KNOX COUNTY BOARD OF HEALTH
MINUTES OF MONTHLY MEETING
November 13, 2014
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on November 13, 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., and Kimberly DeSutter. 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: Cheryl Nache, Kevin Satisky, M.D., and Samuel Fox, M.D.

Guests: Media Representatives from WGIL and the Register Mail.

ADDITIONS TO AGENDA

Galesburg Community Foundation Award to Wellness and Health Promotion and a Line item adjustment to Treasures Report.

APPROVAL OF MINUTES

A motion to approve the October 9, 2014, minutes was made by Kim DeSutter and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer’s Report – Doug Gibb

Mr. Gibb informed the Board regarding the Line Item Adjustments by saying they are within the budget and not out of the ordinary. Mr. Gibb added that they are to cover travel, training, and seminars along with supplies and computer support. A motion to approve the Line Item Adjustments was made by Kim DeSutter and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board that the October numbers started at $41,197.65 with tonight being $57,237.79, a difference of $16,040.14. Mr. Gibb went on to say travel and training along with vaccine purchases and roof repairs made up the largest expenses for October 2014. A
motion to approve the Treasure’s Report was made by Carol Scotton and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

**President’s Comments**

Ms. Turner asked the Board for three volunteers to form a Board of Health Nominating Committee. Mr. Gibb, Mr. Fletcher, and Ms. DeSutter will form the committee.

**Administrator’s Report – Michele Fishburn**

Ms. Fishburn updated the Board regarding staffing by saying Irma Garcia was hired through the Quality Improvement Grant as a Certified Application Consultant to help patients in the Health Center with the insurance enrollment process, as well as educate them on using their insurance with the sliding fee scale. Ms. Fishburn informed the Board of the hiring of Nenita Stein as a state side In Person Counselor, who will be assisting walk-ins who need help with the insurance enrollment process. Ms. Stein will be housed here but is paid through Henry County. Ms. Fishburn updated the Board regarding the status of Nicole Spencer who is the Knox Corps Fellow working in Erin Olson’s department as a Health Educator. Ms. Fishburn added we had the extra funds to bring Ms. Spencer on full time due to the resignation of Marsheila Betts in Rhonda Peterson’s department and with that Ms. Spencer will be doing some outreach regarding WIC and the IBCCP Program, as well as her duties under the Wellness and Health Promotion Department.

Ms. Fishburn updated the Board regarding the Expanded Community Health Center Services Grant by saying this is the funding that is allowing us to expand our hours and hire a Behavioral Health Provider in the Health Center. Ms. Fishburn went on to say that the expanded hours started on November 12, 2014, and resulted in five or six same day appointments that day with Pam Bloomfield, APN. Ms. Fishburn also added that we are running radio ads and handing out post cards to patients explaining the new Quick Sick hours, as well as creating a newsletter to be mailed out to patients explaining the sliding fee scale, the start of the Quick Sick policy, our expanded hours, and the insurance enrollment process.

Ms. Fishburn reported to the Board regarding the Behavioral Health Integration Funds by stating that we did not receive this funding during the first round, but were awarded funding during the second round of funding. Ms. Fishburn added that this grant will now allow us to hire two Behavioral Health Providers, as well as provide some funding for support staff, such as a Care Manager. Ms. Fishburn was happy to add that our HRSA grant awards are now at $1,104,536.00.

Ms. Fishburn explained to the Board the Insurance Marketplace Assistance Services by saying Nenita Stein will be going out into the community to assist people with questions regarding the
Affordable Care Act open enrollment process and Irma Garcia along with Carol Rogers will be assisting our patients in the Health Center with the Affordable Care Act open enrollment process, as well as educating them on how insurance will work with the Sliding Fee Scale.

**Family Health Services Report – Rhonda Peterson**

Ms. Peterson reported to the Board regarding the WIC Site Review by saying the regional dietician was here yesterday and today observing the process with WIC clients from intake till they get their coupons, she also spent time interviewing Ms. Peterson and Mr. Townsell for her report. Ms. Peterson went on to say that all though the dietician didn’t give the whole exit interview today she felt that WIC will get a good report and should get a call next week to hear the whole exit interview.

**Health Protection Services Report – Sam Jarvis**

Mr. Jarvis informed the Board that we have been awarded the Accreditation Support Award from the Illinois Department of Public Health. Mr. Jarvis added that this award will help pay our accreditation fees up to $20,670.00.

Mr. Jarvis updated the Board regarding the recent Ebola outbreak by stating we recently meant with community members to address any questions or concerns, as well as educate them on Ebola. Mr. Jarvis went on to say there are presently no confirmed cases of Ebola in the State of Illinois, but there are 12 people who are being monitored as low risk by state health officials. Mr. Jarvis added that with the rigorous screening process in place for people entering the country from effected areas, Knox County would be notified to do monitoring if a positive individual entered the county.

Mr. Jarvis reported on the Influenza Season by stating as of November 6, 2014, we have given out 1,220 flu vaccines here at the Health Department. Mr. Jarvis went on to say that the State of Illinois has reported no outbreaks or deaths at this time from Influenza and that 99 cases have been tested in the state with only one coming back positive; with that being said the state has deemed Influenza activity as sporadic at this time.

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

Ms. Olson reported to the Board regarding Walktoberfest the Worksite Wellness event for October by saying it was a success with most of the staff participating. Ms. Olson also reported that team Dracula was the winner of the walking challenge. Ms. Olson went on to say that the November Worksite Wellness event has started with Thanksgiving themed cut-outs available for staff members to write what they are thankful for on. This is a way for staff to earn points, as well as participating in a Lung Cancer Awareness quiz.
Ms. Olson informed the Board of the $5,000.00 Galesburg Community Foundation Grant that has been awarded to us to provide nutrition and physical activity education for the students at Creative Childhood. Ms. Olson also added that because of this grant we are able to rent the gym two times a week for the students to use for the winter months.

Ms. Olson updated the Board regarding the Annual Report quotes saying Christian Landis gave a quote of $1,000.00, Imagine-That-Works gave a quote of $1,400.00, and we are still waiting to hear from the Register Mail. Ms. Olson said the Register Mail did give a quote for insertion and once she gets all quotes she will type up a report for the Board to review.

**Quality Improvement – Michele Fishburn**

Ms. Fishburn informed the Board that a storyboard of the past years Quality Improvement Projects on the Public Health side, created by Becky Moss has been added to their packets for review. Ms. Fishburn added that this was a way to remind the Board of the projects that have been accomplished and what we need to do in order to move forward. Ms. Fishburn also told the Board that the Quality Improvement Committee still meets regularly and is now focused on the Accreditation Process.

**OLD BUSINESS – Michele Fishburn**

Ms. Fishburn informed the Board regarding the IPlan process and the need to start discussing how we want to move forward on it. Ms. Fishburn explained the IPlan process to the Board saying that this is a process we have been doing every five years with the help of Community Partners. The plan analysis data in the past has been done through a costly mail survey, but could be done as an electronic survey with some paper surveys being distributed throughout the community, and with the use of focus groups to get the common interests and concerns of the community. Once this is done and the data has been analyzed an Executive Summary can be used with the help of Community Partners to select the priority health concerns within the community. Ms. Fishburn added that we have had a summary report done in the past. Ms. Fishburn advised the Board she wants them to starting thinking about this process for future discussion.

**NEW BUSINESS – Michele Fishburn**

Ms. Fishburn informed to the Board regarding a recent change to the Knox County Health Ordinance, Article III, Potable Water Supplies by stating that changes were made on the state level, which has forced changes on the local level. Ms. Fishburn added that she has been in touch with Scott Erickson to discuss what we need to do to make these changes to the ordinance. Ms. Fishburn asked Mr. Jarvis to explain the change to the Board. Mr. Jarvis
explained to the Board that the IL Department of Public Health made changes to the water well construction code for ground water protection due to the use of Geo Thermal Wells.

Ms. Fishburn informed the Board that the Board of Health Meeting Schedule has not changed for 2015, it will remain on the second Thursday of the month and there are no holidays that interfere with the schedule. A motion to approve the 2015 Board of Health Meeting Schedule was made by Doug Gibb and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

**EXECUTIVE SESSION**

At 7:55 p.m. the Board moved to executive session. Kim DeSutter made a motion to go into executive session seconded by Du Rae Fletcher, Sr.; followed by a roll call vote of Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., and Kimberly DeSutter.

At 855 p.m. Doug Gibb made a motion to return to open session seconded by Carol Scotton; followed by a roll call vote of Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., and Kimberly DeSutter.

**ADJOURNMENT**

A motion to adjourn was made by Carol Scotton and seconded by Kim DeSutter; the motion was adopted unanimously by a voice vote at 8:56 p.m.

Respectfully Submitted By: Pam Reiber
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