

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

**March 12, 2020**

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

The Knox County Board of Health meeting was held on March 12, 2020. President Dan Harris called the meeting to order at 6:10 PM. Present were Dan Harris, Doug Gibb, Elvith Santoyo- McNaught, DuRae Fletcher, Sr, Carol Scotton and Bruce Bobofchak, DDS. Also present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Wil Hayes, Assistant Public Health Administrator; Amy Anderson, Chief Operations Officer; Erin Olson, Director of Wellness Promotion and Tina Jockisch, Administrative Clerk. Absent Robert Bondi, Clifford Martin, MD, and Kevin Satsky, MD.

## **ADDITIONS TO AGENDA**

There were no items added to Agenda.

## **PUBLIC COMMENT**

Terry from Farm Bureau was present.

## **PRESIDENT'S BUSINESS**

No items under President Business.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the minutes of the February 13, 2020 meeting as circulated was made by Doug Gibbs and seconded by Carol Scotton. The motion was adopted unanimously.

### **Treasurer's Report**

In the first item under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of March 2020 totaling \$155,167.05. He went on to note that additional expenses since the mailing of the agenda included: Snow Removal, Tank Rentals, Supplies, Appt. Reminder Service, Translation Services, Client Services, Travel/Training, and Pest Control totaling \$2,668.24. A motion was made by DuRae Fletcher, Sr. to approve payment of the March bills; the motion was seconded by Bruce Bobofchak. The motion was adopted unanimously.

In the final item under the Business Meeting, Doug Gibb, presented the Financial Statements for the period ending February 29, 2020, there were no questions at that time.

## **PUBLIC HEALTH ADMINISTRATOR'S REPORT**

In the first item on the agenda under the Administrator's Report, Michele Gabriel passed out Statement of Economic Interests from Knox County to be filled out by Board members.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board of Health on COVID-19 stating as of today there are 32 confirmed cases in Illinois, but there are no confirmed cases within 2-3 hours from Knox County. Michele went on to note that internally the Health Department has put up signage to alert staff & patients about precautions they can take to avoid spread of the COVID-19 virus, as well as signs and symptoms; handouts were shared with the Board and it was indicated that mores signs are available if they needed them for their businesses. She continued noting that the Department has held several small meetings to update staff on some of the changes that are happening in response to COVID-19. The Health Department has amended their sick leave policy, previously policies required a Medical Doctors slip to return to work after 4 days, since the CDC recommendation is for individuals to stay home and

not go to your Doctor if you are mildly ill with COVID-19. the Department has temporarily rescinded this policy to be in line with the CDC recommendations.

Additionally, Michele reported that the Health Department held a Community Partners meeting March 5, 2020 at the Farm Bureau, with over 80 people in attendance, and the Department is also holding weekly EMA meetings with the Fire Department, Cottage Hospital, St. Mary's Hospital and GHAS, via phone on Thursdays at 3:00pm.

Also, the Health Department is receiving many phone calls regarding the COVID-19, and has assigned two individuals to field those calls and tracking formation. If the calls increase, the Department will add additional people to field the calls. Michele closed noting that the majority of calls are from Businesses or Schools in the community looking for recommendations, Health Department is unable to shut any Business down.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated to the Board on Parking Lot Expansion Project, stating the bid opening has been pushed back until April 7, 2020, as the project manager, BCZ is working out drainage.

In the next item on the agenda under the Administrator's Report, Michele Gabriel discussed is Public Health Week April 6-12, 2020, stating there will be a Staff Luncheon on April 7, 2020. The Health Department is discussing several ideas for the Public and Staff during that week, once finalized, the Department will send an email to Board members.

In the final item on the agenda under the Administrator's Report, Michele Gabriel provided the Board with a staffing update noting that the Health Center hired Megan Cropp, LPN Clinical Services Nurse; Chelsea Walker, Patient Services Representative; and Myranda Lambert, Dental Assistant. Health Department hired Ashli Muth and Denise Schoonover, WIC Clerks; Ninoska Dominique, Client & Community Liaison; Cathleen Gibson, Community Health Educator; also, long time WIC Clerk Tammy Poland move to LIHEAP Reviewer/Specialist. Currently we have Environmental Health openings.

### **DIVISION DIRECTOR REPORTS**

In the first item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator; presented to the Board the draft of changes to the existing Water Well Ordinance, stating that the Department would be reviewing these changes in the near future.

In the next item on the agenda under Division Director Reports, Erin Olson, Director of Wellness & Health Promotion/Public Information, updated the Board on HPV Outreach stating the Health Department had received grant money from the American Cancer Society, and has placed outreach messaging on bus benches throughout the City of Galesburg, as well as a billboard on Grand Avenue and potentially a second promoting the Health Center. Erin informed the Board Radio Ads are running on KFM to promote HPV, and that PrEP radio ads are running which were recorded by Tammy Nelson, CD Coordinator.

In the final item on the agenda under Division Director Reports, Erin Olson, Director of Wellness Promotion, informed the Board that the Health Department has formed a Social Media Committee, stating there would be one representative from each division or department and the Committee will meet quarterly to discuss potential press releases, Facebook, Facebook live, etc. Erin informed the Board that posts are added to the Health Departments Facebook every day about 10:00am, and that she encourages staff to share the post.

### **POPULATION HEALTH MANAGEMENT REPORTS**

There were no items on the Agenda under Population Health Management Reports.

### **PERFORMANCE MANAGEMENT REPORTS**

In the only item on the agenda under Performance Management Reports, Wil Hayes, Assistant Public Health Administrator; reported to the Board on Food Program Review results, stating that every three years the Illinois

Department of Public Health (IDPH) reviews the Health Department Food, Water and Sewage programs. Wil stated IDPH did a virtual audit, and there were no findings in the audit.

### **WORK SESSION**

There were no items on the agenda under Work Session.

### **OLD BUSINESS**

In the first item on the agenda under Old Business, Michele Gabriel presented to the Board the Final FY19 Knox County Health Department Annual Report which was approved by the Knox County Board at their meeting in February 2020. The Board determined the Health Department would utilize different options to circulate the Annual Report such as using Social Media, Newspaper, and a press release during Public Health Week.

In the final item on the agenda under Old Business, Michele Gabriel presented to the Board for approval the CHC Business Plan. A motion was made by Doug Gibb to approve the CHC Business Plan and seconded by Bruce Bobofchak. The motion was adopted unanimously.

### **NEW BUSINESS**

In the first item on the agenda under New Business, Michele Gabriel presented to the Board for approval the Dental Hygienist – Exempt to Non-Exempt. A motion was made by Elvith Santoyo-McNaught to approve the Dental Hygienist – Exempt to Non-Exempt and seconded by Doug Gibb. The motion was adopted unanimously.

In the next item on the agenda under New Business, Michele Gabriel presented to the Board for approval the Clinical Nurse Coordinator – Non-Exempt to Exempt. A motion was made by Doug Gibb to approve the Clinical Nurse Coordinator – Non-Exempt to Exempt and seconded by DuRae Fletcher, Sr. The motion was adopted unanimously.

In the next item on the agenda under New Business, Michele Gabriel presented to the Board for approval the Public Health Nurse – Exempt to Non-Exempt. A motion was made by Bruce Bobofchak to approve the Public Health Nurse – Exempt to Non-Exempt and seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously.

In the final item on the agenda under New Business, Michele Gabriel presented to the Board for approval the Community Health Educator – Exempt to Non-Exempt. A motion was made by DuRae Fletcher, Sr. to approve the Community Health Educator – Exempt to Non-Exempt and seconded by Carol Scotton. The motion was adopted unanimously.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on March 18, 2020 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on March 25, 2020 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on April 9, 2020 beginning at 6:30 p.m. at the Knox County Health Department.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison, was absent from meeting.

### **BOARD MEMBER COMMENTS**

Comments by Board members for the March 12, 2020 Board of Health meeting, Doug Gibb asked that the meetings go back to 6:30pm. Elvith Santoyo-McNaught, Carol Scotton, DuRae Fletcher, Sr. and Bruce Bobofchak thanked everyone for keeping the Board updated on COVID-19.

### **ADJOURNMENT**

A motion was made by Doug Gibb to adjourn the March 12, 2020 Board of Health meeting; the motion was seconded by DuRae Fletcher, Sr. The motion was adopted unanimously. The meeting adjourned at 7:00 p.m.