

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

**January 13, 2022 via Teleconference**

**6:30 p.m.**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held via Teleconference on January 13, 2022. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Stephanie Grimes, Bruce Bobofchak DDS, Susan Vinson, and Lorraine Garland, MD. Also, present were Michele Gabriel, Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Mary Guenseth, Director of Family Case Management, Erin Olson, Director of Wellness Promotion; and Tina Jockisch, Administrative Clerk.

**ADDITIONS TO AGENDA**

The only changes to the agenda were to remove B & C under Public Health Administrator's Report. A motion to approve to the revised agenda was made by Doug Gibb and seconded by Robert Bondi. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Bruce Bobofchak, and DuRae Fletcher, Sr.

**PUBLIC COMMENT**

No members of the public.

**PRESIDENT'S BUSINESS**

The first item on the agenda under President's Business, President Harris requested the Board to Seat FY22 Board of Health Officers, stating the Board officers would be President-Dan Harris; Vice President-Kevin Satsky; Treasurer-Doug Gibb; and Secretary-DuRae Fletcher, Sr. A motion to Seat FY22 Board of Health Officers as exhibited was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Bruce Bobofchak, and DuRae Fletcher, Sr.

The final item on the agenda under President's Business, Michele Gabriel requested that the Board of Health Select and Approve HVAC Replacement Project Bid, Michele stated the Health Department received six bids for the HVAC Replacement Project, each company submitted signed bids, provided bonds and everything they were supposed to, the only issue was the price variances. Michele noted she heard at the bidder's conference, there is a significant delay in ordering and receiving units, approximately twenty weeks. Michele stated Bruner Cooper and Zuck recommended the Health Department to accept the low bid from Mechanical Services Inc in the amount of \$261,000. Michele reminded the Board this bid was to replace all seven HVAC units on the roof, they are all at their use of life and starting to have small issues that need repaired. Michele stated additionally it includes the addition of fans on the roof to circulate air at fifty percent and be directed in the waiting areas and places where primarily the public would be, and Jerome had a three-year service contract added in the bid process. Jerome stated the company that original installed the current HVAC system went out of business a couple years after the initial install and Mechanical Services Inc has been maintaining the HVAC system since. A motion to Select and Approve HVAC Replacement Project Bid as presented was made by Robert Bondi and seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-

yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Bruce Bobofchak, and DuRae Fletcher, Sr.

## **BUSINESS MEETING**

### **Approval of Minutes**

A motion to approve the minutes of the December 9, 2021 meeting as circulated was made by Robert Bondi. and seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: DuRae Fletcher, Sr.

### **Treasurer's Report**

The first item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of January 2022 totaling \$307,430.67. He went on to note that additional expenses since the mailing of the agenda included: EHR Software \$10,660.37, Mortgage \$8,000.00, Advertising \$7,595.90, Building Maintenance \$3,361.13, Lab Services \$1,715.61, CC Service Fees \$967.34, Supplies \$735.81, Waste Removal \$300.00, Mobile Office \$255.00, Mileage \$48.16, and Shipping Fees \$23.04 totaling \$33,662.36. A motion was made by Robert Bondi to approve payment of the January 2022 bills as presented; was seconded by Susan Vinson. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; and Dan Harris-yes. Absent: DuRae Fletcher, Sr.

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending December 31, 2021 stating the Health Department is (\$563,650.93) Net Revenue Over Expenditures for the month and (\$563,650.93) Net Revenue Over Expenditures for the year. Jerome noted that unfortunately due to the holidays the LIHEAP payment of \$469,288.99 did not arrive until January, so it will be on next month's receipts.

The final item under the Business Meeting, Jerome Townsell, presented to the Board the FY2021 Year-End Financial Review, stating for FY2021 the Health Department was \$90,000 in the positive, noting property tax was 8% of total revenue this year compared to 10% the previous year, there were no account transfers from Health Department to FQHC in FY2021 to cover any extra expenses. Jerome continued stating the Health Department was able to increase the fund balance from \$1,274,000 to \$1,364,000. In closing Jerome noted the Health Department received a lot of COVID funds that helped cover expenses due to patients unable to come into facility and was able to use funds to benefit the Health Department to remain positive to end of the year but will need to make sure the Health Department is doing things correctly when the COVID funds slow down.

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

The first item under the Administrator's Report, Michele Gabriel updated Board on COVID-19, Michele stated case rates are spiking, for week one Knox County was at 2,197 cases per 100,000, during that week reporting 1,100 cases, positivity rate is slightly over 20%, ICU bed availability is quite low for a variety of reasons such as COVID and flu activity. Michele stated the vaccination rate in Knox County is moving slowly for the preliminary series of vaccine, just over 50% vaccinated incrementally creeping up week after week and approximately 25% of the population in Knox County have received a booster. Health Department continues to hold vaccine clinics at the Bergner's building on Tuesday's 1:30pm-3:30pm and Thursday's 8:30am-10:30am, there have also been walk-in Booster Vaccine Clinics, Pediatric/Adolescent Vaccine Clinics made available for ages 5-18, starting this week the Pediatric/Adolescent vaccine will be available during all regular vaccine clinics.

## COVID-19 Updates

- **Case Rates, Vaccination Rates, and Hospitalizations**

What would help the most...stay home when you are sick.

- **Testing/Vaccine Division Progress Update**

Scheduling interviews for PSRs and some LPNs; many are no-shows to the online interview and others refuse position due to pay. No other hires currently.

Having to cancel during the inclement weather. Really only canceled 2 days and rescheduled the other days. The policy has been in place since late fall 2020 and has not been a concern until now. I need to consider staff and keeping the staff that are currently employed by the Health Department.

We have limited staff to do the testing, fewer contact tracing staff to assist. Mandated weekly testing requirements for the unvaccinated does not help the situation. Understand the ability to test out of quarantine to get back to work was limited; but changes to isolation and quarantine will help that.

- **Public Health COVID-19 Testing**

We have been looking at other options for testing that would simplify utilization of the Bergner's space or whom we must hire for the testing program (self-swab or saliva testing). Have not been lucky. Would not alter the need for nurses to provide vaccine at clinics.

- **COVID-19 Vaccine Changes**

The message for vaccine has changed from becoming fully vaccinated to "Stay up-to-Date," on your vaccinations.

Continue to hold regular Tuesday and Thursday clinics at the Berner's Building, as well as special "Walk-in Booster Clinics" for convenience and Pediatric and Adolescent clinics with later hours and on Saturday mornings.

Booster Doses for Moderna and Pfizer and now both at 5 months after completion of the second dose of the primary series; Janssen booster is at 2 months after completion of the single dose. No discussion currently about a "second" booster.

Boosters are now recommended for individuals 12 years and older; children aged 12-17 years are still only eligible for Pfizer Vaccine.

A third dose of Pfizer is now recommended for children aged 5-11 years who are moderately or severely immunocompromised; the third dose is administered 28 days after completion of the second dose of the primary series

- **COVID-19 Isolation and Quarantine Changes**

Isolation period has been cut to five (5) days. Day zero is the date of the test or onset of symptoms. They are calling it 5 and 5; with the first five days being isolated away from everyone and the second five being fully masked all the time around everyone indoors and out, avoid travel or being around anyone who is high risk. Individuals should remain isolated away from everyone if they are not feeling better at day five or if they are still having a fever, diarrhea, and/or vomiting.

IDPH, they are balancing the risk of exposure to the virus with public's demand to be able to return to school, work, play, etc. Approximately 30% are still infectious at day thirty which is why the individual masking and social distancing from others is so important. Schools have also been included in this guidance; however, health care, long-term care, congregate living, etc.; any group where there is specific guidance for that group is not included.

Quarantine has been reduced to five (5) days as well. Day zero is the date of last exposure. They are calling it 5 and 5; with the first five days being quarantined away from everyone and the second five being fully masked all the time around everyone indoors and out, avoid travel or being around anyone who is high risk. It is recommended that you test on day five or if you begin to feel symptomatic.

Individuals who are fully vaccinated and are eligible for a booster but have not received "they are not up-to-date" on their COVID vaccine, are now required to quarantine; if you are "up-to-date" you do not have to quarantine or if you had a confirmed case of COVID-19 in the last 90-days you also are not required to quarantine.

- **Federal CHC Self-Test Kits Distribution Program**

The Knox Community Health Center is participating in a federal distribution program to receive COVID-19 self-test kits to distribute free of charge to individuals in their service area. Education about the Self-test kits and what they are best utilized for will be distributed with the kits. These are not to be distributed for use in the weekly requirement for unvaccinated individuals who are required to test; nor can they be distributed in large quantities to any association, agency, business, etc. There is a plan in place to make them available to individuals and families to have on hand when they have a reason to believe they may have been exposed to a positive case of COVID 19 or if they want to make sure they are not positive prior to attending an event or visiting family, etc. A media release and social media postings will announce the program when everything is on-site, and we are ready to begin distribution; 6,750 kits have been ordered and the CHC is allowed to order weekly until the program ends. Outreach worker will ensure availability in different areas.

- Keeping an eye on the availability of antivirals within the Community Health Center as well.

## **DIVISION DIRECTOR REPORTS**

The first item on the agenda under Division Director Report, Erin Olson, Director of Wellness Promotion, updated the Board on LIHEAP Water Program stating the water program is finally up and going after several hurdles due to not having the the manual and proper tools to get the program started, after several emails and phone calls Wil and Erin were able to get the tools to be able to move forward with the program. Erin stated the program has contracts with seven vendors throughout Knox County, including Abingdon, Altona, East Galesburg, Galesburg, Knoxville, Maquon and Rio, some are disconnecting, and others are not, as customers call, their applications are put in the system. Currently there are applications being processed to pay approximately \$3,900 dollars in back water/sewage bills for the City of Galesburg. The water program allows customers to get one time assistance for threat of being disconnected, disconnected, or have arrearages of more than \$250, for cities that have the trash included in the bill, they are submitting an itemized bill to break down the charges, arrearages must be a total of \$250 for water, sewer or water/sewer combined, if there is a customer with a disconnect the program can pay up to \$1500 including penalties or a bill from a previous residence. Erin stated she is in the process of training everyone in the LIHEAP Division on how to process the water applications.

The final item on the agenda under Division Director Report, Erin Olson, Director of Wellness Promotion, presented to Board the Draft 2021 Annual Report, stating this is the extremely rough draft, the final report will be brought back to the Board at the February 10th meeting. Erin stated due to limited time the Health Department is keeping the same format for the 2021 annual report, noting in 2021 the Health Department had 198 COVID vaccination clinics.

### **POPULATION HEALTH MANAGEMENT REPORTS**

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

### **PERFORMANCE MANAGEMENT REPORTS**

There were no items on agenda under Performance Management Reports.

### **WORK SESSION**

The only item on agenda under Work Session, Michele Gabriel requested that the Board of Health approve the Salary Schedule Comparability Study and Compensation Analysis Bid, Michele stated approximately three years ago when the State of Illinois changed the minimum wage law by 2025 minimum wage would be \$15/hour, Jerome and Michele put together a six year plan to get the Health Department salary schedule to \$15/hour by 2025, this was designed according to differences and percentages between salary grades, information was put together for the Board to know what the increase would be each year. The Board approved two years of salary schedule and requested a salary and compensation study after those two years to see if there was a better way for the Health Department to move to the \$15/hour. Michele stated last year to put together the budget for 2022, she requested the Board to give her one more year using the salary schedule, after several minutes of discussion, the Board decided no action was needed and advised Michele to move forward with the Salary Schedule Comparability Study and Compensation Analysis bid.

### **OLD BUSINESS**

The only item on agenda under Old Business, Michele Gabriel requested that the Board of Health approve the Revised Policies and Procedures for Compliance with CMS Interim Final Rule (IFR): Medicare and Medicaid Program Omnibus COVID-19 Health Care Vaccination, Michele stated the CMS Guidance went back into effect December 28, 2021, the revised Policies and Procedures have the new requirement dates for staff to be compliant with the Medicare and Medicaid Program Omnibus COVID-19 Health Care Vaccination. Michele stated a memo went out today stating the Supreme Court upheld the mandate for health care workers, but they did not uphold the OSHA mandate for employers with over 100 employees. Michele reminded the Board under the vaccine mandate there is no option for staff to be tested instead of vaccinated, they either apply for exemption or they resign their employment. Michele also reminded the Board this vaccine mandate includes volunteer Board of Health and Governance Board members, if meetings are off site, we are fine, but if the requirement is to come back on site the Health Department will have to collect vaccine records for both Boards. A motion was made by Robert Bondi to approve the Revised Policies and Procedures for Compliance with CMS Interim Final Rule (IFR): Medicare and Medicaid Program Omnibus COVID-19 Health Care Vaccination as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes.

### **NEW BUSINESS**

The only item on agenda under New Business, Michele Gabriel requested that the Board of Health approve the COVID-19 Contact Tracing Program Transition Plan, Michele stated as of

December 28, 2021, the State is centralizing contact tracing and started sending text messages to all COVID-19 cases reported to them and follow up call those 65 and over, it went into full effect January 13, 2022. Michele reminded the Board the current contact tracing grant is through March 31, 2022, originally three months was budgeted incase the contact tracing grant money did not come through. Michele stated the COVID-19 Contact Tracing Program Transition Plan walks through the reintegration of contact tracing back into communicable disease program. Michele went on to say the Health Department has done contact tracing for years in many different formats, Michele's assumption that COVID will remain reportable and investigatory for some time, so it will move back into communicable disease division. Michele stated the Health Department is primarily responsible for congregate care, schools, and day cares, the intent was continuing to help schools get through the end of the school year because they are very reliant across the state on their Health Departments. Contact Tracing is now notifying positives, the positives are responsible for notifying their contacts, general rule is close contacts are not being put in salesforce system. In closing Michele stated the Health Department will notify the schools of positive children, children 18 and under will be identified in the contact tracing system and alert the schools, the school then identifies who their close contacts are, and they put them out of school. A motion was made by Robert Bondi to approve the COVID-19 Contact Tracing Program Transition Plan as presented; was seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Kevin Satisfsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes.

### **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on January 20,2022 beginning at 6:30 p.m. via teleconference ID#827 0432 4834, the Knox County Board meeting on January 26,2022 at 6:00 p.m. at Galesburg City Hall and via teleconference ID#830 9359 6484, and the next Board of Health Meeting on February 10,2022 beginning at 6:30 p.m. via teleconference.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison to Board of Health, Robert stated the County hired Nate Appler (formerly with Office Specialist) to be the Network Administrator, the County is looking to develop another position through a company called Link Technology out of Chicago to help refine the efforts to have proper backup in systems, update program certificates and develop an emergency plan in case of a catastrophic event. Robert stated the County emails will be converted to gov format required by federal and state laws, so in the future the emails will be their [name@knoxcounty.il.gov](mailto:name@knoxcounty.il.gov) which will be in effect at end of the month, there will be continuing support for the legacy emails and website for the foreseeable future to make sure the conversion goes smoothly. Robert stated currently the County is updating all their systems on off hour basis, continue to review the ARPA opportunities within the community, should have application formats completed next week for proper application to be accepted.

### **BOARD MEMBER COMMENTS**

Susan Vinson thanked Michele and Tina for getting the meetings organized with all the paperwork, and let Michele know the Board really appreciates her and her staff for everything they do for the Health Department. The rest of the Board appreciates all the work the Health Department is doing and wished everyone a Happy New Year. President Harris complimented Michele on the articles in the Register Mail and the interview was very well done.

### **EXECUTIVE SESSION**

There were no items on agenda under Executive Session.

### **RETURN TO OPEN SESSION**

There were no items on agenda under Open Session.

### **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the January 13, 2022 Board of Health meeting at 8:16pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satisfsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Susan Vinson-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes.