

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
October 13, 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 October 13, 2022. Vice President Kevin Satsky called the meeting to order at 6:32pm. Present via teleconference were Kevin Satsky, MD, Doug Gibb, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, Susan Vinson, Carl Strauch, MD, and James Wolf. Absent: Dan Harris. 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 stated there was one addition to the agenda under Public Health Administrator's Report for informational purposes the CHC Final Site Visit Report. Additionally, Ms. Gabriel made a change under New Business noting item (b) Knox County IPLAN 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, Vice President Kevin Satsky advised Board members that each year in the fall, the Board appoints members to a Nominating Committee to provide a slate of candidates for Board of Health Officers to be voted on at the November meeting; elected officers will assume positions at the December meeting. Kevin Satsky, Stephanie Grimes, Dan Harris and/or Robert Bondi, alternate, volunteered to be on the Nominating Committee.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the September 8, 2022, meeting as circulated was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris.

**Treasurer's Report**

The first item on the agenda under Treasurer's Report, FY22 Community Health Center Budget Line-Item Adjustment, Jerome Townsell stated there was a transfer within budget to move \$7,000.00 into Training/Seminars expenses and remove (\$7,000.00) from Travel expenses. A motion to approve the FY22 Community Health Center Budget Line-Item Adjustment as presented was made by Robert Bondi and seconded by Carl Strauch. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris.

The next item on the agenda under Treasurer's Report, FY22 Health Department Budget Line-Item Adjustment, Jerome Townsell stated there was a line-item adjustment by increasing the LIHEAP Revenue by \$650,000 and Grant Services Expenses by \$650,000 which is the line used to pay for client services. Additionally, Jerome stated there was a transfer within budget to move \$200.00 into

WIC Unemployment expense, \$200.00 into FCM Unemployment expense, and \$1,500.00 into Workman's Comp expense; and remove (\$400.00) from Unemployment expense and (\$1,500.00) from Health & Life Insurance. A motion to approve the FY22 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; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris.

The next item under the Business Meeting, Jerome Townsell, reported to the Board on revised expenses for the month of October 2022 totaling \$878,459.16. He went on to note that additional expenses since the mailing of the agenda totaled \$26,490.41, and included: Software Fees \$11,771.74, LIHWAP \$5,704.37, Waste Removal \$2,718.20, Utilities \$2,120.63, Travel/Training \$1,853.85, Supplies \$1,358.65, Building Maintenance \$593.47, 340B \$264.50, and IT Services \$105.00. A motion was made by Carl Strauch to approve payment of the October 2022 bills as presented and was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Susan Vinson-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris.

The final item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending September 30, 2022, stating the Health Department has a \$459,855.26 Net Revenue Over Expenditures for the month ending September 30, 2022, and \$1,033,230.84 Net Revenue Over Expenditures for the fiscal year thus far ending September 30, 2022. Jerome noted the current year end amount will be different next month when the new LIHEAP and LIHWAP expenses come out; however, Jerome stated the Health Department should end FY22 with a positive revenue.

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

The first item was an addition to the agenda under her report, Michele Gabriel updated the Board of Health regarding the Final Site Visit Report for the Community Health Center Virtual Operational Site Visit which occurred in July 2022. Ms. Gabriel stated the Health Department was able to resolve all concerns from the Site Visit prior to them becoming a condition on the grant, and the Community Health Center was found to be in full compliance with all requirements of the federal grant.

The next item under her report, Michele Gabriel spoke to the Board of Health about the Health Department FY22 Annual Report. Ms. Gabriel stated the Health Department is required to complete an annual report each year, which is required by the Illinois State Code to be provided to the Knox County Board by the end of February, ninety days after the end of the fiscal year. Ms. Gabriel stated the Health Department has begun to prepare for the annual report, which is being developed internally with a standard template. It provides information on our Health Department/Health Center programs and financial information. The Annual Report will be distributed electronically and put on the Knox County Health Department website. Ms. Gabriel closed noting that if there are no objections the Department will move forward in preparing the annual report as it historically has been done. The Board felt it worked in the past and advised Michele to move forward preparing the annual report.

The next item under her report, Michele Gabriel updated the Board of Health about HVAC Construction Project noting that in the Board packet was the second change order for the HVAC Project. Ms. Gabriel stated that MSI had ordered the HVAC units from Trane, and MSI had been informed that the larger unit ordered was no longer available. MSI has reassessed how the HVAC unit over the Health Center would be completed and determined that they would install a gas-fired duct heater in the return air duct for RTU-7 downstream of the new exhaust fan and upstream of the new bypass duct, and provide gas piping, flu and intake piping as recommended by the manufacturer, and provide controls for the unit that interface the new control system as a third stage of heat for

RTU-7. Jerome noted this change is necessary now due to fresh air going from 20% to 50% in the building and the amount of cold air in coming in the building, Ms. Gabriel closed by stating that the project is still below the original budget for the project, as well as below the next lowest bid.

The final item under her report, Michele Gabriel discussed with the Board of Health the 3<sup>rd</sup> Quarter CHC Business Plan Reports, Ms. Gabriel stated a three-year Business Plan is approved by the Governance Board and reports are completed quarterly; to monitor the financial activity in the Knox Community Health Center. Ms. Gabriel stated it monitors actual visits compared to budgeted visits and HRSA targeted visits, cost per patient and cost per visit. Additionally, Ms. Gabriel noted the Reports are provided to the Board of Health for informational purposes and do not require action.

### **DIVISION DIRECTOR REPORTS**

The only item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board of Health about COVID-19 Testing/Vaccine Division, Wil stated as of September 30 the Testing/Vaccine Division was officially dissolved; transitioned vaccine into the Health Department where we are doing it through our Communicable Disease Division Monday and Friday 8:30am-3:30pm by appointment, however we will be adding Tuesday afternoons due to appointments booked ten days out. Testing has transitioned to the Health Center; they have seen a significant drop in testing numbers where they are averaging two per day; they test Tuesday and Thursday 8:30am-2:30pm by appointment. Wil noted the Health Center is still passing out home tests and encourage everyone to use the home test option unless there is a reason, they need a PCR test confirmation. Additionally, the Health Department is no longer leasing the Bergner's building as of September 30 and the mobile trailer was removed from our parking lot.

### **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 under the Old Business, Michele Gabriel, Public Health Administrator; discussed with the Board of Health the LIHEAP Grant Discussion and Decision about Grant Application, Ms. Gabriel stated last month the Board discussed that WIRC was looking to have an office in Knox County and have a larger presence in Knox County and had approached the Health Department about resuming provision of the LIHEAP program for Knox County. Ms. Gabriel noted after speaking with the Board of Health last month the only concern was assurance that the program would be available to clients at the same level as the Health Department was providing. Ms. Gabriel, Wil Hayes, and Erin Olson met with Roger Pavey, the new Executive Director of WIRC, and that WIRC intends to have their office open Monday-Friday 8:00am-4:00pm, and that WIRC is looking for office space to provide the program. Ms. Gabriel stated she is recommending that the Health Department does not apply for the LIHEAP grant; but instead allows WIRC to apply for it, noting that Department staff had made DCEO aware of the intended change in order to allow plenty of time for the transition. A motion for the Knox County Health Department to not apply for LIHEAP Grant for the next grant cycle, was made by Bruce Bobofchak and seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satisfsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

The final item under the Old Business, Michele Gabriel, Public Health Administrator; presented to the Board of Health to Discuss and Approve Revised FY23 Health Department Budget, Ms. Gabriel

stated this budget revision is being brought to the Board as a result of the completed Knox County wage study the Health Department participated in. Ms. Gabriel noted for the past three years the Board has approved a salary schedule, however they requested we participate in a wage study to look at our salary schedule and make recommendations about moving forward with a salary schedule. Ms. Gabriel stated the Health Department and County has a product resulting from the County wage study, so the revised budget includes employee salaries based on the new salary schedule. Jerome stated he met with the County Budget Committee, and they did not have any concerns with the projections, however Jerome pointed out after speaking to County Treasurer, the recommendation is that the Board of Health use a percentage rate of the EAV instead of selecting a dollar amount each year that will allow the Department to remain at or near the same rate but fluctuate as the EAV changes. A motion to approve the Revised FY23 Knox County Health Department Budget was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

### **NEW BUSINESS**

The first item on the agenda under New Business, Michele Gabriel, Public Health Administrator; presented to Board of Health for approval the 2023 Holiday Schedule. A motion to approve the 2023 Holiday Schedule as presented was made by Doug Gibb and seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

The next item was a correction on the agenda under New Business, Michele Gabriel, Public Health Administrator; stated there will be no action taken, this is for informational purposes only. Ms. Gabriel stated every five years the Health Department is required to complete an IPLAN (Illinois Plan for Local Assessment of Need), it includes a comprehensive community health needs assessment, community health improvement plan, and internal assessment, in partnership with community partners Ms. Gabriel noted the IPLAN will be presented to the Board at the November meeting for approval. Upon approval by the Board the completed project will be submitted to the IDPH (Illinois Department of Public Health) as part of what allows the Department to be a certified public health department. Michele stated the three priority health concerns selected by the community partners include healthy lifestyle choices, healthy aging, and mental health and substance abuse.

The final item on the agenda under New Business, Michele Gabriel, Public Health Administrator; presented to the Board of Health for approval the Amendment to ETS Policy, Ms. Gabriel stated ETS (Emergency Temporary Standard) is for medical facilities; OSHA was required to create and post a permanent policy; however, they have not completed that action at this time. Ms. Gabriel stated the primary reason for is the amendments are: 1. Instead of updating these policies every time CDC updates requirements, the revised policies state that the Department follows CDC guidelines and recommendations; 2. Masking in medical facilities, follows CDC guidance as well; however, these changes will be impacted by the Governor's Executive Orders this week. CDC's position at this time is if there is low or medium community spread there is not a need for everyone in the facility to wear a mask, if you are in high transmission everyone should return to masking. A motion to approve the Amendment to ETS Policy was made by Robert Bondi and seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

### **UPCOMING BUSINESS**

Vice-President Kevin Satsky reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on October 20, 2022, beginning at 6:30 p.m. at Annex Conference Center, the Knox County Board meeting on October 26, 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 November

10, 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 thanked Michele and the Health Department for all their help with the budget; the County is getting close to having a balanced budget that will be on display the end of October or first week in November. Robert stated they are doing their various union negotiations; he personally involved in the landfill negotiations which will go on for several more weeks hopefully bringing them to a conclusion sometime in November. Noting the Sheriff's Department and Courthouse Employee negotiations are completed. The ARPA funding has been designated to about 85-90 percent range; they have a few more applicants they will review and have before the County Board by the end of October.

### **BOARD MEMBER COMMENTS**

Stephanie Grimes and the rest of the Board congratulated Michele and staff for the good report on the Site Visit and appreciated all the hard work they did to prepare for it.

### **EXECUTIVE SESSION**

The only item on agenda under Executive Session, Discussion Regarding County Wage Study. A motion to go into Executive Session was made by Carl Strauch and seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

### **RETURN TO OPEN SESSION**

A motion to return to Open Session at 8:00pm was made by Robert Bondi and seconded by Carl Strauch. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

After returning to Open Session A motion was made by Doug Gibb to approve the implementation of the FY23 Knox County Health Department Salary Schedule, as presented, created based on the 2022 Knox County Wage Study, with the schedule being implemented over the next three (3) years, FY23-FY25, to raise the salary schedule to the required Illinois Minimum Wage of \$15/hour by January 1, 2025, with the Grade 1 minimum for FY23 being set to the State if Illinois 2023 minimum wage of \$13/hour + 15%; and including existing employee years of service, determined by the most recent appointed position/Grade of the employee, fully completed by November 30, 2022. The motion was seconded by seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

### **ADJOURNMENT**

A motion was made by Doug Gibb to adjourn the September 8, 2022 Board of Health meeting at 8:05pm; the motion was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky, MD-yes; Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Carl Strauch-yes; and James Wolf-yes. Absent: Dan Harris and Susan Vinson.

Respectfully Submitted By: Tina Jockisch  
Clerical (L): \2022 BOH Minutes\10 – October, 2022 BOH Minutes