

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

November 12, 2015

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

The Knox County Board of Health meeting was held on November 12, 2015. Jackie Turner called the meeting to order at 7:04 p.m. Present were Carol Scotton, Doug Gibb, Bruce Bobofchak, D.D.S., Pam Davidson, Kimberly DeSutter, DuRae Fletcher, Sr., and Samuel Fox, M.D. 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. Not present was: Kevin Satsky, M.D.

Guests: Media Representative

ADDITIONS TO AGENDA

Under President's Comments Committee to elect officers.

Under Treasurer's Report Line Item Adjustments.

APPROVAL OF MINUTES

The October 8, 2015, minutes were reviewed. A motion to approve the minutes was made by Kim DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

The October 17, 2015, minutes were reviewed. A motion to approve the minutes was made by Bruce Bobofchak, D.D.S and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Townsell informed the Board of the Line Item Adjustments by saying we moved \$2,500.00 on the Health Department side from Health Promotion Supplies and Public Health Supplies to Office Supplies and Vaccines. Mr. Townsell went on to say the second Line Item Adjustment was for the Community Health Center, which involved taking \$4,800.00 out of Capital Outlay and moving \$100.00 to Postage, \$1,100.00 to Computer Support, \$400.00 to Travel, \$200.00 to IT Services, and \$3,000.00 to Supplies. In closing Mr. Townsell stated the Line Item Adjustments were to clean up the budget for the year end.

A motion to approve the Line Item Adjustments was made by Samuel Fox, M.D. and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell reported to the Board the October 2015 numbers as \$41,767.12, with tonight's numbers being \$48,634.45, a difference of \$6,867.33. Mr. Townsell went on to say the largest expenses for the month were Software Fees at \$1,856.85, Dental Supplies at \$1,314.66, as well as Training and Travel at \$1,369.61.

A motion to approve the Treasurer'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 informed the Board that the Administrator's Review Committee will be done next month. Ms. Turner also explained that new officers need to be elected in 2016, so she asked for volunteers to form a Nominating Committee. Volunteers are Bruce Bobofchak, D.D.S., Carol Scotton, and Kim DeSutter.

Administrator's Report – Michele Fishburn

Ms. Fishburn informed the Board that under the Legislative Update there is a document used by Public Health Administrators for press releases that has been updated. Ms. Fishburn went on to say that due to the lack of a state budget we are beginning to see the impact on local Public Health Departments. Some Health Departments have had no choice but to reduce the length of their work week or hours of operation, as well as reduce or suspend services offered. Ms. Fishburn added that all Health Departments are on a watch list for now to see how they manage through the end of the State's fiscal year. Ms. Fishburn addressed questions from the Board regarding staff reductions by saying we have not been forced to lay-off anyone, but only through attrition have we reduced staff.

Ms. Fishburn reported to the Board regarding the introduction of Senate Bill 2178 saying it appropriates \$17,098,500.00 from the General Revenue Fund to go to the Department of Public Health for the local Health Protection Grant, which is awarded to certified Health Departments for various health protection programs. This bill is an attempt to pull the local Health Protection Grant out, so it is fully funded on its own.

Ms. Fishburn was happy to inform the Board that all grant contracts have been executed, signed, and returned to us. Ms. Fishburn went on to say she received an email from the Association of Public Health Administrators stating that the state is still intending to back pay through July 1, 2015, for all grant programs in which there are signed agreements. Ms. Fishburn added that if the budget is signed with new appropriation of funds it is possible we would not get paid the amounts we are expecting.

Ms. Fishburn informed the Board during the Staffing updated that APN Pam Bloomfield resigned last month in the Health Center. The current staff seems to be keeping up with patients, so we will not be replacing Ms. Bloomfield at this time. Ms. Fishburn added that APN Laura Fullerton has moved to the 6 p.m. time slot for now.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis updated the Board regarding the Illinois Project for Local Assessment Needs by stating he hopes to have this completed early next spring for Board approval and then send it off to the state for another five year certification. We have completed one larger assessment for checking health indicators from secondary data sources. Mr. Jarvis added another data source is to contact area schools to work with their youth to develop a Photo Voice, which is a way to capture what this group of population thinks about their quality of life. In closing Mr. Jarvis stated we should be able to gather some very interesting information to use from this project, as well as great material to share on a slide show.

Ms. Fishburn informed the Board that we are not doing a survey this year but are encouraged by IDPH to work with a local nonprofit hospital that does a health assessment survey every three years. We are happy to be working with OSF and feel we will be gaining good data to use from them.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that the Food Drive we participated in with the Knox County Human Service Council was a success. Ms. Olson added we had good participation from Health Department Staff, who donated three boxes of non-perishable items that were distributed to local food pantries.

Ms. Olson updated the Board regarding the Galesburg Community Foundation Grant we applied for by stating we were awarded \$2,000.00 to be used for the Teen Leadership Summit. Ms. Olson went on to say the award was not as much as we had asked for, but hopes to receive support from some of the other agencies in the area to help cover costs. In closing Ms. Olson added that teens from Galesburg North High School and GHS North will be working with us to plan the Summit.

Ms. Olson informed the Board that the ABC&123 To a Healthier Family Program we participate in with Creative Childhood will continue with the award of grant money from the Galesburg Community Foundation. This will allow us to continue to go over once a week to teach Physical Education and Nutrition to the kids. In closing Ms. Olson stated that Creative Childhood wrote for the Galesburg Community Foundation Grant also, since each agency can only write for one grant.

Director of CHC Operations – Kerry Howard

Mr. Howard informed the Board that a new LPN has been hired to replace LaDawn Johnson who left in October. Darlene Beck was hired to replace Ms. Johnson. Also hired was Laura Pierard and Crystal Kleckner both as Dental Assistants. In closing Mr. Howard stated Holly Lundgren was hired as CHC Clerk.

Mr. Howard updated the Board regarding the new website we have been in the process of creating. Stating that it is coming along well and should be user friendly. Mr. Howard also showed the Board samples of the new sign that we will possibly be adding to the Health Department sign by the entrance at the street and above the entrance to the Community Health Center.

OLD BUSINESS – Michele Fishburn

Ms. Fishburn informed the Board that after losing vaccine in September 2015 due to a refrigerator malfunction, we have looked into having our vaccine refrigerators put on our alarm system, so the Public Safety Building would be notified if one of our refrigerators would malfunction and then Public Safety would notify us.

A motion to approve the Vaccine Refrigerator Alarms was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn informed the Board that one small change has been made to the FY16 Budget on the Health Department side, which consists of taking \$2000.00 from the Contingency Fund and transferring it to Computer Support to increase that line item by \$2,000.00.

A motion to approve the FY16 Budget Change was made by Pam Davidson and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Fishburn

Ms. Fishburn informed the Board of a request to use the Illinois Public Health Institute again to complete our Public Health System Assessment. Previously we used them as a consultant and then on-site the day of the assessment. Ms. Fishburn went on to say this is a very involved process and recommends using them again at a total cost of \$6,632.00, which includes \$4,729.00 Activity Fee, \$765.00 Travel Expense, and \$1,138.00 for the Executive Summary. In closing Ms. Fishburn stated that money has been budgeted in the FY16 Budget for these charges.

A motion to accept the Local Public Health System Assessment was made by Kim DeSutter and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn advised the Board that action needed to be taken on the two new job descriptions for the CHC positions that were created through the Expanded Services Funding.

A motion to approve the EHR, Data, Patient Portal Job Description was made by Samuel Fox, M.D. and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the Community Health Center Outreach Job Description was made by Kim DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn advised the Board that the final action item was to approve the 2016 Board of Health Meeting Schedule.

A motion to approve the 2016 Board of Health Meeting Schedule was made by Doug Gibb and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

County Board Liaison

Ms. Davidson informed the Board that there was not any new news to report from the County other than the new County Budget was approved. Ms. Davidson added that there will be huge changes to the County Budget in the future. They will be looking at every department to see where they can cut expenses for future budgets.

ADJOURNMENT

A motion to adjourn was made by Kim DeSutter and seconded by DuRae Fletcher, Sr.; the motion was adopted unanimously by a voice vote at 8:07 p.m.

Respectfully Submitted By: Pam Reiber

S:\Administration\Board of Health\BOH Minutes\BOH Minutes 2015