

**KNOX COUNTY BOARD OF HEALTH
MONTHLY MEETING MINUTES
January 12, 2023
6:30 p.m.
Knox County Health Department
1361 W. Fremont St. Galesburg, IL
61401**

The Knox County Board of Health meeting was held in person on January 12, 2023. President Dan Harris called the meeting to order at 6:38pm. Present were President Dan Harris, Vice President Kevin Satsky, MD, Treasurer Doug Gibb, Secretary Stephanie Grimes, Robert Bondi, and James Wolf. Absent: Carl Strauch, MD, Susan Vinson, and Bruce Bobofchak DDS. Also, present were Michele Gabriel, Public Health Administrator, and Tina Jockisch, Administrative Assistant.

ADDITIONS TO AGENDA

There were no additions to the agenda. A motion to approve the agenda as circulated was made by Robert Bondi and seconded by Kevin Satsky. The motion for approval was unanimously adopted by a voice vote.

PUBLIC COMMENT

There were no members of the public present.

PRESIDENT'S BUSINESS

The only item on the agenda under President's Business, End of Disaster Declaration and Open Meeting Act Requirements. President Harris stated since there is no longer a Disaster Declaration which expired on Friday January 6, 2023, the Board of Health members must be present in the building to establish quorum. Ms. Gabriel stated from reading the OMA (Open Meeting Act) there are exceptions to when you can join virtually such as emergency or traveling for business; however, there would need to be a quorum of members in the building, and this would need to be included in the Board of Health By-Laws. Currently the Board of Health does not have any instructions in their By-Laws about joining virtually. If the Board wants to add the virtual option, Ms. Gabriel recommends they have a by-law committee to review the by-laws and propose changes. Mr. Bondi asked if the Board of Health could ask the State's Attorney for documentation to add the virtual option to their by-laws? President Harris asked Ms. Gabriel to contact State's Attorney Jeremy Karlin.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the December 8, 2022, meeting as circulated, was made by Robert Bondi, and seconded by Doug Gibb. The motion for approval was unanimously adopted by a voice vote.

Treasurer's Report

The first item under the Business Meeting, Michele Gabriel, reported to the Board on revised expenses for the month of January 2023 totaling \$292,724.69. He went on to note that additional expenses since the mailing of the agenda totaled \$11,821.36, and included: Mortgage \$8,000.00, Phone/Internet \$2,928.63, Postage \$434.59, Mileage \$225.51, Postage Meter \$196.77, and Profit Recovery \$35.86. Ms. Gabriel noted in the bills there were approximately \$40,000.00 in bills for the HVAC system and a large bill for our new Bariatric Dental chair, however both were covered with grant dollars. A motion was made by Robert Bondi to approve payment of the January 2023 bills as presented and was seconded by Stephanie Grimes. The motion for approval was unanimously adopted by a voice vote. Treasurer Gibb reminded them that the members need to please sign off to approve the bills on each of the reports.

The final item under the Business Meeting, Michele Gabriel, presented to Board of Health the Financial Statements for the period ending December 31, 2022, stating the Health Department has a (\$572,029.23) Net Revenue Over Expenditures for the month ending December 31, 2022, and (\$572,029.23) Net Revenue Over Expenditures for the fiscal year thus far ending December 31, 2022. Ms. Gabriel noted we had LIHEAP funds that pushed through at the end of the year to be reimbursed at a later date and that capital expenditures for the ADA construction project had not been pulled down from the grant; therefore, are not reflected in revenues.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under her report, Michele Gabriel presented the Board of Health with a Draft FY22 KCHD Annual Report, Ms. Gabriel presented the Board of Health a draft of the Annual Report, the final report will be ready for Board of Health approval to be presented to the Knox County Board at their regular meeting in February. Ms. Gabriel stated it contains the information the Health Department is required to provide, and financial reports will be added prior to the February meeting. Ms. Gabriel noted there will be a page for our achievements and the back page will have the information and a QR code to get to the new Knox County Health Department website, which was funded by grant dollars. Ms. Gabriel stated once the Annual Report is presented to the County Board, the Health Department will distribute it electronically, add it to the website, and post it on Facebook.

The next item under her report, Michele Gabriel updated the Board of Health on Grant Funding, Ms. Gabriel stated that the report was intended to aid them in understanding the difference between FY22 and FY23 grant funding level, however the Community Health Center portion would be updated at a later time. Ms. Gabriel went on to elaborate regarding which grants were related to COVID-19 and those that would not be in the budget for this fiscal year. Ms. Gabriel additionally reported on upcoming funding being made available to the Health Department; including the potential for vaccine funding in the amount of \$200,000 dollars from IDPH, as well as the possibility of infrastructure funding that the State received from the CDC and a portion being pass through onto the local health departments; a five year grant that may not be distributed to all local health departments. President Harris asked if the Administrators will be pushing for an increase in the Local Health Protection Grant, Michele stated she is Chairing the legislative committee this year for IAPHA, and that one of the legislative items they are pushing for is an increase to the Local Health Protection Grant as they have in the previous two (2) years.

The next item under her report, Michele Gabriel updated the Board of Health regarding the CHC SFS Program Review and Concerns, Ms. Gabriel stated the Community Health Center operates on a Sliding Fee Scale that is based on federal poverty level, which we are experiencing problems with individuals who will not fill out paperwork because they say they do not qualify. We also have individuals who do not qualify for the program because they are 200% over poverty level, however they say they cannot afford to pay. Ms. Gabriel stated the Governance Board will be looking into the process of the Sliding Fee Scale to make it more user friendly and our process to make it more mandatory, and as a Health Center what do we do with the individuals that are 200% over poverty level and do not qualify for the Health Center program because in theory you do not use strictly grant funding for those individuals, you can use revenues. Ms. Gabriel noted the Health Center is the only Medicaid Dental Provider in Knox County.

The next item under her report, Michele Gabriel reminded the Board of Health regarding the Statement of Economic Interest Forms, Ms. Gabriel advised the Board that they would be receiving their Statement of Economic Interest in the mail, reminding them if they serve on more than one committee, they will only receive one form. Members can send them to the Courthouse, or they can be returned to the Health Department, and we will send them to the Courthouse with our own.

The next item under her report, Michele Gabriel updated the Board of Health regarding the LIHEAP Program Transition, Ms. Gabriel stated in October the Board of Health voted to support the recommendation of the Administrator to not to reapply for the LIHEAP grant and let WIRC apply for the program, as well as any other agency that may apply for the open opportunity; noting she has talked to State grant program staff about the transition, and noted that the NOA (Notice of Award) for the LIHEAP grant was posted and is due January 27, 2023. Ms. Gabriel stated May 30, 2023 is the last day the Health Department will take applications for LIHEAP; the grant ends June 2023 and the Health Department will close out July 2023.

The final item under her report, Michele Gabriel presented to Board of Health the FY22 CHC Business Plan Year End Reports, Ms. Gabriel stated these reports are presented to the Governance Board and the Board of Health Quarterly; they are financial reports that indicate the financial health of the Community Health Center. Michele closed stating that she is available to answer questions if anyone has them.

DIVISION DIRECTOR REPORTS

There were no items on agenda under Division Director Report.

POPULATION HEALTH MANAGEMENT REPORTS

The only item on agenda under Population Health Management Reports, Michele Gabriel, Public Health Administrator presented the IPLAN Revisions and Substantial Compliance Determination, Ms. Gabriel shared the email with the Board she received from the State on the feedback for the IPLAN, stating the revisions do not require additional Board action. Ms. Gabriel stated these were areas of improvement the State would like to see in our IPLAN, Brianne has made the vast majority of the changes needed and will submit them by the end of January; she has spoken to them about a few that were cosmetic changes. Ms. Gabriel closed noting IDPH is pushing that local public health align their own Community Health Improvement Plans with the State Health Improvement Plan.

PERFORMANCE MANAGEMENT REPORTS

The only item on agenda under Performance Management Reports, Michele Gabriel, Public Health Administrator presented an article from the Journal of Public Health Management and Practice; January/February 2023. Ms. Gabriel stated she highlighted language in the article because it had some language, that she felt very accurately elucidated how it felt for local public health staff, including her own, to be put in that situation; *“self-rated mental health among GPHWs decreased as work hours during the pandemic and time spent staffing the response increased. This is a particularly troubling trend at the local level. Local health departments (LHDs) experience intense pressure as a key player in the national response and as essential providers for their communities. As such, local public health professionals (LPHPs) may be perceived to be in conflict with local social norms. Although LHD staff are more numerous than state health agency staff, they are less likely to influence state or national policy. At the same time, LPHPs are often seen as the face of those policies locally.”*

WORK SESSION

The first item on agenda under Work Session. Michele Gabriel, Public Health Administrator discussed with the Board of Health the Strategic Planning Process, Ms. Gabriel reminded the Board of Health that the proposal from Thomas P. Miller and Associates (TPMA) enclosed in the packet for the evenings meeting, outlined the plan for them to facilitate the Board of Health Strategic Planning process. Ms. Gabriel encouraged the Board to review the proposal to become familiar with it; noting they want to begin meeting to talk about the Strategic Plan in January. Ms. Gabriel asked the Board if they would like a smaller committee or to appoint a couple of members to sit in on the meetings that management has with them, before the actually full meetings are set up. Ms. Gabriel stated she would take the first meeting to gauge their expectations, and then have a couple Board members sit in on the meetings moving forward to listen and give feedback if there is relevance. President Harris and other Board members stated they would be available to help with whatever they need.

The final item on agenda under Work Session. Michele Gabriel, Public Health Administrator discussed with the Board of Health a Dental Clinic Plan of Action to staff the dentist position ASAP and restructure to ensure the schedule runs efficiently, Ms. Gabriel informed the Board that the Health Center's only Dentist is retiring February 10, 2023, noting without a Dentist we cannot run a Dental Clinic. Ms. Gabriel stated she is looking into the cost of local tenum dentist(s), the plan to use them would have to fit into the budget and the CHC needs to get dental assistants recruited, currently we only have one. Additionally, there will be a pause. The CHC also intends to take a pause over a week or so to make sure the schedule is adjusted to run as efficiently as possible. Best case scenario we have two local tenum Dentists. Ms. Gabriel stated the Health Center will be doing a large push to advertise and recruit local dental schools and other partners. Mr. Satsky asked if we were still involved in National Health Service Corp Federal Loan Repayment Program to help with recruiting. Ms. Gabriel stated yes, the Health Department is still involved with National Health Service Corp.

OLD BUSINESS

The only item on agenda under Old Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval the KCHD Workforce Development Plan, Ms. Gabriel stated the Workforce Development Plan was completed with Thomas P. Miller and Associates (TPMA) whom the Health Department contracted with using COVID Response Grant funds awarded to the Health Department from IDPH. Ms. Gabriel stated Management staff spent a significant amount of time aiding in the development of this plan, which outlines a number of actions that can be taken to improve staff and the Health Department overall. Ms. Gabriel stated Thomas P. Miller and Associates interviewed many staff members, gathered forms and policies used by the Department and data about the Department to inform the development of the plan. Ms. Gabriel closed stating her recommendation for the Board of Health to take action to approve the Workforce Development Plan; stating that the document would most likely be utilized during the Strategic Planning process as well. Ms. Gabriel noted that the Board would receive progress reports regarding the accomplishment of plan objectives. A motion was made by Robert Bondi to approve the KCHD Workforce Development Plan as presented and was seconded by James Wolf. The motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS

The first item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval a list of FY22 Health Department Accomplishments. Ms. Gabriel reported that the significant list of accomplishments was compiled by all levels of management, and that a shorter list of the more significant accomplishments will be shared in the 2022 Annual Report. A motion to approve the FY22 KCHD Accomplishments as presented was made by Stephanie Grimes and seconded by James Wolf. The motion for approval was unanimously adopted by a voice vote.

The next item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval FY23 Health Department Goals. Ms. Gabriel stated the list, also compiled by members of management, is significant and that many of the goals will stretch over multiple years. Ms. Gabriel closed by noting that the Health Department goals would be further developed. A motion to approve the FY23 KCHD Goals as presented was made by Doug Gibb and seconded by James Wolf. The motion for approval was unanimously adopted by a voice vote.

The next item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval the Communicable Disease Program Investigator Job Description. Ms. Gabriel reported that the position was developed to be a temporary position to help transition COVID-19 contact tracing into the Communicable Disease (CD) Program. Ms. Gabriel noted the position is not going to be immediately filled; however, it could be important in the future for the CD Program. A motion to approve the CD Program Investigator Job Description as presented was made by James Wolf and seconded by Stephanie Grimes. The motion for approval was unanimously

adopted by a voice vote.

The next item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval the Revised Dental Assistant I Job Description, Ms. Gabriel reported the intent behind two Dental Assistants job descriptions is to allow for the Community Health Center to hire Dental Assistants with expanded capabilities certification from the State of Illinois to provide a larger scope of service under the Dentist and improve productivity of the dentist and Dental Clinic. A motion to approve the Revised Dental Assistant I Job Description as presented was made by Stephanie Grimes and seconded by Robert Bondi. The motion for approval was unanimously adopted by a voice vote.

The next item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval the Dental Assistant II Job Description, Ms. Gabriel noted the Dental Assistant II position is one grade higher, it pertains to Dental Assistants who maintain expanded capabilities certification from the State of Illinois, there are three different certifications available in Illinois under the Dental Practice Act. A motion to approve the Dental Assistant II Job Description as presented was made by Robert Bondi and seconded by Stephanie Grimes. The motion for approval was unanimously adopted by a voice vote.

The final item on agenda under New Business. Michele Gabriel, Public Health Administrator discussed with the Board of Health regarding the Sharps Collection Program, stating this was a preliminary discussion. Ms. Gabriel stated the Health Department has historically housed the Sharps Collection Programs for the City of Galesburg. Ms. Gabriel noted the Sharps Collection Program will be provided differently by the City of Galesburg for Galesburg residents as part of their trash disposal services. Ms. Gabriel reported that she has had preliminary discussion with the City of Galesburg about the Health Department continuing to offer the Sharps Collection Program through Waste Management; however, there are still many questions to be answered.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Health and Human Services Committee meeting on January 18, 2023, beginning at 6:00 p.m. at Annex Conference Center, the Knox County Board meeting on January 25, 2023, 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 February 9, 2023, at Knox County Health Department beginning at 6:30 p.m.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, stated the new County Board has five or six new member and they are redoing all of their committees, they have Public Safety and Justice, Infrastructure (Highway, Landfill, Facilities), Health and Human Services, Ways and Means, Executive, and IT Department Committees. 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.

BOARD MEMBER COMMENTS

James Wolf questioned if there was a plan in place locally to accept migrant populations that may arrive in Knox County as part of recent events. Stephanie Grimes noted she was happy to be back to

meeting in person (others agreed), and feels there is a lot going on, please let the Board know if there is anything they can help with. Kevin Satsky, MD stated he appreciates everything everyone is doing.

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 Kevin Satsky to adjourn the January 12, 2023 Board of Health meeting at 8:10pm; the motion was seconded by Robert Bondi . The motion for approval was unanimously adopted by a voice vote.

Respectfully Submitted By: Tina Jockisch
Clerical (L): \2023 BOH Minutes\1 – January 12, 2023 BOH Minutes