

MINUTES OF MONTHLY MEETING

Dec. 14, 2017

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on December 14, 2017. Carol Scotton called the meeting to order at 7:03 p.m. Present were Doug Gibb, Kevin Satisky, M. D., Dan Harris, Bruce Bobofchak, D.D.S., DuRae Fletcher, Sr., and Elvith Santoyou-McNaught. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Erin Olson, Director of Wellness Promotion; Sam Jarvis, Director of Health Protection; Catherin Ayres, Director of Family Health; Staci Simpson, Interim Director of Operations; Pam Reiber, Administrative Assistant; and Maggie Acosta, Public Health Associate. Not present: Samuel Fox, M.D. and David Amor.

ADDITIONS TO AGENDA

Under Administrator's Report, add State Code under Certified Health Departments.

APPROVAL OF MINUTES

A motion to approve the November 9, 2017 Minutes was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton updated the Board in regards to who the new slate of officers were, stating Dan Harris will be Vice-President, Doug Gibb will remain Treasurer, Kevin Satisky, M.D. will remain Secretary and Carol Scotton will remain President. Ms. Scotton thanked Board Members for their service.

Ms. Scotton informed Board Members that they should start to receive email notifications regarding training that will be available to them through the National Association of Local Board of Health Membership.

Ms. Scotton updated the Board regarding the progress of the Administrator's Evaluation/Contract stating Dan Harris and DuRae Fletcher, Sr. will be meeting with Ms. Gabriel next week to finalize everything and the contract will then be retroactive to December 1, 2017.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Townsell informed the Board of taking \$6,000.00 Contingencies to cover Health and Life Insurance for WIC and Family Case Management in the Health Department due to an employee who left at the beginning of FY17 who only had Life Insurance at the cost of \$1.50 a month and the replacement employee who has Health and Life Insurance at the cost of approximately \$700.00 a month. Additionally, Mr. Townsell informed the Board of the \$8,500.00 Line Item Adjustment for the Community Health Center, which is going into Administration from Clerical. This is due to the County Payroll changes, and the \$600.00 Line Item Adjustment going into Liability Insurance from Property Insurance. Balances were off due to figures the County provided us at the beginning of FY17. In closing Mr. Townsell added that all Line Item Adjustments were within Budget and are for FY17. A motion to approve the Line Item Adjustment for the Health Department was made by Dan Harris and seconded by Bruce Bobofchak, D.D.S.; 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 DuRae Fletcher, Sr. and seconded by Elvith Santoyo-McNaught; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the November 2017 numbers as \$83,132.96, with tonight's numbers being \$89,360.00, a difference of \$6,227.04. Mr. Gibb went on to say the largest expenses for the month was Travel/Training at \$4,626.60, Supplies at \$554.26, Client Services at \$249.45, TV/Internet at \$163.71, as well as Software and Hosting Fees at \$150.00 each. A motion to approve the Treasure's Report was made by Dan Harris and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Scotton suggested to the Board that moving forward we should save money towards a repair or the purchase of something instead of just growing our Reserve.

Administrator's Report – Michele Gabriel

Ms. Gabriel updated the Board regarding the Federal Budget stating she spoke to both Boards last month regarding this and encouraged all Board Members to contact our legislators since there has not been much progress on a budget. The last update received said they were requesting a two week extension to continue to work on it.

Ms. Gabriel updated the Board regarding the PHAB Accreditation stating we received notification that a Corrective Action Plan needed to be submitted, as there were several items that they felt we needed to improve on. Board discussion followed regarding moving forward with the PHAB Accreditation. Ms. Gabriel asked for Board consensus on moving forward with

the PHAB Accreditation. It was agreed by Board Members to move forward at this time with the PHAB Accreditation. Once this is submitted they would accredit us, but we would have to show that we were doing everything we said we would do in the Corrective Action Plan when we submit our annual reporting.

Ms. Gabriel informed the Board of the changes that will possibly go into effect regarding the State Code under Certified Health Departments stating it was recently brought to her attention at the IPHA General Members Meeting that State of Illinois Health Departments may no longer be required to submit a Community Health Improvement Plan. Also there will be discussion at next week's General Members Meeting about possibly removing the approval process for Administrators of Health Departments as well. Ms. Gabriel went on to say that the FQHC here is required to submit a Health Assessment anyway, so her thoughts are that the PHAB Accreditation is a good way to keep that accountability and that succession.

Ms. Gabriel updated the Board regarding Systems of Care Grant Funding stating there is a large group in Galesburg that is working on this. We are very happy that Bridgeway along with the Regional Office of Education has taken the lead in pursuing this funding, as it is a seven year grant. Erin and Ms. Gabriel will be taking a trip to the Egyptian Health Department to observe how they have put this funding to use in their community.

Family Health and WIC Report – Catherine Ayres

Ms. Ayres reported to the Board that we had an IBCCP Site Review Visit in which there were several findings, but the major one was our Medical Provider Contracts were outdated. A Corrective Action Plan was put in place, which involved rewriting Medical Provider Grants and resending them to each of the providers. Medical Providers whose licenses were expired in our log book have been updated as well. All of these corrections were done and submitted to the State within 30 days. Another review was done by the State and we were cleared. The template we created to follow-up on the issues we had to correct is now being used by other Health Departments throughout the State.

Ms. Ayres reported to the board that five Family Health Services RN's recently attended a Pediatric Assessment Course. Four RN's have received certification through this course in the past. Ms. Gabriel and Ms. Ayres decided they wanted all RN's in the Family Health Services Program to have a review or be certified with this course, because we would like to offer Pediatric Assessments, as well as Early Periodic Screening Treatment and Development to better serve our community.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis updated the Board regarding IDPH implementation of the new State Food Code stating they have decided to push the enforcement date back to January 1, 2019 instead of the July 1, 2018 date. IDPH will be sending out a memo to all Health Departments with Food Programs stating they will not be held accountable for honoring the July 1, 2018 date. There is still talk about how they will amend the Food Inspection Report, but that issue is currently with IDPH Legal. In closing Mr. Jarvis stated they are wanting to do away with the grading system and count food borne illness risk factors instead.

Mr. Jarvis updated the Board on Flu activity stating we have 90 doses left out of the 800 we ordered and statewide activity has been reported as regional with only minor outbreaks at this time, but outbreaks are higher than they were this time last year.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson reported to the Board that on December 1, 2017 the World Aids Day Tree Lighting Ceremony was held here. We had a guest speaker who was with the Friends with People with Aids Organization and there were 20-30 people in attendance, as well as a representative from Cheri Busto's office.

Ms. Olson informed the Board that this was the 325th Board of Health Meeting. The first Board of Health Meeting was held on December 2, 1992 at Cottage Hospital. Officers were elected at that first meeting. Cupcakes were provided for Board Members in celebration of the 325th Board of Health Meeting.

Ms. Olson updated the Board regarding the 2017 Annual Report. This Annual Report will include history of the Health Department. Included will be information from present and past Board Members. We will interview present and past dentist as well.

Community Health Center – Staci Simpson

Ms. Simpson reported the CAC Activity to the Board stating 30 were signed up for ABE and Market Place/ACA during the open enrollment period. Also our Ship Counselor helped 29 people with their Medicare needs, such as choosing a plan or the appeal process.

Ms. Simpson informed the Board that staff members Jennifer Bennet, Carol Rogers, Brooke Thompson, and Ms. Simpson all attended a Diabetes Self Care Program. Ms. Bennet and Ms. Simpson were trained on how to build a successful Diabetes Education Program, while Ms. Rogers and Ms. Thompson were trained in how to teach Diabetes Self-care. This is an evidence based program lasting six weeks where participants meet for two and a half hours a week to learn Diabetes self-management. We are looking forward to getting this program running.

OLD BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board that the Personnel concerns we have had over the last few months have been settled.

Ms. Gabriel informed the Board of the HRSA Budget Progress Report that is due on December 15, 2017, and is included in their packets for review. It is basically a progress report that has to be done on the off years when a Competitive Application is not required.

A motion to accept the HRSA Budget Progress Report was made by Doug Gibb and seconded by Elvith Santoyo-McNaught; the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 8:27 p.m.

Respectfully Submitted By: Pam Reiber

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