KNOX COUNTY BOARD OF HEALTH
MINUTES OF MONTHLY MEETING
July 10, 2014
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on July 10, 2014. Jackie Turner called the meeting to order at 7:05 p.m. Present were Doug Gibb, Carol Scotton, Bruce Bobofchak, D.D.S., Du Rae Fletcher, Sr., 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, Interim Administrator, and Sam Jarvis, Director of Health Protection. Not present were: Samuel Fox, M.D., Kimberly DeSutter, and Cheryl Nache.

Guests: Media Representatives from The Register Mail and WGIL.

ADDITIONS TO AGENDA

None

APPROVAL OF MINUTES

A motion to approve the June 12, 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

Mr. Gibb stated that June’s numbers were $39,541.89 with the actual being $85,138.91. The difference of $45,597.02 comes from the, QI Intern, Supplies, Software, Advertising, Dues and Subscriptions. A motion to approve the treasurer’s report was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.
**President’s Comments**

Ms. Turner welcomed and introduced Mr. DuRae Fletcher Sr., to the Board.

Ms. Turner thanked Heidi Britton for all the work she has done and wished her well on all future endeavors.

**Administrator’s Report – Heidi Britton**

Ms. Britton advised the Board regarding the Grants Management Solution going on to say there are two grants we are anticipating getting in the next three to four months for roughly $500,000.00 to $600,000.00, also there is the possibility of receiving two grants for the Public Health Department for about $500,000.00. Ms. Britton advised the board that a system needs to be in place to manage this grant money so we can keep on serving the community.

Ms. Britton informed the Board regarding the FTCA Notice of Deeming Award by saying we are currently covered through the end of 2014 with malpractice insurance. Ms. Britton went on to say that the paper work for 2015 coverage was submitted in May 2014, and we now have received the action notice stating that we will also be covered by FTCA in 2015.

Ms. Britton discussed personnel with the Board stating that Ms. Pam Bloomfield has been hired as a nurse practitioner and will be starting on August 18, 2014.

**Family Health Services Report – Rhonda Peterson**

Ms. Peterson informed the Board of the dollar amount of the recent grants she submitted electronically this year. Ms. Peterson said the DHS Grants were awarded as follows:

- $189,318.00 for the WIC Grant
- $185,051.00 for the Family Case Management Grant
- $1,000.00 for the Farmers Market Grant

Ms. Peterson informed the Board of the funds awarded through the Public Health Grants, which includes:

- $83,766.00 for IBCCP
- $12,500.00 for Genetics
- A projected amount of approximately $2,500.00 for the Dental Sealant Grant
- A projected amount of approximately $7,630.00 for the Lead Program

**Health Protection Services Report – Sam Jarvis**

Mr. Jarvis reported on the review of the Local Health Protection Grant by informing the Board that the review came back in June 2014 stating we are in compliance and this is largely due to the effort of our inspectors Sarah Willett, Megan Schmidt, and Tom Campbell. Mr. Jarvis also added that our next review will be in 2017.

Mr. Jarvis informed the board that the PHAB Statement of Intent was submitted to the Public Health Accreditation Board in June 2014, it was accepted on July 7, 2014, and will last for one year.

Mr. Jarvis updated the Board regarding the Health Protection Services FY15 Grant stating it is fully executed and funding is the same as last year at $108,000.00. Mr. Jarvis also stated that
the West Nile Virus Grant is fully executed and we will receive funds in the amount of $15,884.00, which is slightly down from 2013. Mr. Jarvis went on to say that the Public Health Emergency Preparedness Grant is waiting to be executed with the State of Illinois and will be in the amount of $52,746.00, which is slightly up from 2013. Three other grants Mr. Jarvis reported to the Board about were the Summer Food Program Grant in the amount of $200.00, the Body Art and Tanning Grant in the amount of $2,000.00 per year for three years, and the Safe Drinking Act in the amount of $1,000.00 per year for three years.

Mr. Jarvis informed the Board of the possibility of hosting a CDC Associate through the Public Health Associate Program. Mr. Jarvis went on to say if chosen we would house this person for two years fully paid; one year working under the division of Wellness and Health Promotion and the second year under the division of Health Protection. Mr. Jarvis also added that we will find out in August 2014, if we will be hosting a CDC Associate.

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

Ms. Olson explained to the Board what the Partnership to Improve Community Health Grant would cover by stating that this grant is a new three year CDC Grant that we are writing along with seven other Health Departments to improve health and reduce the burden of chronic disease. Ms. Olson also added that the Improve Community Health Grant will have a lot of the same initiatives as the We Choose Health Grant that is ending in September 2014. Ms. Olson advised the board of the two initiatives we have chosen to work on in reaching 75 percent of our population within our community; they are tobacco and work site wellness. Ms. Olson went on to say the Grant is being written by the IL Department of Public Health Association, it’s possible we could receive $93,000.00, and we should know in September 2014, if we will be receiving this grant.

Ms. Olson updated the Board regarding the Wellness and Health Promotion FY15 Grant by saying our Tobacco Grant is level funding with last year at $24,247.00, it has been submitted online, and we are waiting to hear back still. Ms. Olson also stated that we were able to ask for $45,600.00 this year for the Teen Pregnancy Prevention Grant, which will be sent in next week. Ms. Olson added that the ACA Grant has extended funding through August 31, 2014.

**Quality Improvement – Michele Fishburn**

Ms. Fishburn informed the Board regarding the CDC Diabetes Grant by stating that this grant is being written by the IL Department of Public Health with a joint approach from both the clinical side and the environmental side. Ms. Fishburn then stated this grant will be funded to four to eight local Health Departments with 50 percent of the grant being awarded to the local Health Departments. Ms. Fishburn then added that the award will approximately amount to $200,000.00 to $275,000.00 and will be awarded in September 2014.
Ms. Fishburn reported to the Board that Becky Moss who was previously the Peace Corps Fellow working in the Health Department has now been hired as the full-time Quality Improvement Coordinator.

OLD BUSINESS — Heidi Britton

None.

NEW BUSINESS — Heidi Britton

Ms. Britton reported to the Board that the 2015 Holiday schedule follows exactly what the county did. A motion to accept the 2015 Holiday schedule was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Britton informed the Board of the need to approve the job descriptions for the Licensed Behavioral Health Counselor position and the Case Manager for Enabling Services position, so when we receive notification of the Expanded Services Grant and the Behavioral Health Grant we can go ahead with the hiring process. A motion to accept the job descriptions for both positions was made by Bruce Bobofchak, D.D.S. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Britton informed the Board of the need to approve the recommendation of Michele Fishburn as the Interim Public Health Administrator. A motion to accept the appointment of Michele Fishburn as Interim Public Health Administrator was made by Doug Gibb and seconded by Dr. Kevin Satisky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Ms. Britton advised the Board of the need to have an up-to-date organizational chart in place on our website to let people know what type of services we offer at KCHD. A motion to amend the current organizational chart was made by Doug Gibb and seconded by Dr. Keven Satisky, M.D.; 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 8:05 p.m. the Board moved to Executive Session. Carol Scotton made a motion to go into Executive Session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Carol Scotton, Doug Gibb, Kevin Satisky, M.D., Bruce Bobofchak, D.D.S., and DuRae Fletcher, Sr.

At 8:50 p.m. Kevin Satisky, M.D. 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., and DuRae Fletcher, Sr.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 8:50 p.m.

Respectfully Submitted By: Pam Reiber
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