

# **KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING**

**November 14, 2019  
Knox County Health Department  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on November 14, 2019. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, Elvith Santoyo-McNaught, DuRae Fletcher, Sr, Carol Scotton, Robert Bondi, Bruce Bobofchak, DDS, and Clifford Martin, MD. Also present were Michele Gabriel, Public Health Administrator, Jerome Townsell, Director of Finance and Facilities Management, Wil Hayes, Assistant Public Health Administrator, Erin Olson Director of Wellness & Health Promotion, Sarah Willett BS, LEHP and Tina Jockisch Administrative Clerk.

## **ADDITIONS TO AGENDA**

The following action item was added to the Agenda; under Business Meeting; Transfer of funds from Reserve after payment of the bills; and the following items under the Public Health Administrator's Report: Drug Free Work Force Act, Health Department Summit and Chip Vaccine Program update. The following action item was removed from the Agenda; under Old Business; Close Out of Greenway Revenue Service. No new information for this.

## **PUBLIC COMMENT**

There were no items for Public Comment.

## **PRESIDENT'S BUSINESS**

In the first item under President's Business, Dan Harris recognized member Carol Scotton, member of the appointed Nominating Committee. Carol made a recommendation to keep FY20 Officers as there are; President, Dan Harris; Vice-President, Kevin Satsky, MD.; Treasurer, Doug Gibb; and Secretary, Elvith Santoyo-McNaught. A motion to keep FY20 Officers the same was made by Carol Scotton and seconded by Robert Bondi. The motion was adopted unanimously.

In the final item under President's Business, Dan Harris updated the Board members regarding the completion of the annual performance evaluation for the Public Health Administrator. He stated they now have what they need to move forward and will discuss in Executive Session.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the minutes of the October 10, 2019 meeting as circulated was made by Doug Gibb and seconded by Carol Scotton. The motion was adopted unanimously.

### **Treasurer's Report**

Under the Treasurer's Report, Doug Gibb presented the Board FY19 Budget Line Item Adjustment. Doug Gibb turned it over to Jerome Townsell, Director of Finance and Facilities

Management. The request was for the Health Department budget and moved \$100.00 from FCM Workman's Comp to Workman's Comp; also moved \$800.00 from Travel to Training & Seminars; funding moved was all within budget. A motion was made by Robert Bondi to approve the FY19 Budget Line Item Adjustment; seconded by DuRae Fletcher. The motion passed unanimously.

In the next item under the Treasurer's Report, Doug Gibb discussed Budget Increases. Doug Gibb turned it over to Jerome Townsell, Director of Finance and Facilities Management. The request was for the Health Department budget to request Budget Increase of \$250,000 to be put into Grant Services for LIHEAP program. He stated that we spent way over \$300,000 in this grant year. He spoke with the Knox County Treasurer and she wanted the funds to be pulled from Reserves, because they are expecting the finds to come in, but we don't know if it will be before the Holiday. If it comes after the Holiday it will be in the next fiscal year 2020. So, she proposed to be safe that we pull funds from the Reserve. Also, the request was for the Health Department budget to request Budget Increase of \$100,000 to be transferred to FQHC. A motion to approve the Health Department FY19 Budget Line Item Adjustment was made by Robert Bondi and seconded by DuRae Fletcher, Sr. The motion was adopted unanimously.

Next item under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of November 2019 totaling \$250,309.98. He went on to note that additional expenses since the mailing of the agenda included: Vaccine, Training/Travel, and Dues totaling \$4,196.72. A motion was made by Clifford Martin to approve payment of the November bills; the motion was seconded by Bruce Bobofchak. The motion was adopted unanimously.

Next item under the Treasurer's Report, Doug Gibb discussed Budget Increases, which were added to the Agenda. Doug Gibb turned it over to Jerome Townsell, Director of Finance and Facilities Management. The request was to Transfer of \$296,500 from Reserves to Health Department. After a few minutes of discussion, A motion to approve the Transfer from Reserve was made by Elvith Santoyo-McNaught and seconded by Clifford Martin. The motion was adopted unanimously.

In the final item under the Business Meeting, Michele Gabriel, Public Health Administrator, presented the Financial Statements for the period ending October 31, 2019 reporting a current revenue over expenditures of (\$226,022.82) for the period and \$7,254.98 for the fiscal year.

### **PUBLIC HEALTH ADMINISTRATOR'S REPORT**

In the first item under the Administrator's Report, Michele Gabriel updated the Board on the FY20 Health Department Budget, stating there was extra money under Ms. Gabriel's Salary that they moved to contingency, the surplus funds are there because the Administrator salary had not been determined at the time the budget was passed. The FY20 Health Department Budget remained the same and is up for public review. The County Board will vote on it during the November County Board Meeting this month.

Next item under Administrator's Report, Ms. Gabriel announced to the Board that Dr. Ngozi Ezike, Director for the Illinois Department of Public Health visit with the Knox County Health Department went very well. She stated there was items in the packet which contained items that she brought up to Dr. Ngozi Ezike during her visit. Dan Harris was there to represent the Board

of Health. He stated Dr. Ngozi Ezike and her staff toured the Health Department and met in the Conference Room where she heard their questions & concerns. He said she was here over an hour and then they took her out for Dinner before she had to leave for the Quad Cities. Ms. Gabriel stated there were Administrators from Warren and Mercer County Health Departments present to meet Dr. Ngozi Ezike as well.

Next item under the Administrator's Report, Ms. Gabriel announced to the Board that she attended the Galesburg CUSD #205 School Board Meeting on Tuesday November 12, 2019. Ms. Gabriel stated that, Courtney Knuth, Health Services Coordinator, contacted her on behalf of the School Superintendent several months ago about housing a School Based Health Center. During Tuesday's School Board meeting they introduced the School Based Health Center to the Board. Ms. Gabriel said the meeting went well, there is information in the packet for their timeline of January 2022. They are leaning towards the FQHC facility on site for the Faculty and Students only, it won't be open to the Public and only be open during school hours. Ms. Gabriel said her plan moving forward is to gather information and present it to the Board. Her immediate recommendation is to operate it outside scope in order to be able to file for new access point status later., The school would provide the building, but KCHD would hire all the staff.

Next item under the Administrator's Report, Michele Gabriel announced to the Board that the Department is beginning to see larger repairs for the building as the Health Department has been in this facility since March 2000. Ms. Gabriel noted there is an estimate from MSI in your packet for Roof Top Unit Repair/Replacement, this is the 1<sup>st</sup> major repair that we've had. We are only looking to repair the heat exchange on the unit, not replace it. Robert Bondi asked that Jerome check to see if the heat exchanger is under warranty. Noting that heat exchangers normally have a lifetime warranty on them. Jerome Townsell noted that have a maintenance agreement with MSI, they were doing their routine check on our system and that's when they found the issue with the heat exchanger. Ms. Gabriel noted we have maintenance agreements for all building repairs; however, she would like to begin looking at completing a building maintenance plan over the next couple of years so the Department can have a plan for the future. Ms. Gabriel also noted we will continue our regular maintenance schedules; we just need to be prepared to budget for future expenditures.

Next item under the Administrator's Report, Michele Gabriel updated the Board regarding the Drug Free Workplace Act. Ms. Gabriel stated that even though recreational Marijuana will be legal in Illinois January 1, 2020, we are a zero-tolerance workplace due to Knox County Health Department receiving Federal Grant money. She closed stating that she'll review this during the All Staff Meeting on November 19, 2019 and will present a full-on training during the December 17, 2019 staff meeting.

Next item under the Administrator's Report, Michele Gabriel announced to the Board that she received information from Dan Swanson about a Public Health Summit for several Health Departments in the surrounding areas. The Summit will take place in Woodhull on December 4, 2019. Ms. Gabriel stated that Dan Swanson was a big supporter of Public Health and that she and Wil Hayes, Assistant Public Health Administrator, will be attending the Summit in December.

In the final item under Administrator's Report, Michele Gabriel updated the Board that they reintroduced the CHIP Vaccine to the VFC Program. She stated that the Department is having difficulty receiving a supply of the CHIP vaccines as they aren't interchangeable with the VFC vaccines. So, the Department has been using private pay vaccine to ensure that the children are vaccinated; however, it has cost the Health Department over \$7,000. Ms. Gabriel stated that she will be meeting with Wil to discuss what to do in the future, should the difficulties continue.

### **DIVISION DIRECTOR REPORTS**

In the first item on the agenda under Division Director Reports, Sarah Willett, BS, LEHP, discussed the Food Program Update; as of January 1, 2020, new Permit Fees go into effect. Ms. Willett discussed that they haven't increased fees for 10 years, so there will be increment increases over the next 5 years. She stated that we'll be mailing out memos to all the Food Service establishments that are licensed by us to inform them the fees will be increasing incrementally over the next 5 years. Sarah closed by noting that the inspections under the new Food Code are going well; however, re-repeat inspections have increased.

In the final item on the agenda under Division Director Reports, Erin Olson, Director of Wellness & Health Promotion, updated the Board on the LIHEAP program. She stated that the LIHEAP program started on October 1<sup>st</sup>, 2019, and that the Department had completed 5 offsites in the community along with full appointments at the Health Department. Last year from October 1, 2018 through November 14, 2018 the Program helped 421 clients, this year from October 1, 2019 through November 14, 2019 the Program has helped 889 clients, so we've increased 100% this year. Erin went on to explain that changes this year as of November 1, 2019; include, if you have an imminent disconnect within the next 7 days, they can immediately help you, this has added approximately 15 new PIPP customers, additionally the program has 2 fully furnished furnaces, either repaired or replaced with another one in process. Wil Hayes, Assistant Public Health Administrator, stated that we received \$1,400,000 last year and spent all except \$30,000, this year we received \$1,700,000, we have the option to apply for more money if needed.

### **POPULATION HEALTH MANAGEMENT REPORTS**

There were no items on the Agenda under Population Health Management Reports.

### **PERFORMANCE MANAGEMENT REPORTS**

In the first item on the agenda under Performance Management Reports, Michele Gabriel updated the Board on Knox County Health Department Strategic Plan, stating there is a copy in their packet. Ms. Gabriel stated the priorities and strategies are the same, but there are goals for programs that she would like the Board to review over the next month for any changes or additions that need to be made. Ms. Gabriel noted that herself and staff will be finalizing the objectives, and then quarterly bring this back to the Board for updates. The document will be brought as an action item for the December 12, 2019 Board of Health meeting.

In the final item on the agenda under Performance Management Reports, Michele Gabriel informed the Board that the Knox County Health Department Personnel Policies were being reviewed. She stated that Patrese Jackson and a Personnel Policy Committee met to go over the

policies, and that there was a draft of the polices in their mailing packet. Patrese Jackson, Director of Human Resources will attend the December meeting to answer any questions. Ms. Gabriel closed stating that once the changes are made there will be a legal review completed to assure the Department is in compliance.

### **WORK SESSION**

There were no items on the Agenda under Work Session.

### **OLD BUSINESS**

In the only item under Old Business, Michele Gabriel stated the Governance Board approved the HRSA-20-19 Service Area Competition application tonight, and presented the SAC to the Board of Health for action stating there was a copy in their mailing packet or she had a hard copy if they wanted to review it. After a quick discussion, a motion was made by DuRae Fletcher, Sr. to approve the HRSA-20-19 Service Area Competition Application and seconded by Robert Bondi. The motion was adopted unanimously.

### **NEW BUSINESS**

In the first item on the Agenda under New Business, Dan Harris stated that the Health Department FY20 Salary Schedule was in their packet. A motion was made by Carol Scotton to approve the Health Department FY20 Salary Schedule and seconded by Doug Gibb. The motion was adopted unanimously.

In the next item on the Agenda under New Business, Dan Harris presented the 2020 Board of Health Meeting Schedule to the Board, a motion was made by Doug Gibb to approve the 2020 Board of Health Meeting Schedule and seconded by Robert Bondi. The motion was adopted unanimously.

In the Final item on the Agenda under New Business, Michele Gabriel presented the FY19 KCHD Annual Report Format, noting that she wanted to begin discussions with the Board on the Annual Report Format. She stated we develop it and send it out to everyone in the county, noting it's very expensive, we spent over \$15,000 last year. The requirements are to put an Annual Report together, make it available to the Public and give a copy to the County Board. She suggested the Board consider if there is a more cost effective, modern way to complete the document and distribute it. She stated nothing needed to be decided tonight, that the Board could discuss it at the December meeting; however, she just wanted to get the conversation started.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on November 20, 2019 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on November 26, 2019 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on December 12, 2019 beginning at 6:30 p.m. at the Knox County Health Department.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison, stated the Budget had been exhibited and was in balance. He noted that we did a good job with our part of the Budget.

### **BOARD MEMBER COMMENTS**

There were no comments by Board members for the November 14, 2019 Board of Health meeting.

### **EXECUTIVE SESSION**

A motion was made by Doug Gibb to go into Executive Session to discuss the Knox County Board Wage Study, Public Health Administrator Performance Evaluation and Salary, and seconded by Kevin Satsky. Role Call to go into Executive Session was unanimous: Dan Harris-yes, Kevin Satsky, MD-yes, Doug Gibb-yes, Elvith Santoyo-McNaught-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

A motion was made by Carol Scotton to return to Open Session and seconded by Clifford Martin. Role Call to return to Open Session was unanimous: Dan Harris-yes, Kevin Satsky, MD-yes, Doug Gibb-yes, Elvith Santoyo-McNaught-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

### **ADJOURNMENT**

Upon returning to Open Session a motion was made by Doug Gibb to adjourn the November 14, 2019 Board of Health meeting; the motion was seconded by Dan Harris. The motion was adopted unanimously. The meeting adjourned at 8:30 p.m.