MINUTES OF MONTHLY MEETING
April 10, 2014

KNOX COUNTY BOARD OF HEALTH
KNOX COUNTY HEALTH DEPARTMENT
1361 WEST FREMONT STREET
GALESBURG, ILLINOIS 61401

The Knox County Board of Health meeting was held on April 10, 2014. Jackie Turner called the meeting to order at 7:00 p.m. Present were Carol Scotton, Kimberly DeSutter, Bruce Bobofchak, D.S., Jeanne Harland, Cheryl Nache, Doug Gibb, Samuel D. Fox, M.D., and Kevin Satsky, 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; Sam Jarvis, Director of Health Protection, and Becky Moss, Peace Corps Fellow.

Guests: Farm Bureau Representative

ADDITIONS TO AGENDA

Line item adjustment.

MINUTES

With a clerical correction to the Administrator’s Report under the We Choose Health Grant information clarifying 50% rather than .5 income and 50% rather than .5% employees, a motion to approve the minutes of the March 13, 2014 meeting was made by Kimberly DeSutter and seconded by Samuel D. Fox, M.D.; the motion was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported three line item adjustments for the FQHC Outreach Position. A motion to approve the line item adjustment was made by Carol Scotton and seconded by Jeanne Harland; the motion was unanimously adopted by a voice vote.

Mr. Gibb stated that March’s numbers were reported at $79,565.72 with the actual being $95,516.19. The difference of $15,950.47 comes from Dental Supplies, Annual Report, Vaccine, Peace Corps Intern, Travel Expenses, Tank Rental Contracts, News Ads, Snow Removal, Public Health Appreciation Supplies, Billing Fees, IT Services, and Supplies. A motion to approve the treasurer’s report was made by Kim DeSutter and seconded by Samuel D. Fox, M.D.; the motion was unanimously adopted by a voice vote. Ms. Britton answered questions to close the report.

President’s Comments

Ms. Turner expressed her approval of Public Health Week at the KCHD. She reported that she had a good time and the luncheon was a success among staff and the Director of Public Health.

Administrator's Report – Heidi Britton

Ms. Britton began her report by welcoming the Board to National Public Health Week. It is held the first week of April every year where members of the KCHD celebrate the great work the Public Health staff does. Ms. Britton reported that Monday kicked off with an educational piece on John Snow. A brief description was given of the demonstration which showed that the world of planning has a foundation among Public Health Practitioners. Ms. Britton informed the Board that the KCHD was honored to have the Director of Illinois Department of Public Health join staff for the annual luncheon. It was the Director’s second visit to the KCHD. He offered great words to staff and showed appreciation as well. Employees were presented with longevity awards and treated to a meal. An article was dedicated to the event in the Register Mail and photos were taken and posted online. Ms. Britton also discussed the Story Boards for Quality...
Improvement Plans and the four teams currently working on them. Next, Ms. Britton informed the Board on the “Watch Where My Feet Can Go” Challenge displayed at the meeting. Six teams are competing to walk the largest amount of steps in April. The idea is to win by walking the furthest through Illinois or around other states as well. If the challenge goes well, staff will continue and attempt to walk around the world.

Ms. Britton informed the Board about Legislative Action Day. The week prior to the meeting, Ms. Britton traveled to Springfield to the Legislative Reception. At the meeting, Ms. Britton had the opportunity to discuss legislative issues and movements happening in Springfield with Illinois State Representative, Don Moffitt. She reported that there is currently a bill for dentists to give vaccinations being discussed. Ms. Britton made Mr. Moffitt aware of where the KCHD stands on the issue. Ms. Britton answered questions to close the issue with the Board. Ms. Britton briefly described the Accountable Care Entity bill which has a huge part in Public Health. The bill will most likely affect the KCHD Public Health in the future. It will be further discussed at the May Board meeting. Ms. Britton answered questions regarding the bill to close the discussion.

Ms. Britton provided information about In-Person Counselors Year Two. The Grant was funded by the State Department of Public Health which allows In-Person Counselors to provide the community with outreach, educations, and sign up for the Marketplace. The grant will end in June, 2014. At this point, the KCHD is being told that the State Department will open up another RFP in May or June for another round of funding. The previous grant was Illinois Association for Public Health Administrators which was implemented by the KCHD along with multiple local health departments. Ms. Britton stated that staff is currently assessing the grant and what structure will be most successful in the following year. Between now and June, the In-Person Counselors duty is to educate the public on how to use their insurance. Counselors are aware that the grant is being discussed and Directors are not certain of what will happen in Year Two.

**Family Health Services Report – Rhonda Peterson**

Ms. Peterson reported that Adult Dental Day will be held Friday, May 2, 2014. Between dentists, assistants, dental hygiene students, and staff, there are 114 volunteers assisting with the event. Ms. Peterson passed around Adult Dental Day flyers to the Board and discussed them briefly. Radio ads and newspaper articles are also means of advertising that will be used. A Question and Answer sheet has also been provided to staff in order to best inform the public if they call to inquire about the event. Staff members at the KCHD have all been assigned a job to do along with the 11 dentists that will be working on site. Last time Adult Dental Day was held, 145 patients were seen. The event was discussed and Ms. Peterson answered questions to close the discussion.

**Health Protection Services Report – Sam Jarvis**

Mr. Jarvis reported on the Surface Discharge System Changes in Illinois to the Board. On February 10, 2014, the EPA released the National Pollutant Discharge Elimination System Permit. This states that no new or replacement private sewage disposal system may be constructed without coverage under the permit. This permit is intended to ensure that no sewage disposal system will be constructed that may serve as a pollutant to the waters of the United States (rivers, creeks, streams, etc.) Guidance for following the permit was released in February and the KCHD was been working with contractors, vendors, the state, the region, and the EPA to become educated on the process. Mr. Jarvis presented a handout of guidelines to the Board. The Environmental Health Division of the KCHD provides information to homeowners under the new permit.

Mr. Jarvis informed the Board that the Governor’s Service Award has been presented to Becky Moss, Peace Corps Fellow at the KCHD. On April 28th, 2014, Becky and members of the KCHD will be visiting the Governor’s Mansion in Springfield, IL. The Board applauded Becky on her accomplishment.

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

Ms. Olson updated the Board on the Affordable Care Act. In-person Counselors were finished with enrollment on March 31, 2014. There were a total of six navigators assisting the public from 8:00 a.m. until 8:45 p.m. Seventy one people were assisted, with each enrollment taking about thirty minutes. Since then, staff has been working with follow up
appointments for those who were not able to finish their application before the deadline. These people were not penalized and have until April 15, 2014 to finish the enrollment process. Ms. Olson answered questions to close the report.

Ms. Olson reported that she and staff attended the Discovery Depot Community Outreach event during Spring Break for District 205. An Outreach Program focusing on physical education was presented to fifty kids in a two hour period. The children responded very well to the program and Ms. Olson reported it as a success.

Ms. Olson provided information about the 6th Annual Team Summit event program taking place on April 11, 2014 at Carl Sandburg College. The theme is “I’m Yelling Leader”, chosen by students from Knoxville High school. Students also helped pick sessions which will be provided, including: Self Defense, Kuk Sool Won, Tolerance and Diversity, Healthy Eating for the Mind and Body, Can We Talk About it? That 3 Letter “S” Word, How to Buy a College, Team Building, and I’m Yelling Leader presented by Keith Patterson. The program will take place in Building B between 9:15 a.m. and 2:15 p.m. Students from Galesburg, Knoxville, and ROWVA High School are invited to attend.

QUALITY IMPROVEMENT – Heidi Britton

Ms. Britton handed over the Quality Improvement Project Report to Mr. Jarvis. Mr. Jarvis reported that he and team members Sarah Willett, Tom Campbell, Megan Schmidt, and Josh Pikora are currently working on a Quality Improvement Project focusing on Temporary Food Permits. The team is currently in the “Do” stage of the Plan, Do, Study, Act process implemented in Quality Improvement. The aim statement of this project is by April 30, 2014, Environmental Health staff will reduce the amount of late fees associated with temporary food permits by 10% in order to reduce staff compensation time and increase customer satisfaction. The team analyzed the flow process from when the permit is requested to when it issued. Temporary food permits are required two days prior to an event and if establishments fail to request them, the penalty is a $15.00 fee. This upsets customers and leaves the staff scrambling with little time to inspect the premises. Data from last year showed that 321 temporary food permits were issued and 76 were late. After this data was presented, it was decided that the root cause of the problem was confusing forms and lack of awareness. The Quality Improvement team is now working on an intervention using a new, less confusing form and educating the public on temporary food permits.

Ms. Britton reviewed the Quality Improvement Plan Draft for the KCHD with the Board. It was created by the Quality Improvement Council and evaluated by employees. Ms. Britton stated that the draft still needs review and will continue to build over the next month before it is reviewed for approval by the Board. Ms. Britton encouraged questions and feedback from Board members. Ms. Britton also informed the Board that each month, Quality Improvement will be added to the Board of Health agenda.

OLD BUSINESS – Heidi Britton

None.

NEW BUSINESS – Heidi Britton

Ms. Britton reviewed the Mental Health Service Expansion Grant with the Board. The grant has been written at $170,000.00 and is a two year project. All staff of the Community Health Center have met previously to discuss and better understand mental health services. The discussion will better prepare staff members if the Grant is passed in August, 2014. Ms. Britton answered questions to close the review. A motion to approve the Mental Health Service Expansion Grant was made by Doug Gibb and seconded by Kimberly DeSutter; the motion was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON REPORT – Cheryl Nache

None.

COMMENT FROM VISITORS

None.

EXECUTIVE SESSION
None.

**ADJOURNMENT**

A motion to adjourn was made by Kimberly DeSutter and seconded by Carol Scotton; the motion was adopted unanimously by a voice vote at 8:10 p.m.

Respectfully Submitted By Brittany Self

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