

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

**January 14, 2021 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 January 14, 2021. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Bruce Bobofchak DDS, Stephanie Grimes, Lorraine Garland-Torres, MD, and Kevin Satsky, MD. Absent Elvith Santoyo- McNaught. Also present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Wil Hayes, Assistant Public Health Administrator; Tina Jockisch, Administrative Clerk; Members of the public; Knox County Board President, Jared Hawkinson; and Knox County Board members Cheryl Nache and Pam Davidson.

**ADDITIONS TO AGENDA**

No additions to the agenda.

**PUBLIC COMMENT**

Knox County Board President, Jared Hawkinson stated he appreciated everyone's hard work, he was able to participate at Silas Willard today and stated everyone did a fantastic job. Knox County Board member, Cheryl Nache stated she was here to keep updated on COVID.

**PRESIDENT'S BUSINESS**

The first item under President Business, Dan Harris welcomed Dr. Garland and asked her to introduce herself. Dr. Garland stated she was on OB-GYN at Cottage Hospital in the Medical Office Clinics, and she sees several patients that utilize the Health Department, and she thinks it is a great service and honored to be a part of it. Dan Harris had all the members introduce themselves to Dr. Garland.

The next item under President Business, Appoint Board of Health Officers, Dan Harris stated those in the current positions agreed to continue, Doug Gibb, Treasurer; Kevin Satsky, Vice President; Dan Harris, President; and DuRae Fletcher, Sr has agreed to step in as the Secretary, so that would be the proposed slate of officers for the next term. A motion was made by Robert Bondi to approve the Slate of Officers as presented, and the motion was seconded by Bruce Bobofchak. The motion was passed unanimously.

The final item under President Business, Seat Board of Health Officers, Dan Harris formally seated the new officers. A motion was made by Robert Bondi to formally seat the new officers as presented, and the motion was seconded by Stephanie Grimes. The motion was passed unanimously.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the December 10, 2020 meeting as circulated was made by Doug Gibb and seconded by Robert Bondi. 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 January 2021 totaling \$199,372.85. He went on to note that additional expenses since the mailing of the agenda included: Peace Corp Fellow \$10,000.00, PPE \$8,370.00, Supplies \$1,690.64, Equipment Repairs \$651.76, Meter Lease \$196.77, Travel/Training \$16.68, Postage \$1,780.00, LIHEAP Services \$3,677.54, Port-a-potty Rentals \$112.00, Client Services \$1,666.26, and Waste Removal \$410.00 totaling \$28,571.65. A motion was made by Robert Bondi to approve payment of the January 2021 bills as presented; the motion was seconded by Dan Harris. The motion was adopted unanimously.

In the final item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending December 31, 2020, stating the Health Department and Health Center combined would be (\$169,207.25) Net Revenue Over Expenditures, Jerome stated this is due to LIHEAP December bills coming in to be paid in January. Jerome continued stating we have a Contact Tracing Grant that we have been spending and reimbursement requests will be going out tomorrow.

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

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on FY20 Annual Report, stating we are beginning to work on the Annual Report, we are required by the state code to complete an Annual Report each year and it must be complete and approved by County Board within 90 days after the end of our fiscal year. Michele stated we would be bringing an Annual Report by your February 11, 2021 meeting so it can go to the County Board to be approved at their February meeting. Michele stated we would follow the same format as we did in the previous years, it was going to be a challenge with everything else the Health Department has going on, but it will be similar to last year, update the numbers, add some COVID information and get it out to the community.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on Knox County Clerk Audit, stating we have started getting preliminary information on our audit so Jerome is beginning to start seeing request for information from the auditors, it is WIPFLi we are using, they also do the cost reports for the Health Center it is a cost savings to use the same auditor to do the cost reports as the audit because it saves the rework of an auditor having to start over and pull information that the auditors have already presented.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented the Board of Health Survey Results Report to the Board, stating she occasionally sends out a survey to see how we are doing and if you would like to see different things in or about the meeting. Michele stated she had two takeaways from the survey, one big takeaway is to keep in mind the length of service of all the Board members so when we give reports, we are providing appropriate information so everyone understands what is being talked about and not assuming everyone knows, and secondly there are some recommendations on metrics and perhaps if we provide more statistics in the meeting on a regular basis about what is happening, such as WIC visits and LIHEAP visits. Michele stated we are always open to ideas for meeting topics or Board members are always welcome to contact us if you want something added to the agenda.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on staffing, stating we are high up in numbers now, we are trying to hire some additional staff, we have some staff moving in and out, lost some contact tracers due to them finding permanent work, it is a temporary position, we are doing our best to keep those positions filled, regardless if they are busy doing contact tracing we always have plenty of other work for them to do that is related to COVID program, we have three openings for contact tracers. Michele stated we are looking for filler positions such as Medical Assistants, and Patient Service Representatives, we are looking for two Behavioral Health Counselors, she went on to say we are having a difficult time hiring people, we are spending a lot of money on advertising and doing a lot of outreach, we are having a difficult time finding filler people to help with testing, to help with phone calls, and people to help answer questions.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on 340B Program, stating the 340B program assist people without insurance to receive prescriptions at a reduce rate, our lowest plan people receive theirs for free. Michele stated she spoke previously about some legal issues and the pharmaceuticals companies were pushing back against the program by not providing drugs from certain companies or threatening to stop supply for 340B drugs. Michele continued stating about a month ago there was a lawsuit filed to get the government to take some action and it worked, they enacted some rules so now the other Health Centers can file lawsuits, so if the pharmaceutical companies are withholding drugs or predatory practices. Michele stated we ended the fiscal year with an overall expense for 340B program \$39,207 and revenue for program was \$76,401, this program was to make money so we can buy more drugs and help more people.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to Board the 2021 CHC Encounter Rates, stating the Community Health Center is a Federally Qualified Health Center so we are paid by encounter rates, so for every medical visit we get the same rate, for every Dental visit we get the same rate, and every Behavioral Health visit we get the same rate. The rates are adjusted each year by the Medicare Economic Index, the increase this year was 1.4%, Medical \$136.12 to \$138.03, Dental \$108.88 to \$110.40 and Behavioral Health \$62.01 to \$62.88. Michele stated earlier in the year the Illinois Primary Health Care Association took some action to push for a ten percent increase across the board for all Health Centers across the state, the information that was pushed out that this was approved and went through, it is sitting in HFS lap waiting for them to enact these increases, they will be effective 1/1/2021.

In the next item on the agenda under the Administrator's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Health Department continues to test outside three days a week, Monday, Wednesday, and Friday, numbers were down, but we have seen it pick up after the holidays. Michele stated we are still receiving a lot of phones calls and doing outreach, contact tracing is ongoing but the numbers are decreasing, and all our metrics are improving, the governor will hold a press conference tomorrow and announce we will move to Tier 2 across the state, we are waiting on the guidelines to be posted for Tier 2. Michele stated Knox County should be turning blue again our metrics have been good and trending downward, so we are seeing a lot of positive things happening in the County.

In the final item on the agenda under the Administrator's Report, Michele Gabriel reported to Board on COVID-19 Vaccination Plan Activities, stating we have been vaccinating in this

county and we just ordered our fifth week of vaccine, this is another layer that we are adding on and nothing taken away from the duties at the Health Department. Michele stated the State Health Department has put up a dashboard that tells what percent of county residents have been vaccinated, we are the highest county at percentage of population vaccinated. Michele commended our health care partners, both hospitals have worked with us graciously to get our vaccine out as soon as we have it and into the arms of people, we are moving into phase 1B along with the state next week. Michele stated the hospitals have vaccinated about 65 percent of their staff.

Michele reported the Unified Command continues to meet weekly, they formed a separate mass vaccination planning work group out of the Unified Command, so that group meets weekly to plan for vaccination within the county, which includes both hospitals, Michele, EMC Randy Hovind, and Mike Howard at GHAS, they discuss the supply of vaccine coming into the county, how to allocate it between Health Department and the two hospitals groups. The group is trying to get other providers in, where are we prioritizing vaccines in alignment with what the state is pushing out to us and how they are going to get enough of the county vaccinated.

Michele reported there is a pharmacy long term care program the federal government put together and they contracted with Walgreens and CVS and in Illinois they have nearly 100% of long-term care facilities signed up with this program. Walgreens and CVS will go into long-term care facilities to do all the vaccinations of staff and residents, this will be done without the assistance from the Health Department.

### **DIVISION DIRECTOR REPORTS**

There were no items on agenda under Division Director Report.

### **POPULATION HEALTH MANAGEMENT REPORTS**

The only item on agenda under Population Health Management Reports, FY22 IPLAN Project Update; Michele Gabriel, Public Health Administrator, stating every five years we must complete IPLAN (Illinois Plan for Local Assessment Need), we will be asking for some extensions on this. Michele stated they have brought on a Peace Corp Fellow/AmeriCorps Member Brianne Nichols, who started updating all our data and putting together a timeline on moving through the process. Michele stated she is counting on Brianne to come up with some creative ways to have key informant interviews, focus groups, meetings with our partners, we will be in touch with OSF because we always partner with them on their health projects so we can utilize resources.

### **PERFORMANCE MANAGEMENT REPORTS**

The only item on the agenda under Performance Management Reports, Wil Hayes, Assistant Public Health Administrator; reported to Board the COVID-19 Activities Data for December 2020, reporting Health Center performed 1180 tests, 1222 positives cases, 128 positives lost to follow up, 1528 total positive hours, 955 contacts, 90 contacts lost to follow up, 1194 total contact hours, average one contact per positive case, Call Center received 15 phone calls, Contact Tracing Made 4003 calls, 12 press releases, and 85 social media activities.

### **WORK SESSION**

There were no items on agenda under Work Session.

### **OLD BUSINESS**

There were no items on agenda under Old Business.

### **NEW BUSINESS**

There were no items on agenda under New Business.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on January 21, 2021 beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on January 27, 2021 at 6:00 p.m. via teleconference, and the next Board of Health Meeting on February 11, 2021 beginning at 6:30 p.m. via teleconference.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison to Board of Health, Robert yielded his time to Jared Hawkinson the new Knox County Board Chairman, Mr. Hawkinson stated they look forward to seeing Michele's report in February and Bob's report every month. He appreciates what everyone is doing in these challenging times, after several discussion with Michele he feels as a community and county compared to other communities in the state, we are making good strides in continuing our communications with our people. Bob stated some of the committees have changed a little bit, probably due to COVID they will have to tighten the county budgets.

### **BOARD MEMBER COMMENTS**

Kevin Satsky thanked everyone for all their efforts, hard work and sacrifices they are making, and everyone is in his thoughts. Doug Gibb thanked Michele and staff, because everyday is different challenges. Stephanie Grimes thankful for Health Department and everyone in this area on how they pulled together in this situation. Bruce Bobofchak hopes we can get vaccinated quickly. Dr. Garland is thankful for the Health Department, she remembers when we did not have one in this community, she is really impressed with all the projects the Health Department is involved in, and Michele has a lot of work appreciates all the reports. Dan Harris appreciates the County Board members on the call, he thanked Michele and her team for making a difference for this community, saving lives, and making this community a better place to live. DuRae Fletcher, Sr. had no comment.

### **EXECUTIVE SESSION**

There were no items on agenda under Executive Session.

### **RETURN TO OPEN SESSION**

There were no items on agenda under Return to Open Session.

### **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the January 14, 2021 Board of Health meeting; the motion was seconded by Doug Gibb. The motion was adopted unanimously. The meeting adjourned at 7:50 p.m.