KNOX COUNTY BOARD OF HEALTH
MINUTES OF MONTHLY MEETING
December 11, 2014
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on December 11, 2014. Jackie Turner called the meeting to order at 7:00 p.m. Present were Doug Gibb, Kevin Satisky, M.D., Samuel Fox, M.D., Carol Scotton, Du Rae Fletcher, Sr., Kimberly DeSutter, and Brian Friedrich, Interim Knox County Board Liaison. 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; Sam Jarvis, Director of Health Protection; and Duane Young, CDC Associate/Public Health Associate. Not present was: Bruce Bobofchak, D.D.S.

Guests: Media Representative Tom Lowey from the Register Mail, Todd West from the Knox County Farm Bureau, and Russ Nelson from the Knox County Board.

ADDITIONS TO AGENDA

Under the Administrator’s Report; FQHC updates and information regarding the States Ebola response.

APPROVAL OF MINUTES

A motion to approve the November 13, 2014, minutes was made by Carol Scotton and seconded by Kevin Satisky, M.D.; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer’s Report – Doug Gibb

Mr. Gibb reported to the Board that the November numbers started at $41,590.90, with tonight being $52,778.06, a difference of $11,187.16. Mr. Gibb went on to say dental supplies along with client services, vaccine purchases, and advertising were the largest expenses for November 2014. A motion to approve the Treasurer’s Report was made by Samuel Fox, M.D. and seconded by Kim DeSutter; the motion for approval was unanimously adopted by a voice vote.
President’s Comments
Ms. Turner welcomed and introduced Brian Friedrich, Interim Knox County Board Liaison and Russ Nelson Knox County Board member to the Board.

Administrator’s Report – Michele Fishburn
Ms. Fishburn updated the Board regarding the Behavioral Health Integration Grant we received funding for by stating we have advertised for two master level counselors, which we hope to have hired in the next two weeks. Ms. Fishburn went on to say that we will also be advertising for two Care Coordinators to assist the counselors.

Ms. Fishburn informed the Board regarding the Administrators Group discussion about the possible changes in leadership in Springfield due to the election of a new governor. Ms. Fishburn went on to say that there will likely be a leadership change at the IL Department of Public Health and it is likely that leadership changes will go rather deep through-out that organization, possibly even to the directors level. The Administrators Group is being very active with the Public Health Association to put through priorities and requests for getting people from the Administrators Group and the Public Health Association into positions. Ms. Fishburn also stated that two of the priorities of the Administrators Group are to see that the Health Protection Funding is stable and the expansion of the dental hygienist’s scope of practice in rural areas. Ms. Fishburn added that the Administrators Group has asked for a template statue regarding the Cupcake Law.

Ms. Fishburn updated the Board regarding the Professional Liability/D&O Insurance by stating that per request from the Board this process has been started earlier this year with the submission of both applications already.

Ms. Fishburn informed the Board that the Budget Progress Report is due in January 2015, and will require Board action in order to submit it at the end of January 2015, when it is due.

Ms. Fishburn reported to the Board that another $16,000.00 has been added to the FQHC Grant for QI projects and achievements. This award will be used to improve efforts to train staff regarding the electronic health records.

Ms. Fishburn informed the Board regarding the state’s Ebola response by saying meetings have taken place over the last couple weeks with community members on what to do if a person entering the country from one of the Ebola stricken areas comes to Knox County. Ms. Fishburn went on to say that this person’s temperature would be monitored by a local health entity for 21 days.
Family Health Services Report – Rhonda Peterson

Ms. Peterson informed the Board of the hiring of Michelle Rickard to fill the WIC Clerk position starting on December 15, 2014. Ms. Peterson was excited to say that Michelle has had six years of French and should be a great addition to the WIC staff.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis informed the Board that the Accreditation application is now in the review process after being submitted this week and we should hear something back by the end of the month.

Mr. Jarvis reported to the Board that we were awarded the Accreditation Support Initiative Grant from the Illinois Department of Public Health to be used for accreditation fees up to $20,670.00. Mr. Jarvis also stated that we are looking at training for document submission in February or May 2015 and this will give us a one year time line to submit all documents.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that we are moving forward with the designing of the 2013 Annual Report with Christina Landon and will have a draft for everyone to look at during the January 2015 Board of Health Meeting. Ms. Olson went on to say that the Annual Report will be designed in book style and she has received quotes from Tucker Printing and the Register Mail for the cost to print 10,000 copies, as well as a quote from the Register Mail for the cost of insertion. Ms. Olson also stated that action will need to be taken at the January 2015 Board of Health Meeting to decide how the Annual Report will be distributed.

OLD BUSINESS – Michele Fishburn

Mr. Gibb advised the Board that there is no list of 2015 officers to bring to the Board for approval tonight. He went on to say that the list of officers will be presented for approval at the January 2015 Board of Health Meeting. Mr. Gibb also stated that terms for Cheryl Nache, Knox County Board liaison, Dr. Kevin Satsisky, M.D., and Dr. Bruce Bobofchak, D.D.S. are all up in June 2015.

Ms. Fishburn informed the Board that action needs to be taken on the Potable Water Ordinance changes that were discussed at the November 2014 Board of Health Meeting. A motion to approve changes to the Potable Water Ordinance was made by Doug Gibb and seconded by Kim DeSutter; the motion for approval was unanimously adopted by a voice vote.

COMMENTS FROM VISITORS
Ms. Olson took this time to introduce Duane Young, CDC Associate/Public Health Associate to the Board.

**EXECUTIVE SESSION**

At 7:50 p.m. the Board moved to executive session. Kim DeSutter made a motion to go into executive session seconded by Doug Gibb; followed by a roll call vote of Doug Gibb, Kevin Satisky, M.D., Samuel Fox, M.D., Brian Friedrich, Carol Scotton, Du Rae Fletcher, Sr., and Kimberly DeSutter.

At 8:25 p.m. Doug Gibb made a motion to return to open session seconded by Kimberly DeSutter; followed by a roll call vote of Doug Gibb, Kevin Satisky, M.D., Brian Friedrich, Samuel Fox, M.D., Carol Scotton, Du Rae Fletcher, Sr., and Kimberly DeSutter.

**ADJOURNMENT**

At 8:26 p.m. a motion to adjourn was made by Kimberly DeSutter and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

Respectfully Submitted By: Pam Reiber
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