

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

**August 9, 2018**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held on August 9, 2018. Carol Scotton called the meeting to order at 7:04 p.m. Present were Doug Gibb, Dan Harris, DuRae Fletcher, Sr., Kevin Satsky, M. D., and David Amor. Also present were Michele Gabriel, Administrator/CEO; Wil Hayes, Assistant Public Health Administrator; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Amy Anderson, CHC Chief Operations Officer; Erin Olson, Director of Wellness Promotion; and Maggie Acosta, CDC Public Health Associate. Not present: Bruce Bobofchak, D.D.S., Elvith Santoyou-McNaught, and Samuel Fox, M.D.

Guest: Monica Stevens, Farm Bureau Representative

## **ADDITIONS TO AGENDA**

Senate Bill 2996 under Public Health Administrator's Report. Flu Vaccine Availability under Division Director Reports, and LIHEAP Program under New Business.

## **PRESIDENT'S BUSINESS – Carol Scotton**

Ms. Scotton informed Board Members that it was time to form a committee for the Annual Administrator Performance Evaluation. In the past a committee was formed to meet with Ms. Scotton and members of the Governance Board to work through the Evaluation process. Dan Harris volunteered to be on the Administrator's Performance Evaluation Committee. Ms. Scotton noted that this is not a contract year, but an annual process that needs to be done by the end FY18.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the July 12, 2018 Minutes was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote with David Amor abstaining.

### **Treasurer's Report - Doug Gibb**

Mr. Gibb reported to the Board the August 2018 numbers at \$53,666.82, with tonight's numbers being \$78,626.14, a difference of \$24,959.32. Mr. Gibb went on to say the largest expenses for the month were Dental Supplies at \$5,002.73, Vaccine at \$3,270.77, Antivirus at \$3,007.58, and Client Services at \$974.64.

Ms. Gabriel reported to the Board that Dental Supplies were a bit higher due to adding a third Dentist and the need to purchase additional equipment.

A motion to approve the August Treasurer's Report was made by Dan Harris and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell informed the Board that we are in the positive roughly \$109,000.00 at this time when normally we are even.

### **PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel**

Ms. Gabriel reported to the Board that we received Federal Tort Claims Act Coverage again this year. We apply for this every year, as it helps to save us money in Liability Insurance and puts us under the Federal Liability Umbrella.

Ms. Gabriel informed the Board that included in their packets was a copy of the FY19 Draft Budget, which reflects the staffing changes that were previously approved. At this point there is no new money and it shows a transfer from Reserves, as it typically does every year. The preliminary Budget will be forwarded to the County Board tomorrow with the anticipation of approving a final FY19 Budget in October 2018.

Ms. Gabriel updated the Board with the recent Staffing Changes by introducing Angel Wright the new Compliance and Quality Director to the Board.

Ms. Gabriel reported to the Board that Illinois Senate Bill 2996 has recently passed and requires IDPH to intervene when a child's lead poisoning level reaches the CDC reference value of five micrograms per deciliter. We will be looking at how this will affect our work load and what we do for this program. We are anticipating a possible 30 to 35 percent growth in what we have to do for our Environmental Health and Nursing Case Management divisions with these changes.

### **DIVISION DIRECTOR REPORTS**

#### **Assistant Public Health Administrator – Wil Hayes**

Mr. Hayes informed the Board that a Food Program Changes Timeline is included in their packets for review. The timeline shows the update process we are following to insure we have

the Food Ordinance, policies, and procedures updated as well as adopted. We need to have the new Food Ordinance in place by January 1, 2019, and are looking at all other processes and procedures to be updated by the end of 2019. The new food Ordinance was forwarded to the States Attorney on July 31, 2018 for review and we have received good feedback from him regarding the ordinance.

Mr. Hayes updated the Board regarding the Food Advisory Group stating they will have their first meeting on September 17, 2018. To date we have three applicants and are wanting to form a group of nine to eleven from all aspects of the Food Industry, as well as from our local community and surrounding communities. We have an ad running in the newspaper and are posting the application on Social Media. Our Food Inspectors are passing out applications during their inspection process. We plan to include the application when we post the information to Social Media regarding the upcoming workshop. We would like to see at least five group members in order to start meeting monthly while we are working through all the changes and updates. These group members will serve a three year term after being appointed by the Health Department Administrator. They will strictly be a non-voting, recommending body, who will report to the Board of Health and are not bound to the Open Meetings Act.

#### **CHC Chief Operating Officer Report – Amy Anderson**

Ms. Anderson updated the Board with the Strategic Plan stating we are doing well. We currently have contracts in place for five MCO's. We have hired an Outreach Specialist and have a new Outreach Plan to improve our numbers in the Community Health Center. To meet our requirement for Access with HRSA, we have expanded the hours for the Community Health Center, so now Dental and Behavioral Health are both open until 6:00 p.m. along with the Health Center. We have a CAP Survey going out to all patients. Ms. Anderson continued stating we are at 14.2 percent of our patients with chronic illness receiving Case Management. Our goal is 15 percent, so we are very close to that. The overall goal for all our medical patients was 5 percent and we are currently at 4 percent. We are at 56.61 percent of our HRSA Budget for unduplicated users. We have never been this high at this time of the year for unduplicated users, so this is very positive news.

Ms. Anderson reported to the Board the KCHC Quarterly Audit Report stating the Family Medication Audit, the Lab Audits, and the 340B Audits were all good with no discrepancies. The only issue found during the Environmental Safety walk through was food stored in a supply room, which staff has now been educated regarding this. There were no changes with the HIPPA Security Risk Audit from the previous quarter, which is excellent as no new risks have been identified. Risk Management Assessments were completed and we are in compliance with all of those.

### **Assistant Public Health Administrator – Wil Hayes**

Mr. Hayes informed the Board that our Drive-through Flu Clinic will be on September 15, 2018 at Hinchliff-Pearson-West Funeral Home from 7:00 a.m. to 10:00 a.m. We will start to offer Flu shots at the Health Department on Monday, September 17, 2018.

### **OLD BUSINESS – Wil Hayes**

Mr. Hayes reported to the Board that we are going back to the State's 14 day Temporary Food License and our Seasonal License is being changed to an 8 month License, the fees will remain the same for both types of license. We will continue to have the Annual Food Permits renew on a 12 month cycle. We have our Food Inspectors educating Food Establishments when doing inspections and we will be moving forward with organizing the Food Advisory Committee, as well as Plan Reviews.

Mr. Hayes reported to the Board the Fee Schedule for the new Food Ordinance stating the only new fees are a Plan Review Fee, Permit Reinstatement Fee, and a Vending Machine Fee. The Compliance Inspection Fee has a new title. Through July 31, 2018 we have received ten Plan Reviews and have received one or two more since. The Plan Review Fee is charged at the time of application, where Compliance and Re-inspection Fees are billed monthly. Permit Re-inspection Fees are \$53.00 and \$63.00, which is half the price of the Annual Permit Fee. The Re-inspection Fee is due to the time involved for staff. Board Members expressed the need to list the first, second, and third Re-inspection Fees separately in the Fee Schedule. In closing Mr. Hayes stated to date we have three members for the Advisory Committee and will have the first meeting in September 2018 if we have at least five members at that point.

A motion to approve the new Food Ordinance and forward it to the Knox County Board for approval and to recommend the Knox County Board rescind the old Food Ordinance was made by Dan Harris and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

### **NEW BUSINESS – Michele Gabriel**

Ms. Gabriel presented the opportunity of doing the Low Income Home Energy Assistance Program (LIHEAP) to the Board, stating this is a program that is available to people who fall under 150 percent of the Federal Poverty Level, in which they can apply for assistance with their energy needs. We recently meant with the Western Illinois Regional Council (WIRC) to discuss the possibility of the Health Department heading this program and it was determined that they support us doing it. The program will cost us just under \$85,000.00 in Administrative costs, but will also bring in a good amount of money for energy assistance in Knox County. Over 3,000 residents were served last year and with the current population we already serve and the

population we are trying to reach out to, we feel like this is a very good opportunity for us. The funding is both State and Federal and if funding should run out there is opportunity to ask for more money. In closing Ms. Gabriel asked Board Members for direction on moving forward with LIHEAP. Board consensus was to pursue the LIHEAP.

## **COUNTY BOARD LIAISON**

Mr. Amor reported to the Board that the County Board approved a separation and severance agreement with the Administrator of the Knox County Nursing Home and are now seeking a new Administrator. Donna Motz, Director of Nursing is acting as Interim Administrator for now. The County Board also discussed options on how to strengthen their communication with the Nursing Home and bring additional community resources to help the Administrator and County address some of the financial challenges. County Board Members voted to replace the security system in the Jail, also a Building Evaluation Process was approved, in order to plan for maintenance needs and projecting capital needs. The County approved Conditional Use Permits for two wooden data collection towers to be located in Knox County to monitor wind conditions for a possible wind farm. In closing Mr. Amor stated a Filing of Expression of Interest Document with a company for the exploration of feasibility to install Solar Panels on Landfills one and two was approved at the meeting as well.

## **ADJOURNMENT**

A motion to adjourn was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion was adopted unanimously by a voice vote at 8:55 p.m.

Respectfully Submitted By: Pam Reiber  
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