

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

**July 9, 2020 via Teleconference
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held via Teleconference on July 9, 2020. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Carol Scotton, Bruce Bobofchak, DDS, Robert Bondi, Clifford Martin, MD, and Kevin Satsky, MD. Also present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Wil Hayes, Assistant Public Health Administrator; and Tina Jockisch, Administrative Clerk. Absent Elvith Santoyo- McNaught.

ADDITIONS TO AGENDA

The first item to add to the agenda under Presidents Business, was discussions of virtual meetings and the second item was the presentation of plaque to Carol Scotton

PUBLIC COMMENT

No public present.

PRESIDENT'S BUSINESS

In the first item under President Business, Dan Harris, after discussion with the Board, Dan stated they would continue virtual meetings for the next couple meetings.

In the final item under President Business, Dan Harris and Michele Gabriel presented a plaque to Carol Scotton, thanking her for 14 years of service on the Board of Health.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the June 11, 2020 meeting as circulated was made by Doug Gibb and seconded by Cliff Martin. The motion was adopted unanimously.

Treasurer's Report

In the first action item under the Treasurer's Report, Jerome Townsell reported on revised expenses for the month of July 2020 totaling \$102,994.44. He went on to note that additional expenses since the mailing of the agenda included: Building Lease \$35,700.00, Grant Supplies \$3,956.31, Employee Ads \$1,898.44, Supplies \$824.69, Client Services \$626.36, Building Maintenance \$523.20, Subscription \$225.95, Internet Services \$174.27, Travel \$130.67 and Shipping Fees \$127.69 totaling \$44,187.58. A motion was made by Cliff Martin to approve payment of the July 2020 bills; the motion was seconded by Robert Bondi. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending June 30, 2020, there were no questions at that time.

In the last item under the Business Meeting, Jerome Townsell discussed the FY21 KCHD Budget Preparation, stating these preliminary drafts are turned into the Knox County Board in July, the Health Department grant funding comes in August or September.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Knox County Health Center testing has increased we are testing Monday through Friday; and the Health Department continues to operate 7 days a week for contact tracing. Michele stated that there is a large amount of administrative work on grants that total \$4,100,000, noting that the programs are all moving so fast there are a lot of rework that is being done due to changes at the State and Federal level. Michele stated that the Contact Tracing Grant for \$2,452,788.32 was submitted, which is for Contact Tracing, as well as including some funds for COVID 19 testing and vaccine should it become available. There is also the potential for additional Cures money and possible Medicaid and CHIP money.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Re-Opening Health Department Services, stating EH continues to do restaurant checks, septic and wells that are coming in, they are helping deliver isolation and quarantine paperwork, answering calls and helping Health Center with testing. WIC and Family Case management are continuing to help clients over the phone and curbside. LIHEAP will be starting their FY21 season July 27, 2020, they will continue to help clients over the phone and curbside. The Health Department is looking at bringing back Immunizations and STD testing. The Health Center, Dental continues to see patients under the new COVID-19 rules, Behavioral Health continues to see patients via phone or telehealth. Medical are starting to see a few patients in house that need to be seen and have labs done.

In the final item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on FY21 Grants, stating we are moving forward with the FY21 grants and anticipates next month having a full report to present at the August 13, 2020 meeting.

DIVISION DIRECTOR REPORTS

In the only item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator; updated the Board on Contact Tracing Grant, stating on Monday our Division Director, Elizabeth Hippen; and French speaking Contact Tracer, Catherine Mendy started. We have an offer out for a Spanish speaking Contract Tracer and continue interviews to fill the other positions. After evaluating we revised the grant adding a Public Health Programs Supervisor and additional Contact Tracers and Nurses. We have possession of our new building and are getting it ready for the new staff to move in. We were informed on Tuesday the State of Illinois contact software Sales Force, we are in the phase 4 group to go live July 30, 2020. When we go live contract tracing will change considerably, this system will help with tracking and recording information more efficiently.

POPULATION HEALTH MANAGEMENT REPORTS

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

PERFORMANCE MANAGEMENT REPORTS

The only item on the agenda under Performance Management Reports, Wil Hayes, Assistant Public Health Administrator; presented to Board the COVID-19 Activities Data Report for June 2020, stating we would provide a monthly report listing number of phone calls, number of tests, positives and contacts, hours per positives and contacts, how many recovered.

WORK SESSION

There were no items on the agenda under Work Session.

OLD BUSINESS

There were no items on the agenda under Old Business.

NEW BUSINESS

The first action item on the agenda under New Business, Michele Gabriel presented to the Board the Phone and Internet Upgrades. After discussion, a motion was made by Dan Harris to approve 3-year Phone and Internet Upgrade with the understanding that Health Department staff would first check in with County IT staff and the Vendor to determine if there is a greater discount available due to the volume of service Knox County overall does with Stratus; and seconded by Bruce Bobofchak. The motion was adopted by everyone except Robert Bondi who abstained from voting.

The final action item on the agenda under New Business, Michele Gabriel presented to Board the Public Health Programs Supervisor Job Description noting this is a new Job Description and position being proposed to expand the new Division responsible for contact tracing for COVID 19, which is completely grant contingent. A motion to approve Public Health Programs Supervisor was made by DuRae Fletcher, Sr and seconded by Doug Gibb. The motion was adopted unanimously.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on July 15, 2020 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on July 22, 2020 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on August 13, 2020 beginning at 6:30 p.m. via teleconference.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison to Board of Health, reminded the Board it was budget time, stating the County will be doing a preliminary budget in the next 30 days.

BOARD MEMBER COMMENTS

Dan Harris thanked Carol Scotton for her leadership and years of service. The other members agreed with Dan's statement.

EXECUTIVE SESSION

A motion was made by Doug Gibb to go into Executive Session at 8:00 p.m. and seconded by Kevin Satsky. Roll Call to go into Executive Session was unanimous: Dan Harris-yes, Kevin Satsky, MD-yes, Doug Gibb-yes; Robert Bondi-yes; Carol Scotton-yes; Bruce Bobofchak -yes; DuRae Fletcher, Sr.-yes; and Clifford Martin, MD-yes.

A motion was made by Doug Gibb to return to Open Session at 8:10 p.m. and seconded by Robert Bondi. Roll Call to return to Open Session was unanimous: Dan Harris-yes, Kevin Satsky, MD-yes, Doug Gibb-yes; Robert Bondi-yes; Carol Scotton-yes; Bruce Bobofchak -yes; DuRae Fletcher, Sr.-yes; and Clifford Martin, MD-yes.

RETURN TO OPEN SESSION

Upon returning to Open Session a motion was made by Doug Gibb to approve Personnel Time Increases for the staff working on the Health Department Pandemic Response, the motion was seconded by Robert Bondi. The motion was adopted unanimously.

ADJOURNMENT

A motion was made by Carol Scotton to adjourn the July 9, 2020 Board of Health meeting; the motion was seconded by Robert Bondi. The motion was adopted unanimously. The meeting adjourned at 8:11 p.m.