The Knox County Board of Health meeting was held on September 11, 2014. Jackie Turner called the meeting to order at 7:00 p.m. Present were Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., Cheryl Nache, Samuel Fox, M.D., Kimberly DeSutter, and Kevin Satisky, M.D. 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.

Guests: Media Representative from WGIL and Jim DeSutter from the Knox County Farm Bureau.

**ADDITIONS TO AGENDA**

Line item adjustment.

**APPROVAL OF MINUTES**

A motion to approve the August 14, 2014, minutes was made by Kim DeSutter and seconded by Carol Scotton the motion for approval was unanimously adopted by a voice vote.

A motion to approve the September 11, 2014, minutes was made by Carol Scotton and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

**REPORT OF OFFICERS**

*Treasurer’s Report – Doug Gibb*

Mr. Townsell informed the Board regarding the line item adjustment by explaining that the fund for the FQHC was in the hole $125,000.00, so pulled from the Health Department funds in that amount to cover the FQHC bills. A motion to approve the line item adjustment was made by Kim DeSutter and seconded by Dr. Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.
Mr. Gibb reported to the Board that the September numbers were $51,940.28 in the packet, with the actual being $62,876.27 for a difference of $10,935.99. Mr. Gibb added that dental supplies at $4,564.75, a vaccine purchase of $4,128.47, as well as software fees, travel, and advertising were some of the higher dollar items that made up the difference. A motion to approve the Treasurer’s Report was made by Dr. Samuel Fox, M.D. and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

President’s Comments

None.

Administrator’s Report – Michele Fishburn

Ms. Fishburn asked Ms. Olson to inform the Board regarding the process of designing and distributing the 2014 Annual Report. Ms. Olson advised the Board that we are starting the process of designing and printing our 2014 Annual Report. Ms. Olson also stated that we currently have a bid of $1000.00 from Christina Landon to do a 12-page color report and that Ms. Landon has done a great job on past reports for us. Ms. Olson added that she plans to get two additional bids to present to the Board.

Ms. Fishburn informed the Board that we received the 2013 Illinois Behavioral Risk Factor Surveillance Data, which is a national surveillance system put out every four years by the CDC to various communities around the country.

Ms. Fishburn reported to the Board that we did receive the CHC Expanded Services Funding, which will allow us to hire a master’s level Behavioral Health Provider, expand our service hours in the Community Health Center, and has allowed us to hire a second Nurse Practitioner. Ms. Fishburn went on to say that the Governance Board voted tonight to expand the Community Health Center hours to 6:00 p.m. on Monday through Thursday and till 5:00 p.m. on Fridays. Ms. Fishburn added that the Governance Board also voted and agreed on implementing a “Quick Sick” Policy, which will set aside the hours of 3:30 p.m. to 5:30 p.m. to accommodate those who come in needing a prescription refilled or those who walk-in sick. Ms. Fishburn also stated that we are now in the process of advertising for a Behavioral Health Provider and when the interview process starts we will have a team of individuals compiled to interview these candidates, to insure we get someone qualified and who fits well with the current Community Health Center staff.

Ms. Fishburn explained the IPLAN Process and Timeline to the Board by stating that we complete this process in its entirety once every five years and we are looking at starting on this in November 2014 with the data portion of the Community Health Status Assessment. Ms. Fishburn went on to say that she is working with Mr. Jarvis to see what we can do internally instead of hiring Health Systems Research to collect all data. Ms. Fishburn added that since the Strategic Plan has to be repeated during this process she would like the Board to consider either bringing someone in from outside the organization to facilitate that exercise or rely on the Strategic Plan published by IL Public Health Institute and NACCHO as a guide.
Ms. Fishburn discussed with the Board the need of developing a Strategic Plan. Ms. Fishburn suggested using the Governance Board’s Strategic Plan as a model or to bring in an outside person to help develop some goals and objectives that we could then report on. Ms. Fishburn added that she wanted the Board to think about which direction they wanted to go with this plan, so it could be discussed at a future Board Meeting.

**Family Health Services Report** – Rhonda Peterson

Ms. Peterson reported to the Board regarding the APORS State Review by stating there were two reviewers here on September 24, 2014, who after reviewing our records found no issues with our handling of the APORS Program. Ms. Peterson added that there are a total of 35 children in the APORS Program, which is handled by Penny Bollivar.

Ms. Peterson reported to the Board regarding the HWIL Review which was done by two reviewers on September 25, 2014. Ms. Peterson explained that this program is headed up by Marsheila Betts and is a Medical Case Management Program with six foster children. Ms. Peterson reported to the Board that only one finding was discovered by reviewers, which was a referral listed on the wrong screen.

Ms. Peterson informed the Board that some personnel changes will be taking place in her department with the resignation of Marsheila Betts effective September 17, 2014. Ms. Peterson went on to say that Marsheila’s responsibilities will be divided between Penny Bollivar, taking the Health Works Program over, and Nicole Brandenburg, who will now do the billing portion of the IBCCP Program.

**Health Protection Services Report** – Sam Jarvis

Mr. Jarvis updated the Board regarding the Influenza Season by saying 1,500 doses of flu vaccine were ordered and as of October 8, 2014 758 doses have been given out. Mr. Jarvis added that out of the 758 doses, 230 were given at the HPW Drive through Flu Clinic, which was a 22 percent increase from 2013. Mr. Jarvis also noted that there have been some reports of Influenza outbreaks in the United States, but no active cases reported in the state of Illinois at this time.

Mr. Jarvis informed the Board that Josh Pikora has applied for the Medical Reserve Corp and we received notice after the September 11, 2014 board meeting that we were awarded the $3,500.00 through this program. Mr. Jarvis added that this award will help us build our capacity for volunteer management by providing equipment and training for volunteers and we were the 75th in the state of Illinois to receive this.

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

Ms. Olson reported to the Board regarding the Worksite Wellness “Walktober Fest” competition by saying team Dracula is currently leading with 382,633 steps and Kim DeSutter is the leading individual with 87,000 steps. Ms. Olson went on to say that Governance Board members should be receiving their pedometers next week, so the October 29th deadline will be extended by a week and a half for Governance Board members.
Ms. Olson informed the Board of the addition of Duane Young, CDC Associate, who we will be calling a Public Health Associate, to our staff on October 6, 2014. Ms. Olson added that Mr. Young has lots of good information to share and will be working with herself and Sam over the next two years on several projects.

OLD BUSINESS – Michele Fishburn

Ms. Fishburn reported to the Board regarding the FY2015 Budget by saying it is now a more accurate budget since all of the grant money has been received. Ms. Fishburn added that we are still waiting to hear about the Construction Grant, but this grant money would basically be a wash and not affect the budget. Ms. Fishburn went on to say that she felt good about this budget and will work throughout the year to get the transfer from reserve amount down as much as possible. A motion to approve the FY2015 Budget was made by Dr. Bruce Bobofchak, D.D.S. and seconded by Kim DeSutter; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Fishburn

Ms. Fishburn asked Sam Jarvis to inform the Board regarding the 2014/2015 Flu Vaccine Price. Mr. Jarvis informed the Board that pricing of flu vaccine will stay the same as the 2013/2014 year. A motion to approve the 2014/2015 flu vaccine price was made by Doug Gibb and seconded by Carol Scotton; 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 8:00 p.m. the Board moved to Executive Session. Doug Gibb made a motion to go into Executive Session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., Cheryl Nache, Kimberly DeSutter, Samuel Fox, M.D., and Kevin Satisky, M.D.

At 8:30 p.m. Doug Gibb made a motion to return to open session seconded by Kim DeSutter followed by a roll call vote of Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., Cheryl Nache, Kimberly DeSutter, Samuel Fox, M.D., and Kevin Satisky, M.D.
ADJOURNMENT

A motion to adjourn was made by Bruce Bobofchak, D.D.S. and seconded by Carol Scotton; the motion was adopted unanimously by a voice vote at 8:32 p.m.

Respectfully Submitted By: Pam Reiber
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