KNOX COUNTY BOARD OF HEALTH
MINUTES OF MONTHLY MEETING
August 14, 2014
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on August 14, 2014. Jackie Turner called the meeting to order at 7:00 p.m. Present were Doug Gibb, Carol Scotton, Bruce Bobofchak, D.D.S., Du Rae Fletcher, Sr., Samuel Fox, M.D., Kimberly DeSutter, and Cheryl Nache. Also present were Michele Fishburn, Interim Administrator; Rhonda Peterson, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kathy Crafton, Human Resource Manager; Jerome Townsell, Business Manager, and Sam Jarvis, Director of Health Protection. Not present was: Kevin Satisky, M.D.

Guests: Media Representative from WGIL and Grant Strom from the Knox County Farm Bureau.

ADDITIONS TO AGENDA

Ms. Fishburn advised the Board of two additions to the agenda, one being a line item adjustment and the other being a brief personnel issue to be discussed under executive session.

APPROVAL OF MINUTES

A motion to approve the July 10, 2014, minutes was made by Bruce Bobofchak, D.D.S. and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer’s Report – Doug Gibb

Mr. Gibb informed the Board of two Line Item Adjustments the first one being in the FQHC where we had a marketing promotion change that resulted in an $8,000.00 difference, the other was in Health and Life Insurance. Both Line Item Adjustments were within the budget. Mr. Gibb advised the board that the regular Marketing and Promotion needs to be within the budget, which it is, as well as Equipment. Mr. Gibb asked what the change in Equipment consisted of and was advised by Mr. Townsell that the Equipment line was being lowered so that the Marketing and Promotion line can be increased. A motion to approve the Line Items
Adjustments was made by Kim DeSutter and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb stated that July’s numbers were $82,681.83 with the actual being $109,477.86. The difference of $26,796.03 comes from Advertising, CDC Vaccines, Travel and Training, Supplies, and Software. A motion to approve the treasurer’s report was made by Samuel Fox, M.D. and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

President’s Comments

Ms. Turner informed the Board that quite a few applications have been received.

Administrator’s Report – Michele Fishburn

Ms. Fishburn updated the Board regarding the grant process stating that we are waiting for signed contracts to come back on a majority of them, but some have been signed internally and are now waiting for them to come back fully signed. Ms. Fishburn added that we are still waiting to hear about the FQHC Expanded Service Grant, which would allow us to hire a behavioral health provider and the Construction Grant will not be announced until October 2014. Ms. Fishburn reminded the Board that we did not apply for the In Person Counselor or the We Choose Health Grants this year, because they were not in the budget.

Ms. Fishburn explained to the Board that she received notification this month that our Health Care Certification expires on May 28, 2016. Ms. Fishburn went on to say that the recertification process takes about two years and that Mr. Jarvis will be leading the process regarding this recertification.

Ms. Fishburn informed the Board regarding the building inspection done by Jeff Herrin, stating that the awnings in the back of the building had to be caulked in order to stop some leakage we were experiencing on that side of the building. Ms. Fishburn also explained that Mr. Herrin checked the roof and will have someone check the brick work so that if any future repairs are needed to the structure of the building we will be able to budget for those repairs accordingly.

Ms. Fishburn reviewed with the Board the FY2015 budget explaining that the levy remained the same at $605,000.00, the percentage has been stable over the last few years and the EAB is going up. Ms. Fishburn went on to say that the biggest change in grant funding is the loss of the We Choose Health and the In Person Counselor Grants that are no longer offered, but we are waiting on notification from other grants that could potentially replace the We Choose Health Grant. Ms. Fishburn informed the Board that the Health Center side just received a base funding adjustment of $24,000.00, which now makes our base award $740,463.00. Ms. Fishburn added she is hopeful that we will hear back within the month regarding the grants we
have applied for and that a final budget should be completed to present to the Board at the September 2014, Board Meeting.

Ms. Fishburn informed the Board that this week, August 10-16, 2014, is National Health Center Week and in observance of this recognition we have done press releases, as well as attaching posters to the doors of the building here to let the community know. Ms. Fishburn added that Health Department shirts were purchased with Quality Improvement money then presented to the staff in recognition of the Quality Improvement work they have done this year, also staff celebrated with a potluck this week.

**Family Health Services Report** – Rhonda Peterson

None.

**Health Protection Services Report** – Sam Jarvis

Mr. Jarvis reported to the Board that the Knox County Health Department has been selected as a host site for the Public Health Extension Program with the CDC. Mr. Jarvis went on to say that this is a federally funded program in which we will house an intern for two years; focusing on Health Education Promotion the first year and Health Protection and Preparedness the second year.

Mr. Jarvis updated the Board regarding the West Nile Virus report stating that as of July 28, 2014, 22 Illinois counties reported positive for the virus and as of July 31, 2014, Knox County had its first dead bird that tested positive for the virus.

Mr. Jarvis informed the Board that we are starting to plan for the upcoming flu season and are in hopes that we can again partner with Hinchliff-Pearson-West Funeral Home for our drive thru flu clinic.

Mr. Jarvis informed the Board that we will apply for the Medical Reserve Corp to satisfy one of the mandates for the Preparedness Grant. Mr. Jarvis went on to explain that the Medical Reserve Corp is a program designed to reach out to the community for medical and non-medical volunteers to join us, he also said that this grant will help to fund training and other educational promotional items for the program.

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

Ms. Olson informed the Board about the IPC Contractual Employee that will be housed here at the KCHD through the In Person Counselor Grant awarded to Henry and Stark Counties. Ms. Olson also explained that we will be a contractual site under Henry and Stark Counties that will house this hourly position for nine months. Ms. Olson went on to say that this position will
report to the people at Henry/Stark County, but will be housed here to educate our community by taking appointments and doing presentation in the community regarding health insurance.

Ms. Olson reported to the Board regarding the Illinois Healthy Worksite Designation by stating that out of several other groups, we were awarded the silver portion for the We Choose Health Worksite Wellness. Ms. Olson added that some of the requirements for this award were to promote and support healthy nutrition here at work, provide and encourage physical activity here at work, and to have an ongoing communication plan that promotes employee health and well-being here at work year around.

Ms. Olson advised the Board that Nicole Spencer will be starting around September 15, 2014, as the new Knox Corp employee. Ms. Olson also stated that Ms. Spencer was hired as part time and will be working under the Wellness Department, but we hope to give her experience in all departments throughout the Health Department.

**OLD BUSINESS – Michele Fishburn**

Ms. Fishburn informed the Board regarding the Behavioral Health Integration Grant stating that we did not receive the grant to add two Behavioral Health Providers and a case manager at this time.

Ms. Fishburn reminded the Board of the amended organizational chart that was approved at the July 2014 Board of Health meeting and informed them that their updated copies were enclosed with their Board of Health packets.

**NEW BUSINESS – Michele Fishburn**

Ms. Fishburn informed the Board of the need to update our current phone system and also stated that we will start to get bids on what a new phone system will cost.

**COUNTY BOARD LIAISON REPORT – Cheryl Nache**

None.

**COMMENTS FROM VISTORS**

Knox County Farm Bureau representative Grant Strom spoke to the Board on behalf of the Farm Bureau stating that they value the relationship with the Knox County Health Department and look forward to that relationship growing in the future. Mr. Strom also commented on what life is like for a farm family in 2014.
EXECUTIVE SESSION

At 7:55 p.m. the Board moved to Executive Session. Bruce Bobofchak, D.D.S. made a motion to go into Executive Session seconded by Doug Gibb followed by a roll call vote of Carol Scotton, Doug Gibb, Kimberly DeSutter, Bruce Bobofchak, D.D.S., Samuel Fox, M.D., Cheryl Nache, and DuRae Fletcher, Sr.

At 8:15 p.m. Carol Scotton made a motion to return to open session seconded by Kim DeSutter; followed by a roll call vote of Carol Scotton, Doug Gibb, Kimberly DeSutter, Bruce Bobofchak, D.D.S., Samuel Fox, M.D., Cheryl Nache, and DuRae Fletcher, Sr.

ADJOURNMENT

A motion to adjourn was made by Carol Scotton and seconded by DuRae Fletcher, Sr.; the motion was adopted unanimously by a voice vote at 8:16 p.m.

Respectfully Submitted By: Pam Reiber
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