

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

October 8, 2015

Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on October 8, 2015. Jackie Turner called the meeting to order at 7:00 p.m. Present were Carol Scotton, Doug Gibb, Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Kimberly DeSutter, and Du Rae Fletcher, Sr. Also present were Michele Fishburn, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Heather Kusler, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kerry Howard, Director of Operations; and Sam Jarvis, Director of Health Protection. Also present was Jon Hunigan-Knox County Board. Not present was: Samuel Fox, M.D., and Pam Davidson.

ADDITIONS TO AGENDA

Line item adjustment under Treasures Report.

APPROVAL OF MINUTES

A motion to approve the August 13, 2015 Meeting Minutes was made by Kim DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the September 10, 2015 Meeting Minutes was made by Bruce Bobofchak, D.D.S. and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the September 21, 2015 Special Meeting Minutes was made by Carol Scotton and seconded by DuRae Fletcher, Sr.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

A motion to approve the Line Item Adjustment 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 the September 2015 numbers as \$59,304.79, with tonight's numbers being \$67,961.53, a difference of \$8,656.74. Mr. Gibb went on to say the largest expenses for the month were Vaccines purchased at \$3,040.24, Refunds at \$1,524.01, as well as Client Services at \$917.44.

A motion to approve the Treasure's Report was made by DuRae Fletcher, Sr. and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

President's Comments – Jackie Turner

Ms. Turner requested volunteers to form a committee for the annual evaluation of the Administrator. It is determined that the committee will consist of Jackie Turner, Doug Gibb and DuRae Fletcher, Sr.

Administrator's Report – Michele Fishburn

Ms. Fishburn informed the Board that she had no additional news regarding the State of Illinois Budget; adding that recent talk estimated it could be March 2016 before there is a State Budget.

Ms. Fishburn updated the Board regarding the Knox County Health Department Contingency Plan by saying we have not had to pull any funds from the plan so far and that Jerome and she are keeping a close watch on our budget. Ms. Fishburn added that we have been fortunate to be able to maintain a \$1,000,000.00 balance in this fund.

Ms. Fishburn informed the Board that last month we had the unfortunate occurrence of the fan malfunctioning on the vaccine refrigerator causing us to lose several types of vaccines; mainly the High Dose Flu Vaccine. In closing Ms. Fishburn stated we are considering installing an alarm system on our vaccine refrigerator to prevent anything like this happening in the future.

Ms. Fishburn reported to the Board regarding staffing, saying that we have hired a second Behavioral Health Counselor by the name of Heidi Sauer who started on September 21, 2015. Ms. Fishburn went on to say we have hired Laura Pierard to replace a Dental Assistant who left last month and Lisa Reid has been hired for the position of Receptionist in the Health Department. In closing Ms. Fishburn stated we are looking at hiring several other positions in the Community Health Center under the Expanded Services Grant.

Ms. Fishburn updated the Board regarding Grant Funding by saying the FQHC has been awarded the Expanded Services Grant in the amount of \$249,000.00 and will be used to add additional support staff, which will help to make things run more smoothly for both the patient and staff. Ms. Fishburn added that in addition to the Expanded Services Grant we have

received a Grant Base Adjustment of \$25,232.00. This brings our Grant Revenue total to just over 1.3 million for the year.

Ms. Fishburn passed out to The Board informational papers that were sent from The Treasurer, which had notable lines in questions along with suggested cuts. The Board Members had a back and forth conversation with concerns and questions.

Family Health Services Report – Heather Kusler

Ms. Kusler provided the board with an update regarding the Family Case Management Site visit that occurred on September 15 & 16, 2015. Ms. Kusler was pleased to inform the Board that our agency received a 2 year Case Management certification in response to the site visit.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis updated the Board regarding the Hinchliff Pearson West Flu Drive-up Clinic stating that the Knox County Health Department was able to serve 293 flu shots on September 26, 2015. Mr. Jarvis expressed his thanks and gratitude to the Hinchliff Pearson West staff for another successful year and thanked health department staff for taking their Saturday morning to help out. In closing Mr. Jarvis stated as of September 30, the health department had administered approximately 400 flu shots.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that we are doing a Food Drive for all Social Service agencies for the month of October. Ms. Olson stated that the donation box is located in the Wellness and Health Promotion Office.

Ms. Olson informed the Board of the October Wellness Event for staff stating that we will be having a Fall Potluck/Cooking Contest on October 28, 2015. In order to participate, each contestant must include two of the three following ingredients: cinnamon, pumpkin, or apples.

Director of CHC Operations – Kerry Howard

Mr. Howard reported to the Board that the Open House for Dr. Potter was a success. There were approximately 50 people who attended and Mr. Howard added that he hopes to continue having a Community Health Center Open House on a quarterly basis.

Mr. Howard reported to the Board regarding the recent computer outages stating that with the help of a local company we were able to isolate the trouble and now the computers are running better.

NEW BUSINESS – Michele Fishburn

Ms. Fishburn informed the Board that a new color logo for the Community Health Center has been designed. The new logo will be visible on our website and on all correspondence from the Community Health Center pending Board of Health approval.

A motion to approve the Community Health Center new color logo was made Kim DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn informed the Board of the need to approve the Clerk I and II Job Descriptions.

A motion to approve the Clerk I and II Job Descriptions was made by DuRae Fletcher, Sr. and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn informed the Board of the need to approve Board support to hire staff positions during the Knox County hiring freeze. A motion to approve hiring staff positions during the Knox County hiring freeze was made by Carol Scotton and seconded by Kim DeSutter; the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion to adjourn was made by Kim DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 8:30 p.m.

Respectfully Submitted By: Pam Reiber

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