

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
November 10, 2021, via Teleconference  
Knox County Health Department  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held via Teleconference on November 10, 2021. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Bruce Bobofchak DDS, and Lorraine Garland, MD. Absent: Stephanie Grimes and Susan Vinson. Also, present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Reina Reyes, CHC COO; Erin Olson, Director of Wellness/Public Information Officer; Mary Guenseth, Director of Family Case Management, and Tina Jockisch, Administrative Clerk.

**ADDITIONS TO AGENDA**

The two additions to the agenda for information only under New Business, HHS CMS Vaccine Mandate and HHS No Surprise Act. President Harris stated under President's Business there will not be action taken to Elect FY22 Board of Health Officers. A motion to approve the changes to the agenda was made by DuRae Fletcher, Sr. and seconded by Robert Bondi. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Stephanie Grimes, and Susan Vinson.

**PUBLIC COMMENT**

No members of the public.

**PRESIDENT'S BUSINESS**

The only item on the agenda under President's Business, Elect FY22 Board of Health Officers, President Harris stated there will not be action taken to Elect FY22 Board of Health Officers.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the October 14,2021 meeting as circulated was made by Bruce Bobofchak and seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Stephanie Grimes, and Susan Vinson.

A motion to approve the minutes of the November 1,2021 special meeting as circulated was made by Lorraine Garland and seconded by Doug Gibb. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Stephanie Grimes, and Susan Vinson.

**Treasurer's Report**

The first item on the agenda under the Business Meeting, FY21 Budget Adjustment for Knox County Health Department, Jerome Townsell, stated this is a combination of budget increase and transfer within budget, so the Health Department is looking to increase the LIHEAP Federal Grant Revenue by \$660,000, increasing Health Services Staff expenses by \$285,000, Grant Services expenses by \$375,000 which LIHEAP services are paid out of. Jerome stated the

transfer within budget will consist of increasing Administration expenses \$500, increasing Administrator expenses \$800, increasing Health Educator expenses \$9,000, increasing FICA expenses \$17,700, increasing Telephone expenses \$400, and increasing Computer Support expenses \$500. Jerome stated the Health Department is off setting the expenses by decreasing WIC Staff by (\$28,000) and decreasing FCM Staff by (\$900). Jerome continued stating with the LIHEAP program adding an additional person, they are helping a lot more clients, so the expenses are being paid out a lot quicker. Jerome stated the Health Services Grant is a big change due to Contact Tracing was supposed to end in June, and the State carried it over through the end of the December 2021. A motion was made by Robert Bondi to approve the Line-Item Adjustment to Budget for Health Department as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; Kevin Satsisky-yes; and Dan Harris-yes. Absent: Stephanie Grimes, and Susan Vinson.

The next item on the agenda under the Business Meeting, FY21 Budget Adjustment for Knox Community Health Center, Jerome Townsell stated the transfer within budget will consist of increasing FQHC Administrator expenses \$800, increasing FQHC Administration expenses \$23,000, increasing FQHC Outreach \$1,000, increasing FQHC Clerical \$5,200, and increasing FQHC Waste Removal \$200. Jerome stated the Knox Community Health Center, is off setting the expenses by decreasing PT Dental (\$7,000) and decreasing Behavioral Health (\$23,200). A motion was made by Robert Bondi to approve the FY21 Budget Adjustment for Knox Community Health Center as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; Kevin Satsisky-yes; and Dan Harris-yes. Absent: Stephanie Grimes, and Susan Vinson.

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of November 2021 totaling \$474,026.13. He went on to note that additional expenses since the mailing of the agenda included: Employment Ads \$8,100.00, LIHEAP \$6,835.00, Building Maintenance \$729.00, Tank Rentals \$482.40, Training/Travel \$357.84, Waste Removal \$307.50, and supplies \$239.27 totaling \$17,051.01. A motion was made by Lorraine Garland to approve payment of the November 2021 bills as presented; was seconded by Dan Harris. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; Kevin Satsisky-yes; and Dan Harris-yes. Absent: Stephanie Grimes, and Susan Vinson.

The final item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending October 31,2021 stating the Health Department is (\$787,254.46) Net Revenue Over Expenditures for the month and (\$412,268.16) Net Revenue Over Expenditures for the year. Jerome closed stating with the LIHEAP program adding an additional person, they are helping a lot more clients, so the expenses are being paid out a lot quicker than in the past, but the Health Department is expecting \$550,000 in revenue by the end of the month.

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

The first item under the Administrator's Report, Michele Gabriel updated Board on Fiscal Administrative Review: Findings and Corrective Action Plan/Grant Refund, stating the Knox County Health Department (KCHD) has been charging \$480 per month in rent expense to the Family Case Management (FCM) to pay mortgage expenses, mortgage expenses is unallowable to the grant. The Knox County Health Department (KCHD) received a notice to refund \$5,760 to State of Illinois via the grant funds recovery process for the disallowed amount, it was noted the Knox County Health Department (KCHD) can claim building depreciation and mortgage interest by calculating this allowable cost for FY20, the allocable amount may be

deducted from grant funds eligible for recovery to determine actual amount of funds to be recovered, Knox County Health Department (KCHD) would be required to submit supporting documentation for building depreciation and/or mortgage interest allocable to the Family Case Management (FCM) grant.

The next item under the Administrator's Report, Michele Gabriel updated Board on Building and Maintenance, stating the Health Department is putting together a bid for the HVAC system, additionally Jerome is working on getting a cooling unit in the Dental pump/server room and some electrical work within the building.

The next item under the Administrator's Report, Michele Gabriel updated Board on Grants, stating the Health Department received a \$237,000 Vaccine Grant that will run from December 2021 through December 2022, this allows the Health Department to pay for Vaccine/Testing Division that was discussed at last month's meeting, at the Special Board of Health meeting held November 1, 2021 the Board approve the Directors position for this program. Michele stated the \$237,000 Vaccine Grant and some Health Center funds from the HAS Grant will help pay for the Vaccine/Testing Division, the Health Department hired a Director for the Vaccine/Testing Division, and they will start the week of November 22, 2021. Michele continued stating the Health Department has not received information on the Contact Tracing grant, the State is still determining how long the grant will last.

The next item under the Administrator's Report, Michele Gabriel updated Board on Ongoing COVID-19 Activities, stating the Health Department continues to administer vaccines, there was a walk-in Booster Vaccine Clinic held Tuesday November 9, 2021 and have two more walk-in Booster Clinics scheduled for Tuesday November 16, 2021 7:00am-11:30am and Thursday November 18, 2021 12:30pm-4:30pm at the Bergner's building, the Health Department will have a Pediatric Vaccine Clinic for ages 5-11 by appointment on Saturday November 13, 2021 8:00am-Noon at the Bergner's building, parent or guardian must accompany child. Michele stated there is an influx in testing that goes along with the vaccine mandates, the State has seen an uptake in cases, however they are not sure if it is an uptake, or another wave beginning. Michele stated Knox County COVID cases are creeping up, the Health Department continues to do testing, contact tracing, and working with the area schools.

The next item under the Administrator's Report, Michele Gabriel updated Board on Staffing, stating with the addition of the COVID-19 Vaccine/Testing division the Health Department has 13 openings for a 20% employee vacancy, Health Center has 8 openings for a 23% employee vacancy. Michele stated that Jerome advised employee recruitment is one of the Health Department's larger expenses, it will continue to be an ongoing expense. Michele stated the Health Center has been actively looking to recruit more Providers, they are down to one Dentist and one Behavioral Health Counselor.

The final item on the agenda under the Administrator's Report, Michele Gabriel discussed with Board the FY21 Health Department Annual Report, stating after December is completed the Health Department will be putting together the FY21 Annual Report that has to be approved by Board of Health in February 2022 and go to the County Board in February 2022 for approval, which is three months after the end of the fiscal year. Michele closed stating the Health Department will bring a draft of the FY21 Annual Report for the Board to review in the next couple months.

### **DIVISION DIRECTOR REPORTS**

The first item on the agenda under Division Director Report, Erin Olson, Director of Wellness/Public Information Officer, updated the Board on LIHEAP Activities, stating LIHEAP

has seen a substantial increase in customers this year, on average LIHEAP helps 2,000 to 3,000 customers per year, this year since September 1 until November 10 at 3:30pm the Health Department has seen 1,489 LIHEAP customers already this year. Erin stated this is due to having four LIHEAP intake specialists, along with the LIHEAP reviewer going to into the community and doing offsite locations. Erin stated the LIHEAP staff have on their calendars 44 phone appointments per day, averaging 30 to 35 who answer their phones, the rest may have their phone disconnected or no voicemail set up to leave a message if they did not answer, so far this year only 58 people have been denied service because they were over income, they did not turn their paperwork in on time, or they do not have their social security cards. Erin continued stating LIHEAP has helped 675 with natural gas, 1125 with electric, and 31 with propane, there has been several new customers this year due to being unemployed, the LIHEAP staff has been very busy, there has been several disconnects, a lot of the customers have upwards of 1,000 to 2,000 dollar bills that LIHEAP are paying, the LIHEAP staff has to work disconnected customers in within 48 hours to get them connected back with service. Erin closed stating any LIHEAP customer that comes through, owns their home, and has a furnace that needs repaired or replaced are eligible to be ran through the furnace program, so far this year the Health Department has done 5 furnace replacements with the grant.

The first item on the agenda under Division Director Report, Michele Gabriel, updated Board on Open Enrollment and CAC/Navigator Program; stating in the past the Health Center did open enrollment for the health care Marketplace and two navigators through the Health Center program. Michele stated the Primary Health Association received a grant to push out a Navigator program, Reina is working on getting the Health Center back into the Marketplace program which started November 1, 2021, the Health Center will have three individuals that will be able to help clients get enrolled in the Marketplace and help clients get into Abe which is the State Medicaid program.

The final item on the agenda under Division Director Report, Michele Gabriel, updated Board on KCHD Website Development; stating the Health Department has a website committee working with Revised to help design the new website, the website committee is working with division heads to ensure all the content is updated for each department that they want on the new website. Michele stated the Health Department will have the ability to update the website and put information on it whenever needed.

### **POPULATION HEALTH MANAGEMENT REPORTS**

There were no items on agenda under Population Health Management Reports.

### **PERFORMANCE MANAGEMENT REPORTS**

There were no items on agenda under Performance Management Reports.

### **WORK SESSION**

There were no items on agenda under Work Session.

### **OLD BUSINESS**

The only item on agenda under Old Business, Michele Gabriel discussed with Board the Bergner's Building Lease, Michele asked the Board to approve Bergner's Building Lease through March. A motion was made by Bruce Bobofchak to approve Bergner's Building Lease through March; was seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Stephanie Grimes, and Susan Vinson.

## **NEW BUSINESS**

The first item on the agenda under New Business, Michele Gabriel presented to Board for approval the Community Health Center BPR (Budget Progress Report), Michele stated this is the annual budget report that is done in between the competitive grant applications for the Community Health Center, the amount of the base grant for funding is \$1,704,754, the total for the Community Health Center is \$4,638,254. Michele stated the Community Health Center must do a narrative update that goes with the BPR, the Community Health Center is required to report what has happened over the past year, what changes have been made, how we have been impacted by COVID-19, what if any concerns we have, and how we plan to move forward over the next year. A motion was made by Doug Gibb to approve the Community Health Center BPR (Budget Progress Report) as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Stephanie Grimes, and Susan Vinson.

The next item on the agenda under New Business, Michele Gabriel presented to Board for approval the FY22 Adjustment to Health Department Salary Schedule, Michele stated that this is brought to the Board of Health separate from the budget to approve the new salary schedule for new hires during 2022. A motion was made by Robert Bondi to approve the FY22 Adjustment to Health Department Salary Schedule as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Stephanie Grimes, and Susan Vinson.

The next item on the agenda under New Business, Michele Gabriel presented to Board for informational purposes, HHS CMS Vaccine Mandate published in the Federal Register on November 5, 2021, stating the CMS Federal Vaccine Mandate is tied to Medicare certification and does not include a weekly testing option. It is a full mandate which includes all employees, Board members, and volunteers to be fully vaccinated or qualify for and receive a medical or religious exemption. Michele stated there are two deadlines, 1<sup>st</sup> dose or one-dose vaccine by December 6, 2021, and received all shots for full vaccination by January 4, 2022, the Health Department must have policies in place that assure the vaccination and how records are kept by the December 6, 2021 deadline. Michele stated she will have a committee of Directors to review any request for an exemption and she contacted the County's labor attorney to see if it was appropriate to have him review any exemptions the committee potentially ruled on. Michele stated the Health Department currently has sixteen employees that are not fully vaccinated.

The final item on the agenda under New Business, Michele Gabriel presented to Board for informational purposes, HHS No Surprise Act, stating it will require the Health Center/Health Department to provide self-pay or uninsured patients with a good faith estimate of their total out of pocket cost for their services before they actually receive care, so in advance of any of our patients receiving care we must provide them a form telling them what they will be receiving and how much it will cost. Michele stated as of now the HHS No Surprise Act is supposed to go into effect January 2022.

## **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on November 18,2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on November 24,2021 at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on Wednesday December 9,2021 beginning at 6:30 p.m. via teleconference.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison to Board of Health, Robert stated the County has successfully finished the annual budget and it is on display for public viewing. Robert thanked the Health Department for their cooperation in getting the budget done on a timely basis. Robert continued stating the IT department is getting the County servers and equipment in proper order and they sent some of the hard drives to a place in Chicago to be worked on. Robert closed stating the County is in Google Workspace with their emails, within the next thirty days the County will be moving their email addresses from il.us to .gov, which is being required for all governments through the US.

### **BOARD MEMBER COMMENTS**

DuRae Fletcher, Sr encouraged all the Board members to get vaccinated, so we do not lose any members. Robert Bondi wished everyone a Happy Thanksgiving. Kevin Satsky stated he appreciates everyone for all their hard work, the rest of the Board appreciates all the work the Health Department is doing and wishes everyone a Happy Thanksgiving. President Harris complimented Michele and her team for a great set up at the Unified Command Vaccine Clinic. President Harris stated members of the public have complimented about the dental work they have received at the Health Department from Dr. Miller-Finch and thanked everyone for their work in this difficult time.

### **EXECUTIVE SESSION**

There were no items on agenda under Executive Session.

### **RETURN TO OPEN SESSION**

There were no items on agenda under Open Session.

### **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the November 10,2021 Board of Health meeting at 7:45pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Stephanie Grimes, and Susan Vinson.