

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING
September 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 September 8, 2022. President Dan Harris called the meeting to order at 6:48 PM. Present via teleconference were Dan Harris, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, and Carl Strauch, MD. Absent: Doug Gibb, Kevin Satsky, MD, 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; and member of public Jen Beard.

ADDITIONS TO AGENDA

President Harris added to agenda Under President's Business - Dr. Strauch's question about bat exposure. Mr. Townsell added to agenda under Business Meeting; (b) FY22 Health Department Budget Increase Line Item Adjustment. Ms. Gabriel added to the agenda an Executive Session for Administrator's Performance Evaluation and Compensation. A motion to approve the agenda as amended was made by Carl Strauch and seconded by Robert Bondi. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satsky, MD, Susan Vinson, and James Wolf.

PUBLIC COMMENT

There was a member of the public present just no comments.

PRESIDENT'S BUSINESS

The first item on the agenda President Harris updated the Board members regarding the annual performance evaluation for the Public Health Administrator. President Harris stated he and Board of Health members Bruce Bobofchak and Doug Gibb met with the Governance Board President Karen Lynch and Governance Board members Marty Andrews and Angela Petersen, together they prepared an evaluation, had a discussion, and made some recommendations. President Harris noted the Governance Board President Karen Lynch stated the Governance Board would be meeting in executive session to discussion Administrator's Evaluation with their full board. President Harris stated the Board of Health would be meeting in executive sessions tonight to discuss Administrator's Evaluation with the full board.

The next item on the agenda President Harris suggested moving the Committee to Recommend Board Officers until next month when more Board members would be present for the meeting.

The final item was an addition to the agenda, President Harris opened the floor to Dr. Strauch who had a question about bat exposure. Dr. Strauch stated his neighbor had a bat in their house, the bat did not touch, scratch, or bite anyone, however, they were told to get a rabbi vaccine due to exposure of the bat being in their house. Wil stated if anyone wakes up and finds a bat in their room IDPH considers that as a potential exposure, the recommendation if the bat is not caught to be tested in a timely manner.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the August 11, 2022, meeting as circulated was made by Stephanie Grimes and seconded by Robert Bondi. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satisfsky, MD, Susan Vinson, and James Wolf.

Treasurer's Report

The next item was an addition to the agenda, FY22 Health Department Budget Increase Line Item Adjustment, Jerome Townsell stated there was a line item adjustment by increasing the LIHEAP State Revenue by \$250,000 and Grant Services Expenses by \$250,000 which is the line used to pay for client utilities. A motion to approve the FY22 Health Department Budget Increase Line Item Adjustment as presented was made by Bruce Bobofchak and seconded by Stephanie Grimes. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satisfsky, MD, Susan Vinson, and James Wolf.

The next item under the Business Meeting, Jerome Townsell, reported to Board on revised expenses for the month of September 2022 totaling \$152,592.19. He went on to note that additional expenses since the mailing of the agenda totaled \$19,742.29, and included: ADA Project \$5,331.40, Vaccine \$4,413.66, Shed \$3,778.00, Phone/Internet \$2,928.83, Travel/Training \$1,115.49, Supplies \$838.09, Credit Card Fees \$544.94, Lawn Care \$222.00, LIHWAP/LIHEAP \$200.00, UPS Shipping \$146.57, 340B Services \$120.11, Profit Recovery \$76.00, and Patient Refund \$27.20. A motion was made by Robert Bondi to approve payment of the September 2022 bills as presented and was seconded by Carl Strauch. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satisfsky, MD, Susan Vinson, and James Wolf.

The final item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending August 31, 2022, stating the Health Department has a \$547,497.25 Net Revenue Over Expenditures for the month ending August 31 2022, and \$572,127.64 Net Revenue Over Expenditures for the fiscal year thus far ending August 31, 2022. Jerome stated the fluctuation in the financial statements is due to LIHEAP, which he has an additional \$400,000 in LIHEAP money that will be deposited tomorrow. Jerome noted the new LIHEAP grant year started September 1, and he has approximately \$90,000 in expenses for next month.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under her report, Michele Gabriel updated the Board of Health about IDPH Director, Ms. Gabriel stated Governor Pritzker appoint Dr. Sameer Vohra as the new IDPH Director. Ms. Gabriel noted she met Dr. Vohra at their Administrators meeting for general membership.

The next item under her report, Michele Gabriel updated the Board of Health about Staffing, Ms. Gabriel stated the Health Department currently has openings for Director of Compliance and Quality, Director of Human Resources, Dentist, Dental Hygienist, and three Behavioral Counselors.

The next item under her report, Michele Gabriel updated the Board of Health about Construction Projects, Ms. Gabriel stated the Health Department has waited several months for the HVAC units which are due to come in next week, MSI will be starting the electrical work on the roof on Monday September 12 in preparation to install HVAC units. Additionally, the other construction capital projects for the Health Center to be ADA compliance such as altering the front entrance to be straight like the Health Department, widening some of the door entrances in the Health Center, and expanding the lab; these projects will be beginning in September and completed by end of December. Ms. Gabriel noted there was a committee that met to make sure the flow is not interrupted, and they

are getting information from the contractors to stay on top everything with the building being opened up there; would not be any large problems the Health Department has to deal with.

The next item under her report, Michele Gabriel updated the Board of Health about Health Ordinance, Article III; Potable Water Wells and Closed Loop Wells, Ms. Gabriel stated the Board of Health approved at their August 11 meeting; the Health Ordinance, Article III; Potable Water Wells and Closed Loop Wells; noting it was approved by the Knox County Board at their August meeting and it will go into effect January 1, 2023.

The next item under her report, Michele Gabriel updated the Board of Health about FTCA (Federal Tort Claims Act) Application, Ms. Gabriel stated yearly the Health Department applies for FTCA liability coverage that comes along with the Health Center which puts us under the federal umbrella, so if a patient files suit against the Health Center or provider it falls under the federal umbrella, and we immediately turn it over to those individuals. Ms. Gabriel noted the FTCA application was successfully completed, and we received notice of deeming for 2023.

The next item under her report, Michele Gabriel updated the Board of Health about LIHEAP Program, Ms. Gabriel stated the Health Department received a positive review for LIWHAP the new two year water program, they did not find any errors in any of the files. Ms. Gabriel thanked staff for the good job they did getting this program up and running in a short amount of time. Ms. Gabriel noted the water program will be receiving additional funds, the Health Department had paused applications, however, they are getting as much information as possible for current LIHEAP customers and taking names and numbers for non LIHEAP customers to call when additional funds arrive. Ms. Gabriel stated she received a call from County Board member David Amor (serves on WIRC Board) last week about the LIHEAP program, he stated WIRC hired a new Executive Director Roger Pavey who is interested in WIRC having a greater presence in Knox County by having an office in Knox County. Mr. Amor reached out to Ms. Gabriel; the discussion was WIRC to resume the LIHEAP program for Knox County. Ms. Gabriel spoke with Mr. Pavey today to confirm WIRC was interested in doing the LIHEAP program full time so Knox County residents would have just as much access as they do at the Health Department. Mr. Pavey advised Ms. Gabriel they will have a full time office in Galesburg, open five days a week; 8:00am to 4:00pm and they will hire staff locally for that program. Ms. Gabriel noted Mr. Pavey will be coming to the Health Department to meet with her and see our LIHEAP program. Ms. Gabriel stated if they make the determination, and the Board agrees it will be turned over at the next grant cycle; so, when the next grant period comes up July 1, 2023 the Health Department would not apply for the grant; and WIRC would apply to cover for Knox County.

The final item under her report, Michele Gabriel discussed with the Board of Health about CD Division, Ms. Gabriel stated under the Local Protection Grant the Communicable Disease reporting is, that is a requirement for that division; they take all the reportable diseases and follow up on them, take bats and send them to be tested; their work is very time intensive. Ms. Gabriel stated provide flu shots, childhood immunizations (VFC program), adult vaccinations, STD program, more TB cases to monitor, if they are positive you have to do direct supervision of medication. Ms. Gabriel stated COVID is not going anywhere, they just released, and we have in stock the Bivalent vaccine which replaces the boosters for individuals 12 and up for Pfizer and 18 and up for Moderna; they removed authorization for the previous boosters for that vaccine. If you have not been boosted in the last two months and you have not received the Bivalent, then you are not up to date. Ms. Gabriel stated once the contact tracing division goes away at the end of December; we still need to do case investigations just like we do for any other communicable disease. Additionally, you are seeing monkey pox, Ms. Gabriel stated she feels the Health Department needs to improve and expand our access to STD testing, child, and adult immunizations, and this would not be able to be done with one nurse. Ms. Gabriel noted she and Jerome added a Supervisory RN to the budget and bumped the levy request

\$10,000. Ms. Gabriel stated with the dissolution of contact tracing she feels we need to hire another communicable disease nurse and expand that division. Ms. Gabriel stated she is not asking the Board to necessarily approve the changes or the job description this evening; it is being brought to the Board due to the addition of the salary line item in the budget and the addition to the levy. Ms. Gabriel noted she included in the budget for the Board's reference the updated levy analysis and the salary schedule as a reminder the salaries in the budget follow a plan the Board approved in 2019.

DIVISION DIRECTOR REPORTS

The first item under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board of Health about COVID-19 Testing/Vaccine Division Dissolution, Wil stated he has been working with a small team on how to transition away from treating this as a pandemic and start looking at it as reality of everyday life. Which means getting away from testing in the trailer outside and eliminating the vaccine center in the Bergner's building. Wil stated starting Monday September 12 the Health Department will be doing vaccines by appointment only on Mondays and Fridays 8:30am to 3:30pm. Wil stated as of September 30 the vaccine and testing division will be completely dissolved; the testing division will fall back under the Health Center; they are working on a plan for how they will incorporate testing into the Health Center. Wil noted the testing trailer in the parking lot will be eliminated; once MSI comes out and removes the electrical and patches the hole in the roof where they cut to add the electrical for the trailer. President Harris asked what the staff impact will be with the closing of those divisions? Wil stated with vaccine division, Kasey Grawey who was interim Vaccine/Testing Division Director will be returning to her position as Lead nurse and backup for communicable disease; the patient service representative will be paid from grant funds through the end of the year, hopefully there will be an opening to hire her fulltime. Wil stated at the end of the year Mandy Dixon interim Contact Tracing Division Director will be returning to her position as Emergency Response Coordinator; currently have three individuals left in contact tracing; they were all notified on September 1, 2022 that as of December 31, 2022 their positions would be eliminated.

The final item under Division Director Report, Wil Hayes, Assistant Public Health Administrator updated the Board of Health about Seasonal Influenza Vaccine Campaign. Wil noted the drive through flu clinic at HPW will be Saturday September 24 7:00am to 9:00am; the prices remained the same \$35 regular dose and \$70 high dose. Wil noted LIHEAP does outreach clinics at different assisted living and housing units; we will be working with flu to get out to as many of the clinics as possible while they are doing LIHEAP.

POPULATION HEALTH MANAGEMENT REPORTS

There were no items on agenda under Population Health Management Reports.

PERFORMANCE MANAGEMENT REPORTS

The only item on agenda on agenda under Performance Management Reports, Michele Gabriel, Public Health Administrator; updated the Board on Workforce Development Plan Project, Ms. Gabriel stated this update will be on the agenda in the upcoming months, the Health Department received grant funds through the State to do some workforce improvement; we contracted with an agency to create a Workforce Development Plan to encourage employee retention. Ms. Gabriel stated Wil is spear heading this project, he chose some employees that will be interviewed by the agency to get their input and ideas to help with the Workforce Development Plan. Ms. Gabriel noted this is the same company that will be doing our Strategic Planning in January.

WORK SESSION

The only item on agenda under Work Session, Wil Hayes, Assistant Public Health Administrator discussed the Farmer's Market Permit Discussion of Advantages and Disadvantages; Wil stated in the board packet is a list of the advantages and disadvantages for the Famer's Market Permit; if we are going to move forward, we would need to decide because it would need to go to the County Board

for approval. Wil noted the biggest change would be to add a fee into our fee schedule, however, we would need to add the Farmer's Market Permit into our list of definitions or where we outline permits in our ordinance. After discussion the Board agreed with Wil and Michele's recommendation to move forward putting the Farmer's Market Permit in place.

OLD BUSINESS

The only item under the Old Business, Michele Gabriel, Public Health Administrator; presented to Board of Health for approval the FY23 Knox County Health Department Draft Budget, Ms. Gabriel stated the Health Department has a meeting scheduled with the County Board next Tuesday, the only significant changes since the last time the FY23 budget was presented was the addition of communicable disease nurse, second janitor and slight levy increase. Ms. Gabriel noted the FQHC's COVID money other than the capital funds will end March 2023. Jerome noted the Health Department has COVID, COVID Response, COVID Vaccine, and COVID Crisis ending March 2023. A motion to approve the FY23 Knox County Health Department Draft Budget pending whatever changes the Board of Health decides in Executive Session regarding the Administrator's Salary was made by Bruce Bobofchak and seconded by Stephanie Grimes. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satsky, MD, Susan Vinson, and James Wolf.

NEW BUSINESS

The only item on agenda under New Business, Michele Gabriel, Public Health Administrator; presented to Board of Health for approval the Staff Flu Vaccine, Ms. Gabriel noted in the past the Health Department supplied flu vaccine to staff and their household. Ms. Gabriel asked the Board of Health if they choose to offer flu vaccine to staff at no charge, if they have insurance, we send it to their insurance company, noting the Health Department has approximately 60 staff members. A motion to approve the Staff Flu Vaccine at no cost as presented was made by Carl Strauch and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satsky, MD, Susan Vinson, and James Wolf.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on September 22, 2022, beginning at 6:30 p.m. at Annex Conference Center, the Knox County Board meeting on September 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 October 13, 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 next Tuesday for final budget presentation. The ARPA funds have partially been completed; they were able to pass out significant amount of funding at the last County Board meeting, they will be doing approximately six more this month. Mr. Bondi noted they have passed out over \$2,000,000 to non-profit and for profit entities; they additionally have broad band activities to ensure we are providing an opportunity to have 100 meg service down and 50 meg service up throughout the county. Mr. Bondi stated you will see some communication about CO2 pipelines being run through our county potentially; it is a way of disposing of CO2 and there are some concerns about the safety of that. Mr. Bondi asked to have the draft of minutes to him within a week after the meeting so it can go in the county board packet.

BOARD MEMBER COMMENTS

Bruce Bobofchak and the rest of the Board thanked Michele and staff for all their hard work.

EXECUTIVE SESSION

There was an addition to agenda under Executive Session, Administrator's Performance Evaluation and Compensation. A motion to go into Executive Session was made by Bruce Bobofchak and seconded by Stephanie Grimes. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satsky, MD, Susan Vinson, and James Wolf.

RETURN TO OPEN SESSION

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

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the September 8, 2022 Board of Health meeting at 8:15pm; the motion was seconded by Stephanie Grimes. Roll Call vote was unanimous: Carl Strauch-yes; Bruce Bobofchak DDS-yes; Stephanie Grimes-yes; Robert Bondi-yes; and Dan Harris-yes. Absent: Doug Gibb, Kevin Satsky, MD, Susan Vinson, and James Wolf.

Respectfully Submitted By: Tina Jockisch
Clerical (L): \2022 BOH Minutes\9 – September, 2022 BOH Minutes