

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

June 14, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on June 14, 2018. Carol Scotton called the meeting to order at 7:00 p.m. Present were Doug Gibb, Kevin Satisfy, M. D., Dan Harris, DuRae Fletcher, Sr., Elvith Santoyou-McNaught, and David Amor. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Amy Anderson, CHC Chief Operations Officer; Sam Jarvis, Director of Health Protection; and Sarah Willett, LEHP. Not present: Samuel Fox, M.D. and Bruce Bobofchak, D.D.S.

Guest: Farm Bureau Representative.

ADDITIONS TO AGENDA

Line Item Adjustment under Business Meeting.

BUSINESS MEETING

Approval of Minutes

A motion to approve the May 10, 2018 Minutes was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Townsell informed the Board of Line Item Adjustments for the Health Department and the Community Health Center. They are to cover Marketing & Promotion, Lab Services, and Training/Seminars, as well as Organizational changes all on the Health Department side. For the Community Health Center to cover Pharmacy, Training/Seminars, and Computer Support, as well as Organizational changes on that side. All Transfers are within Budget.

A motion to approve the Line Item Adjustments for the Health Department was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the Line Item Adjustments for the Community Health Center was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the June 2018 numbers at \$88,671.88, with tonight's numbers being \$111,542.91, a difference of \$22,871.03. Mr. Gibb went on to say the largest expenses for the month were the Mortgage at \$8,000.00, Dental Supplies at \$5,332.41, Medical Director Fee at \$3,125.00, Advertising at \$2,426.02, and Client Services at \$1,521.38.

A motion to approve the June Treasure's Report was made by DuRae Fletcher, Sr. and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel updated the Board with the Financial Statements ending May 31, 2018, stating we are in the black for the current actual year and the current period. Net Revenue over expenditures for the year are \$108,508.36. We have received our first property tax receipt of the \$64,000.00 and are right on track for Expenses and Revenue at this point. In closing Ms. Gabriel referred to the Greenway Revenue and Expense Sheet included in Board packets stating the April 2018 Service Fee was up to \$13,000.00 due to our Revenue being almost \$156,000.00.

Ms. Gabriel reminded the Board that Mr. Townsell will be starting to develop a skeleton budget in June or early July 2018 for Board review and we will start filling out and start using the existing Community Health Center Budget moving forward. We like to have a good budget prepared in order to pass it on to the County sometime in September or October. Also we will be looking at the larger expenditures that we will have coming up in the next year like the installment of a new server.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel reported to the Board the Staffing changes stating Will Hayes has accepted the Public Health Assistant Administrator Position and will be starting June 27, 2018. Amy Anderson has been named the new Chief Operating Officer for the Community Health Center, so we will be posting the Director of Compliance and Quality Position. We have filled the Public Health Educator Position with Danielle Kroll, who comes to us from Indiana. Erica Baumgardner has been hired for the Marketing Outreach Position, as well as Dr. Collin Petoskey as a fulltime Dentist. In closing Ms. Gabriel stated we have signed a contract with Dr. Mark Wiechert, M.D. to start on August 20, 2018 in the Community Health Center.

Ms. Gabriel updated the Board regarding FY19 Grant Funding stating the Family Health Programs are the only ones with fully completed applications and contracts. Of those, FCM will come in at \$170,640.00 and WIC at \$155, 280.00, both down from the previous year. The Farmers Market Grant stayed the same at \$1000.00. The Public Health Emergency Response

Amount is \$51,745.00, which is consistent with last year. The Local Health Protection Grants and programs associated with that have not come out yet, but what we have heard is they will all be bundled together in one application. We are anticipating level funding for these programs once they are released.

Ms. Gabriel updated the Board with the Legislative Report saying we do have a State Budget passed, but there has not been much new information released regarding the Local Health Department Codes. The State is still working on a draft to go out later next week, but it has not been sent to JCAR. Also the Food Code Form has not been approved yet and we are waiting to hear what the State plans to do regarding children's lead levels. There has been talk that the guideline level will be lowered to a five from a ten.

DIVISION DIRECTOR REPORTS

CHC Chief Operating Officer Report – Amy Anderson

Ms. Anderson reported to the Board that we applied for and received a grant through the Family Institute for the Trans ECHO Technical Assistance Program. The Platform is the ECHO portion of it and is a training platform that has been successful in other areas of Health Care. It will offer information to our providers that will eventually get them certified to provide care to Transgender people who are going through the Transgender transformation. We will have two Behavioral Health Counselors, one Medical Provider, and one Case Manager all receiving certification through this platform. We were 1 of 80 sites nationwide to receive this grant and we will now be in the National Database for facilities offering this type of care.

POPULATION HEALTH MANAGEMENT REPORTS

Health Protection Service Report - Sam Jarvis

Mr. Jarvis updated the Board regarding the recent TB Screening Event that started as a routing TB investigation, but ended up being much more. On May 16, 2018 District 205 notified us of a potential TB exposure that initiated our investigation, which confirmed the active TB case. We quickly isolated the patient and moved them towards treatment. District 205 made a decision to notify everyone in the District on Friday May 18, 2018, which set off much concern. We had staff on hand through the weekend to make calls to those who had been exposed. Mr. Jarvis thanked District 205 staff and OSF who opened their clinic over the weekend to help screen people. Overall 248 people were screened with a 177 of those being exposed. There are roughly 30 people who have yet to be screened. To follow-up we will be rescreening at the recommended 10 week point.

WORK SESSION

Sarah Willett, Supervisor, LEHP presented the Board with a short Food Program Presentation. Ms. Willett informed the Board of the upcoming IDPH mandated Food Code changes that are due to go into effect on January 1, 2019, which has been moved back from July 1, 2018. With the new changes we are anticipating a longer inspection time, due to more dialogue required with the facility operators and determining what foodborne illness risk factors are involved when handling food. These changes have come about with the State implementing the FDA Food Codes. These new Food Codes contain the most up to date food safety guidelines and will make the inspection process consistent throughout the State. The new inspection report form focuses on risk factors and allows inspectors to do a more comprehensive inspection. Ms. Willett went over the new form with Board Members and in closing discussed some concerns with going to this new process such as having enough staff to perform inspections due to the increased time involved and staff receiving the proper training to use the new Food Code system.

Ms. Gabriel informed the Board that dependent on when the State finalizes things on their end with the new Food Codes, we will then finalize our Food Code Ordinance and bring it to the Board for approval then eventually to the County Board for approval.

COUNTY BOARD LIAISON

Mr. Amor reported to the Board that the County Audit went well and was recently presented to the County Board. The only issue noted in the Audit was the amount of Cash Reserve on hand is not as high as they would like to see it. They recommend having at least a three month Cash Reserve instead of the one month we have. In other County news it was approved to allow Solar Farms in the County, but it was decided to not change the setback distance to allow them to be any closer to a residence.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Dan Harris; the motion was adopted unanimously by a voice vote at 8:25 p.m.

Respectfully Submitted By: Pam Reiber
K:\Admin Clerk\BOH Minutes\2018