

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

**August 13, 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 August 13, 2020. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Clifford Martin, MD, Elvith Santoyo- McNaught 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; Erin Olson Director of Wellness Promotion, and Tina Jockisch, Administrative Clerk. Absent Bruce Bobofchak.

**ADDITIONS TO AGENDA**

The first item to add to the agenda under Business Meeting, was FY20 Budget Line Item. The final item to add to the agenda under Public Health Administrator's Report, was Pandemic Vaccination Planning.

**PUBLIC COMMENT**

No public present.

**PRESIDENT'S BUSINESS**

In the first item under President Business, Dan Harris, stated the Public Health Administrator Performance Evaluation is due and current Contract is expiring. Mr. Harris stated the Board of Health would be working in conjunction with the Governance Board to do Michele's evaluation and contract and have a completed proposed contract by the October 8, 2020 meeting.

In the final item under President Business, Dan Harris, stated there is a revision to the agenda, there will be no executive session for tonight. Mr. Harris stated they would cover the appointment of a new Board of Health members during executive session at September 10, 2020 meeting.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the July 9, 2020 meeting as circulated was made by Robert Bondi and seconded by Doug Gibb. The motion was adopted unanimously.

**Treasurer's Report**

In the first item under the Business Meeting, Jerome Townsell, presented the FY20 Budget Line Item for Knox County Health Department, A motion was made by Cliff Martin to approve the FY20 Budget Line Item for Knox County Health Department, the motion was seconded by Dan Harris. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the FY20 Budget Line Item for Knox County Health Center, A motion was made by Robert Bondi to approve the FY20 Budget Line Item for Knox County Health Center, the motion was seconded by Cliff Martin. The motion was adopted unanimously.

In the next action item under the Treasurer's Report, Jerome Townsell reported on revised expenses for the month of August 2020 totaling \$230,366.45. He went on to note that additional expenses since the mailing of the agenda included: Client Services \$59,205.27, EHR Software Fee \$4,922.86, Equipment \$2,929.80, Building Maintenance \$2,116.61, Supplies \$1,502.59, Travel & Training \$1,406.93, Translation Services \$817.76, Waste Removal \$563.75, Tank Rentals \$476.20, Delivery Fee \$75.00, and Advertising (35,272.95) totaling \$38,743.82. A motion was made by DuRae Fletcher, Sr. to approve payment of the August 2020 bills; the motion was seconded by Elvith Santoyo- McNaught. The motion was adopted unanimously.

In the next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending July 31, 2020, there were no questions at that time.

In the last item under the Business Meeting, Jerome Townsell discussed the Draft FY21 Health Department Budget Review, stating there were three more contact tracers added and the new phone system will be covered through May from Contact Tracing Grant, then the Health Center will cover their portion from June moving forward.

Michele Gabriel revisited with the Board a copy of the Recommendations for FY20-FY25 Salary Adjustments to comply with State of Illinois Minimum Wage Increases the Board approved a couple years ago. She reiterated that the Board had approved the first two years of increases as presented in the document (FY20 & FY21); after which she had been directed to have a salary schedule review completed by an outside entity. Ms. Gabriel stated they are looking at going out for bid and are creating a bid process to review salary schedule as the Board requested to be completed prior to FY22 budgeting.

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

In the first item on the agenda under the Administrator's Report, Michele Gabriel presented to Board the County & Regional Level Metrics and Resurgence, stating enclosed in their packet is the first press release related to these metrics, Erin sent out press release today regarding resurgence and the metrics. Michele continued by stating that these are the metrics the IDPH and the Governor's Office are looking at on a County and Regional level to judge where the burden of COVID disease is in the community. The Health Department is making every effort to try to bring awareness to the community regarding these metrics and what's being looked at in order to prepare them in case a resurgence occurs and the County/Region moves into a tiered response, as well as what that potentially could mean for the community as far as closures or reductions in numbers allowed into places.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to Board the Local Public Health Authority Proposed Rules, stating she gave the Board a copy of a draft, what was then approved on Tuesday by JCAR, emergency rules that were put out that amended the communicable disease control and immunizations under the public health rules. These are rules that we are held to as part of our local health protection grant and as

a certified local health department. These rules have been amended to include Section 690.50 Pandemic or Epidemic Respiratory Disease – Emergency Provisions. They specifically have to do with mandate of masking and the exclusions of large gatherings over 50 people, what they are doing is giving the power to state health departments, who passes it through to local health departments, local law enforcement and states attorney to fine businesses that do not enforce masking in their facilities. It specifically identifies schools as well to ensure the school is promoting masking.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Knox County Health Center will be testing all day Monday, Wednesday, and Friday, services are all back open on Public Health and Health Department, we are trying to find a way to service all our clients in the best way possible, but still provide COVID testing and all the services that go along with it and addition to what we normally do. The Health Department continues to operate 7 days a week for contact tracing. Michele stated that they are still utilizing Health Department volunteers and new contact tracing staff.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to Board the COVID-19 Communications Plan, stating we received several requests for additional communication from the community especially since the numbers have went up. Ms. Gabriel stated they have started doing radio advertisements on contact tracing and to stay at home if you are sick. We are sending out media releases, sending out numbers twice a week with additional recovery data and metrics.

In the next item on the agenda under the Administrator's Report, Michele Gabriel gave the Board a Staffing Update, stating we have hired Lydia Allen, Community Health Educator; Alexandria Pepple, Contact Tracer; Ricky Newcomb, Contact Tracer; Rosealee Hanzel, Administrative Clerk; and Nicole Spencer, Bilingual Contact Tracer for Contact Tracing division, Cynthia McDaniel, Family Case Management/WIC; Shannon Moneymaker, Patient Service Representative; Keith Doubet, Clinic Nurse Coordinator; and Art Kasigp, Behavioral Health Counselor who will start in October.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on FY21 Grant Status, stating our regular FY21 grants are all up to date, with many contracts signed and in house. Ms. Gabriel stated she would have a formal report in writing for the September 10, 2020 meeting.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Project Status, stating the parking lot is poured, they are now working on our drainage issues, they are still on track to be done by Labor Day. Ms. Gabriel stated we have our new phone system, new phones on everyone's desk, we should be able to start using new system next week. Ms. Gabriel also informed the Board the new flooring is almost done; they are finishing up in the next couple weekends.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Henderson Street Site Status, stating the contact tracing division will move to the new location when the phone system is ready, the building is completely painted and set up for them to move in.

In the final item added to the agenda under the Administrator's Report, Michele Gabriel presented to Board on Pandemic Vaccination Planning, stating there is a letter in your packet from the State Health Department staff, where DHHS is beginning to communicate with the State agencies about mass vaccinations, they want us to begin thinking about planning for mass vaccinations against the Corona virus. Ms. Gabriel stated she will be creating a committee of community members that would be involved in any type of mass vaccination effort, putting preliminary plans in place, discussing, and working through how we could best do this.

### **DIVISION DIRECTOR REPORTS**

In the first item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator; updated the Board on Contact Tracing Grant, stating we are still looking for Public Health Programs Supervisor, two full-time Nursing positions, two part-time Nursing positions, one full-time Contact Tracer, two part-time Contact Tracers and part-time Administrative Clerk. The \$2,500,000 Contact Tracing Grant is signed, and all the new employees are being paid by this grant. We went live with Salesforce, the state tracking system on July 24, 2020, this is a data collection tool.

In the next item on the agenda under Division Director Reports, Wil Hayes, Assistant Public Health Administrator, Wil updated the Board on IWIC stating we go live on Monday August 17, 2020, the WIC employees are in training this week.

In the final item on the agenda under Division Director Reports, Erin Olson, Director of Wellness Promotion, Erin updated the Board on LIHEAP, stating the FY20 ended in June and finalized all applications by mid-July, and the started taking applications for FY21 on July 27, 2020. Erin stated they can take people at 200% poverty this year instead of 150%, which helped more people to get assistance. Erin stated we will hopefully have the LIHEAP position filled by next week.

### **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 July 2020, reporting Call center received 11 phone calls, Health Center performed 1313 tests, 97 positives cases, 12 positives lost to follow up, 576 contacts, 160 contacts lost to follow up, 121.25 total positive hours, 720 total contact hours, average 6 contacts per positive case, 6 press releases, 55 social media activities, 206 recovered cases, 57 home recovering, one hospitalized, and one death.

### **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 Seasonal Influenza Plan, stating the Health Department would like to do a drive through clinics at the funeral home if flu vaccine is available, as well as other large drive ups clinics. Historically, the Health Department has taken walks-ins and appointment 5 days a week; however, there are tremendous limitation this year due to COVID 19 that will not allow the Health Department to be that flexible. A motion was made by Doug Gibb to approve Seasonal Influenza Plan to provide flu vaccination during several large clinics, as presented and seconded by Robert Bondi. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to the Board the Building Signage Bid, stating the Health Department will be replacing the old sign with new LED sign and adding signage on the Health Department and Health Center. A motion was made by DuRae Fletcher, Sr. to approve the Health Department to send out for bids and bring back to Board for final vote on Building Signage and seconded by Dan Harris. The motion was adopted unanimously

The next action item on the agenda under New Business, Michele Gabriel presented to the Board the Rear Building Entries Bid, stating since they were tearing up the back entries for drainage issues, the Health Department wanted to replace the rear doors, add shelter and add keyless entry for security purposes. A motion was made by Doug Gibb to approve the Health Department to send out for bids and bring back to Board for final vote on Rear Building Entries and seconded by DuRae Fletcher, Sr.

The final action item on the agenda under New Business, Michele Gabriel presented to Board the Rapid COVID 19 Testing, noting she wanted to purchase two machines at \$4,500 each and test kits \$41 each. A motion to approve purchasing two Rapid COVID 19 Testing machines and test kits was made by Dan Harris and seconded by Elvith Santoyo- McNaught. The motion was adopted unanimously.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on August 19, 2020 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on August 26, 2020 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on September 10, 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 working on the budget, stating the County will be presenting budget in October or November.

### **BOARD MEMBER COMMENTS**

Dan Harris thanked Michele and her team for all the hard work and extra hours they have been doing. The other members agreed with Dan's statement.

### **EXECUTIVE SESSION**

No Executive Session.

### **RETURN TO OPEN SESSION**

No Executive Session.

**ADJOURNMENT**

A motion was made by Cliff Martin to adjourn the August 13, 2020 Board of Health meeting; the motion was seconded by Kevin Satisfsky. The motion was adopted unanimously. The meeting adjourned at 8:00 p.m.