The Knox County Board of Health meeting was held on June 12, 2014. Jackie Turner called the meeting to order at 7:04 p.m. Present were Doug Gibb, Carol Scotton, Kimberly DeSutter, Bruce Bobofchak, D.D.S., Jeanne Harland, Cheryl Nache, and Kevin Satisky, M.D. Also present were Heidi Britton, Administrator; Rhonda Peterson, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kathy Crafton, Human Resource Manager; Michele Fishburn, Director of Compliance and Quality Management; and Sam Jarvis, Director of Health Protection. Not present were: Samuel Fox, M.D.

Guests: Media Representatives from The Register Mail and WGIL, also representative from the Farm Bureau.

**ADDITIONS TO AGENDA**

Line Item Adjustment

Heidi Britton resignation.

**APPROVAL OF MINUTES**

A motion to approve the May 8, 2014, minutes was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

**REPORT OF OFFICERS**

**Treasurer’s Report – Doug Gibb**

Ms. Britton advised the Board regarding a mid-year Line Item Adjustment for $148,000.00 to be transferred from the Health Department to the FQHC for a deficit. A motion to approve the Line Item Adjustment was made by Kimberly DeSutter and seconded by Kevin Satisky, M.D.; the motion for approval was unanimously adopted by a voice vote.
Mr. Gibb stated that May’s numbers were reported at $60,118.09 with the actual being $82,257.44. The difference of $22,139.35 comes from the WNV Intern, Supplies, Software, Advertising, Dues and Subscriptions. A motion to approve the treasurer’s report was made by Jeanne Harland and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

**President’s Comments**

Ms. Turner introduced to the Board Mr. Fletcher as a possible candidate for the Board of Health. Mr. Fletcher is employed with OSF Health Care Systems as the site manager at the Clinic.

Ms. Turner gave the Board a brief history of the accomplishments and service Jeanne Harland has contributed over the past 15 years. Ms. Turner thanked Jeanne Harland for her years of serving on the Board of Health and presented her with a cookie platter and apron.

**Administrator’s Report – Heidi Britton**

Ms. Britton asked Dr. Bobofchak, D.D.S. to give the Legislative Report. Dr. Bobofchak, D.D.S. informed the Board of the State of Illinois restoring adult dental care for Medicaid patients.

Ms. Britton informed the Board of the Local Health Protection Grant that did come through for this year. She also stated that there were no changes or decreases with any of our grants. Ms. Britton advised the Board that the funding for the We Choose Health will be going away at the end of September for $144,000.00 and that we are now in conversations with IL Public Health Association to put together a partnership to improve Community Health. This is a proposal for CDC that we will be going in with a few other counties to try to get to replace the We Choose Health Funding.

Ms. Britton advised the Board regarding the FY15 Budget Development stating it should be completed in the next couple months and we thought we had it completed until we found out we have about $500,000.00 coming our way in the form of two big grants. One is the Expanded Service Grant and the other is the Capital Improvement Grant. HRSA has allocated $189,000.00 to our Community Health Center to expand our services. First per requirement is we expand our medical service. That could either be by adding hours, adding a provider or possibly both. By getting a new provider it could expand the hours till 6:00 p.m. every day except for Fridays. Hiring a medical health provider in addition to that funding is on top of any funding we could receive from the Behavioral Health Intervention Funding that we will find out about in August or September.
Ms. Britton informed the Board that the Capital Improvement Grant is given to community health centers that are shovel ready, which are building a new site, or are going to redo an existing site, or are purchasing a new building that needs renovations done. With the Boards past recommendations regarding the sign in front of the building needing a facelift, Michele and Ms. Britton decided this would be a request that we will write into the Capitol Grant. With the help of a sign company, there should be a way to brand the Health Department and the Health Center together on one new sign. Ms. Britton went on to say another project to consider is a redo of the reception desk in the Health Center. We need to think about how we can get the door to be more centralized, the desk moved back, and remove the charts from that area in hopes to create easier access for our patients to the front desk people. Again, we will need to get someone to draw up some plans for this so we can approve them. Ms. Britton informed the Board of the need to change over the fourth exam room due to adding another provider and lastly the possibility of implementing a new phone system. Ms. Britton finished by saying the budget looks similar to other years, with no big surprises and added that it is a great budget to go forward with.

Ms. Britton informed the Board of the selection of Nicole Spencer from the Knox Corps Fellow Program. Ms. Spencer will be starting sometime in September 2014 working through June 2015.

Ms. Britton updated the Board of the recent staff additions and changes. Pam Reiber has been hired as the Administrative Clerk; Linda McGoff is the new WIC Clerk; Amy Houston has been hired as a new Dental Assistant; Heidi Abbott is a new LPN; and Thomas Heartlein is the new West Nile Intern.

**Family Health Services Report – Rhonda Peterson**

Ms. Peterson informed the Board of the Komen Grant Award. The awarded amount is $25,000.00, $5,000 more than last year; to be used for mammograms for Knox County only.

**Health Protection Services Report – Sam Jarvis**

Ms. Britton gave the Health Protection Services Report on behalf of Sam Jarvis who was presenting at the Sophie Institute on behalf of the KCHD for our accreditation efforts.

Ms. Britton informed the Board of the hiring of Thomas Heartlein as the new West Nile Virus Intern.

**Wellness and Health Promotion Report – Erin Olson**

Erin Olson informed the Board of the KCHD and Knox Community Health Center advertising
promotion now going into effect with the updating of bus benches. Benches will be in seven different locations advertising the different services we offer on each one of them. Ms. Olson also informed the Board that this is the first time we will be advertising on city transit. Ads for the KCHD and the Knox Community Health Center will now be on the outside as well as the inside of buses. Ms. Olson added that we will continue our radio advertising with The Laser.

Ms. Olson shared with the Board regarding the ABC’s and 123’s Grant we receive from the Galesburg Community Foundation, stating that we are now working with Creative Childhood since the Children’s School at Sandburg has closed. We are going to Creative Childhood two days a week teaching the kids gardening, healthy snack choices, exercising with them and teaching the older kids how to swim along with water safety.

Ms. Olson reported to the Board regarding the In Person Counselor Grant, which year one of this grant is ending at the end of June 2014. Ms. Olson then added that her group is going out into the community this summer to educate and answer questions regarding the special enrollment process.

**Quality Improvement – Heidi Britton**

Ms. Britton informed the Board about the Accreditation Support Initiative Grant, stating that the grant has been submitted and we will be submitting the Letter of Intent to the Accreditation Board at the end of June 2014.

**OLD BUSINESS – Heidi Britton**

None.

**NEW BUSINESS – Heidi Britton**

Ms. Britton informed the Board of the status of the FY13 Budget and Corrective Action Plan stating that the FY13 Budget was presented to the County Board at the May 2014 meeting and presented in draft form to Ms. Britton. Ms. Britton stated she reviewed the FY13 Budget with the auditors and there was one item that resulted which was put on the Corrective Action Plan for you review. Ms. Britton went on to say the issue to be corrected involves checking every Community Health Center patient’s annual income. This is a requirement for enrollment in the Community Health Center, which has been discussed with the Community Health Center Coordinator and staff. Ms. Britton went on to say the Community Health Center has implemented a front desk audit to be done internally every month so we can be sure patient income is being checked. A motion to accept the FY13 Budget and Corrective Action Plan was
made by Carol Scotton and seconded by Dr. Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

**COUNTY BOARD LIAISON REPORT – Cheryl Nache**

None.

**COMMENTS FROM VISTORS**

None.

**EXECUTIVE SESSION**

At 7:48 p.m. the Board moved to Executive Session. Carol Scotton made a motion to go into Executive Session seconded by Doug Gibb; followed by a roll call vote of Carol Scotton, Doug Gibb, Kevin Satisky, M.D., Bruce Bobofchak, D.D.S., Kimberly DeSutter, Jeanne Harland, and Cheryl Nache.

At 9:40 p.m. Kim DeSutter made a motion to return to open session seconded by Carol Scotton; followed by a roll call vote of Carol Scotton, Doug Gibb, Kevin Satisky, M.D., Bruce Bobofchak, D.D.S., Kimberly DeSutter, Jeanne Harland, and Cheryl Nache.

**RETURN TO OPEN SESSION**

Ms. Turner informed the Board of Heidi Britton’s resignation. Kim DeSutter makes a motion to accept Heidi Britton’s resignation seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

Ms. Turner asked for the reappointment of Carol Scotton. Kim DeSutter made a motion to accept the reappointment, seconded by Dr. Bobofchak D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Ms. Turner asked for the reappointment of Doug Gibb. Kim DeSutter made a motion to accept the reappointment, seconded by Kevin Satisky M.D.; the motion for approval was unanimously adopted by a voice vote.

Ms. Turner asked for the reappointment of Kimberly DeSutter. Kevin Satisky M.D. made a motion to accept the reappointment, seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.
Ms. Turner presented DuRae Fletcher Sr. to the Board for a Member At Large for their approval. Doug Gibb motions to make Mr. Fletcher a Member At Large, seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

Ms. Turner presents the Appointment of Interim Public Health Administrator Authorization Resolution. A motion to accept this Resolution was made by Doug Gibb seconded by Kim DeSutter; the motion for approval was unanimously adopted by a voice vote.

**ADJOURNMENT**

A motion to adjourn was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 9:35 p.m.

Respectfully Submitted By: Pam Reiber