

**KNOX COUNTY BOARD OF HEALTH
MONTHLY MEETING MINUTES
February 9, 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 February 9, 2023. President Dan Harris called the meeting to order at 6:30pm. Present were President Dan Harris, Vice President Kevin Satsky, MD, Treasurer Doug Gibb, Secretary Stephanie Grimes, and Carl Strauch, MD. Absent: Robert Bondi, James Wolf, Susan Vinson, and Bruce Bobofchak, DDS. Also, present were Michele Gabriel, Public Health Administrator; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Erin Olson, Director of Wellness and Health Promotion; Cathy Gibson, Communications/Community Health Specialist and Tina Jockisch, Administrative Assistant.

ADDITIONS TO AGENDA

Ms. Gabriel stated there were two additions to the agenda under Public Health Administrator's Report: (b) IPLAN Status and (c) IDPH Vaccination Grant Discussion. Additionally, Ms. Gabriel noted KCHD Line-Item Adjustment was an addition to the agenda under Treasurer's Report prior to Payment of the February 2023 bills.

PUBLIC COMMENT

There were no members of the public present.

PRESIDENT'S BUSINESS

The only item on the agenda under President's Business, Open Meetings Act and Board of Health Bylaws Discussion. President Harris stated Ms. Gabriel had contacted State's Attorney's Office, Jeremy Karlin responded: after reviewing the (OMA) Open Meetings Act and conferring with Scott Erickson County Clerk; 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 as required by the Open Meetings Act. President Harris stated the Board could allow exceptions for members to join virtually; however, there will need to be provisions added in the Board of Health bylaws; currently the Board of Health does not have any language in their bylaws about Board of Health members joining virtually. Regardless, under the Open Meetings Act, there would need to be a quorum of Board of Health members physically present in the building, the addition to the Board of Health Bylaws would include language from the Open Meetings Act indicating when and how Board of Health members would be allowed to join the meeting virtually. President Harris stated with the Board's agreement Ms. Gabriel would make the necessary changes to the Board of Health bylaws and distribute them prior to the March meeting for the Board of Health to review and vote on at the next meeting. There was consensus that the changes should be made.

BUSINESS MEETING

Approval of Minutes

A motion to approve the amended meeting minutes from the January 12, 2023, meeting was made by Carl Strauch, pending correction to the minutes that Dr. Strauch was not present at the January 12, 2023 meeting and did not make a motion to close the meeting. The motion was seconded by Stephanie Grimes; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report

The first item was an addition to the agenda under the Treasurer's Report, Jerome Townsell, reported to Board the FY23 Health Department Budget Increase Line-Item Adjustment, Mr. Townsell stated there was an increase in Transfer from Reserves of \$100,000 and Professional Services Contractual on the Expense side of \$100,000. Mr. Townsell reported that the Health Department received a lump sum payment for the Illinois Department of Public Health (IDPH) COVID Vaccine Grant in 2021 and the grant year has ended; approximately \$100,000 dollars remains without appropriate expenses to allocate, and; therefore, funds must be reimbursed to IDPH. A motion was made by Stephanie Grimes to approve the FY23 Health Department Budget Increase Line-Item Adjustment as presented and was seconded by Carl Strauch. The motion for approval was unanimously adopted by a voice vote.

The next item under the Treasurer's Report, Jerome Townsell, reported to the Board on revised expenses for the month of February 2023 totaling \$652,215.35. He went on to note that additional expenses since the mailing of the agenda totaled \$4,262.55 and included: Website Services \$2,850.00, Waste Removal \$925.26, Postage \$434.59, Travel \$286.38, Snow Removal \$200.00, and 340b Services \$.91. A motion was made by Kevin Satsky to approve payment of the February 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 and LIHEAP expenses.

The final item under the Business Meeting, Jerome Townsell, presented to Board of Health the Financial Statements for the period ending January 31, 2023, stating the Health Department has a \$1,441.03 Net Revenue Over Expenditures for the month ending January 31, 2023, and (\$578,499.11) Net Revenue Over Expenditures for the fiscal year thus far ending January 31, 2023. Mr. Townsell noted the Health Department is (\$578,499.11) due to mostly LIHEAP and a small percentage for HVAC and ADA construction projects; we are waiting to be reimbursed \$477,000 from LIHEAP.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under Public Health Administrator's Report, Michele Gabriel updated the Board of Health on Community Health Center Dental Clinic Operations. Ms. Gabriel reminded the Board that the Health Center's only Dentist is retiring tomorrow February 10, 2023, noting without a Dentist we cannot provide services even through Hygiene in the Dental Clinic. Ms. Gabriel stated herself and the CHC COO are contracting with locum tenens agencies in search of locum tenens dentist(s), to get them in as soon as possible to keep the dental clinic open. Ms. Gabriel stated since the Community Health Center has only one Dental Assistant; the CHC COO has been interviewing for additional Dental Assistants; however, the Health Department may also need to find locum tenes Dental Assistants as well to ensure the dentists are productive.

The next item was an addition to the agenda under Public Health Administrator's Report, Michele Gabriel, Public Health Administrator, updated the Board of Health on the IPLAN status. Ms. Gabriel stated she reported to the Board last month that IDPH asked for additional information and edits to the submitted IPLAN; which is the Knox County Comprehensive Community Health Assessment, and Knox County Community Health Improvement Plan the Health Department is required to submit every five years to be a certified local health department in Illinois. Ms. Gabriel reported that the amendments were completed and submitted to IDPH. The Health Department then received and completed the application to apply for certification as a local health department, returned with applicable attachments, and received the renewed certification. The Health Department is certified as a local health department until it expires July 27, 2026.

The final item was an addition to the agenda under Public Health Administrator's Report, Michele Gabriel discussed with the Board of Health an opportunity for a grant through the Illinois Department of Public Health in the amount of \$200,000 dollars to fund vaccine related activities related to COVID-19, MPOX, and Influenza. Ms. Gabriel stated the grant period begins October 1, 2022; however, the Health Department has not received the application and the grant period ends September 30, 2023; the \$200,000 dollar grant is solely for COVID, Flu, and MPOX. Ms. Gabriel noted that unless the grant is released with different deliverables than the current information indicates she is recommending that the Health Department decline the grant due to not having applicable, allowable expenses to put towards the program budget totaling \$200,000. The Board of Health provided consensus that they would support the decision of Administrator Gabriel.

DIVISION DIRECTOR REPORTS

The first item on agenda under Division Director Report, Cathy Gibson, Communications/Community Health Specialist presented the Board of Health with the newly completed Knox County Health Department website, knoxcountyhealth.org; including, a presentation of available analytic features to track activity on the website. Ms. Gibson stated that the Department has implemented a website committee to keep information on the website current and makes amendments as needed. Additionally, Mr. Hayes noted they are in the process of adding a fillable forms function to the website.

The final item on the agenda under Division Director Report, Erin Olson, Director of Wellness and Health Promotion, presented the 2022 Annual Report for Board of Health approval. Ms. Olson stated the Annual Report contains information the Health Department is required to provide 90 days after the end of the fiscal year. Ms. Olson noted the back page has the information and a QR code to get to the new Knox County Health Department website. Ms. Olson 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. Additionally, Mr. Hayes noted the Health Department will run a full-page ad on the back page of The Burg with information and a QR code to get to the new Knox County Health Department website. A motion was made by Doug Gibb to Approving the 2022 Annual Report to County Board and forwarding it to the Knox County Board as presented; was seconded by Kevin Satsky. The motion for approval was unanimously adopted by a voice vote.

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 only item on agenda under Work Session. Michele Gabriel, Public Health Administrator updated the Board of Health on Strategic Planning Discussion, Ms. Gabriel stated enclosed in the packet for this evening's meeting on page 53 is the February 6th Check-in Meeting Agenda with Thomas P. Miller and Associates (TPMA) and page 60 is where we currently are in the Strategic Planning process in NACCHO guide to developing a local Health Department Strategic Plan. Ms. Gabriel stated Thomas P. Miller and Associates (TPMA) are laying the groundwork; gathering data by identifying stakeholders which are any person, group, or organization inside or outside the organization that can place a claim on the organization [*Examples of Internal Stakeholders: Governing body members, Senior staff, Middle managers, Administrative staff, Front-line staff, or Advisory board/committee members.*] [*Examples of External Stakeholders: Funders, State Health Department or other state agency representatives, Coalition members, Partner agencies, Other Health Department (regional or shared service Health Departments), Competitors, Client/customers, Community-at-large, Special target populations, Policy makers (all levels) or Media Representatives*]. Thomas P. Miller and Associates are working on a Situational Analysis Meeting; they are asking the Health Department for a minimum of five internal and external stakeholders to participate in this analysis meeting, noting these contractor meetings are virtual. Ms. Gabriel stated she would like some high-level managers and Board of Health members to participate in the analysis meeting; hopefully at least two Board members will be available; this meeting will be public so we will do what is necessary to be compliant with the Open Meetings Act (OMA). Ms. Gabriel stated for the Situational Analysis Meetings they will focus on *#1 Ever Present Health Needs, 2# Emerging Public Health Needs, 3# Targeted Needs for Subsections of the Community, 4# Legislation and Policy, and 5# Public Health Programs*. In closing, Ms. Gabriel asked the Board for recommendations regarding Stakeholders, Thomas P. Miller and Associates are looking at interviewing twelve Internal/External Stakeholders; however, if the Board prefers, they could just do Internal Stakeholders such as staff and Board of Health members.

OLD BUSINESS

There were no items on agenda under Old Business.

NEW BUSINESS

The first item on agenda under New Business. Jerome Townsell, Director of Finance and Facilities Management; presented to the Board of Health for approval the KCHD Revised Financial Management Policy. Mr. Townsell stated the Health Department updated their Financial Policy to ensure compliance with applicable federal and state requirements. A motion was made by Stephanie Grimes to approve KCHD Revised Financial Management Policy; was seconded by Carl Strauch. 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 2023 Sliding Fee Scale Program. Ms. Gabriel reiterated that the sliding fee scale is used in the Community Health Center, and that as a Public Agency Community Health Center, the Board of Health reviews and approves the Sliding Fee Scale Program each year as part of financial responsibilities. Michele stated the sliding fee scale is revised each year when revised Federal Poverty Level guidelines are published in the

Federal Register. Ms. Gabriel stated there is the addition of a Behavioral Health Services Sliding Fee Scale, and Preventative Dental Services Sliding Fee Scale for 2023. A motion to approve the 2023 Sliding Fee Scale Program as presented was made by Doug Gibb and seconded by Carl Strauch. The motion for approval was unanimously adopted by a voice vote.

The final item on agenda under New Business. Michele Gabriel, Public Health Administrator presented to the Board of Health for approval the 2023 Revised SFS Policies and Procedures. Ms. Gabriel stated the Knox Community Health Center Governance Board recognizes that families do not always fit the traditional model and has identified new definitions of household, family, and income to eliminate barriers to patient care, as well as changes to the application to provide patients more information about the program; including reminding patients if they have medical or dental insurance they could still qualify for the program. Additional modifications included the zero-income statement and employment verification forms. In closing, Ms. Gabriel stated the Health Center will be sending out the 2023 Sliding Fee Scale Program application to all patients who have visited the Community Health Center in the past two years; response rates and other data will be tracked to determine if the effort is successful. A motion to approve the 2023 Revised SFS Policies and Procedures as presented was made by Dan Harris and seconded by Kevin Satsky. The motion for approval was unanimously adopted by a voice vote.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Health and Human Services Committee meeting on February 15, 2023, beginning at 6:00 p.m. at Annex Conference Center, the Knox County Board meeting on February 22, 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 March 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, was absent from the meeting.

BOARD MEMBER COMMENTS

Dr. Carl Strauch noted he was happy to be back to meeting in person, he also thanked Cathy and Erin for their hard work on the Website and the Annual Report. Stephanie Grimes thanked Cathy for the phenomenal work on the Website and commended Erin on her plans for circulating the Annual Report. President Harris thanked the team and is excited about the things being done to improve the outreach in the community. Dr. Satsky agreed with other members about the great work on the new Website and Annual Report.

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 February 9, 2023 Board of Health meeting at 7:50pm; the motion was seconded by Carl Strauch. The motion for approval was unanimously adopted by a voice vote.

Respectfully Submitted By: Tina Jockisch
Clerical (L): \2023 BOH Minutes\2 – February 9, 2023 BOH Minutes