community Health Improvement Plan, and Internal Assessment, as the Health Department IPLAN Submission, was made by Robert Bondi and seconded by Kevin Satsky. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch, Susan Vinson, and Doug Gibb.

The final item under the Old Business, Michele Gabriel, Public Health Administrator; presented to the Board of Health for approval amended Policy and Procedures for Compliance with CMS Interim Final Rule (IFR): "Medicare and Medicaid Programs Omnibus COVID-19 Health Care Staff Vaccination", Ms. Gabriel stated this is the OSHA CMS Vaccine Mandate which the Health Department is required to be in compliance with in order to obtain the Medicare Certification required for the Community Health Center grant. The amendments pertain to the additional precautions in place for individuals who are not vaccinated, who have an approved religious or medical exemption for the COVID 19 primary vaccine series. Ms. Gabriel stated the changes are in

response to changes in CDC guidance to health care facilities. Ms. Gabriel noted that the Knox Community Health Center Governance Board had approved the amendments earlier that evening. A motion to approve the AMEND Policy and Procedures for Compliance with CMS Interim Final Rule (IFR): “Medicare and Medicaid Programs Omnibus COVID-19 Health Care Staff Vaccination” was made by Robert Bondi and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch, Susan Vinson, and Doug Gibb.

### **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 November 17, 2022, beginning at 6:30 p.m. at Annex Conference Center, the Knox County Board meeting on November 23, 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 December 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, stated the FY23 budget was posted on the County website; hopefully at the end of the month the County Board will accept the budget as presented with few changes; noting the Health Department has been terrific to work with in getting everything together; he felt the wage study helped the process along for Health Department and the County. Robert noted the election changed the make up of the County Board slightly to the betterment of the County; he feels there will be some good things coming out as a result of it.

Note: Doug Gibb arrived for the meeting at 7:00pm.

### **BOARD MEMBER COMMENTS**

Bruce Bobofchak stated he appreciated the fluid nature of tonight’s meeting and thanked Michele for all her work. Robert Bondi appreciates all the great work the Health Department does and Michele’s guidance; he wished everyone a Happy Veterans Day and Happy Thanksgiving. President Harris stated he appreciates the working relationship with Michele, Jerome and team working with the County Board around the budget; noting it is very important to have that relationship.

### **EXECUTIVE SESSION**

A motion was made at 7:05pm to go into Executive Session to Review and Discuss the County Wage Study Report, and to Review and Discuss Administrative Processes to Implement October 2023 Approved Salary Schedule with Effective Date of FY23, was made by Robert Bondi and seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Doug Gibb-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Susan Vinson.

### **RETURN TO OPEN SESSION**

A motion was made by Robert Bondi to return to Open Session at 7:30pm; the motion was seconded by Kevin Satsky. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Doug Gibb-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Susan Vinson.

Upon returning to Open Session A motion was made by Robert Bondi to approve County Wage Study Report as presented and allow the document to be placed into the public record, the motion was seconded by seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Doug Gibb-yes; and Dan Harris-yes.

Absent: Stephanie Grimes, Carl Strauch and Susan Vinson.

Pertaining to the second item under Executive Session, a motion was made by Doug Gibb to approve the Administrative Processes to Implement the FY23dr Salary Schedule as presented, the motion was seconded by seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satisfsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Doug Gibb-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Susan Vinson.

### **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the November 10, 2022 Board of Health meeting at 7:35pm; the motion was seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satisfsky, MD-yes; Bruce Bobofchak DDS-yes; Robert Bondi-yes; James Wolf-yes; Doug Gibb-yes; and Dan Harris-yes. Absent: Stephanie Grimes, Carl Strauch and Susan Vinson.

Respectfully Submitted By: Tina Jockisch  
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