

**KNOX COUNTY BOARD OF HEALTH MINUTES
OF MONTHLY MEETING
February 10, 2022, 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 February 10, 2022. President Dan Harris called the meeting to order at 6:44 PM. Present were Dan Harris, Kevin Satisfsky, 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; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Reine Reyes, COO; Mary Guenseth, Director of Family Case Management, and Tina Jockisch, Administrative Clerk. Members of the public: Jared Hawkinson, County Board Chairman.

ADDITIONS TO AGENDA

The additions to the agenda are to add under Business Meeting B.1 the Health Department Budget Increase and add an Executive Session at the end of the meeting. A motion to approve to the amended agenda was made by Dan Harris and seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Kevin Satisfsky-yes; DuRae Fletcher, Sr-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; and Dan Harris-yes. Absent: Doug Gibb and Lorraine Garland.

PUBLIC COMMENT

No members of the public.

PRESIDENT'S BUSINESS

The first item on the agenda under President's Business, Board of Health Member Recruitment Update, President Harris stated the Board of Health opening has been posted in the Register Mail, The Burg and on the Knox County Health Department website and will be accepting application until Monday February 14, 2022. President Harris stated in the past the Board has processed the applications in a couple different ways, Committee review the applications and talk to the applicant as they come in or after deadline, the other way is the Board discuss applications in executive session at the next meeting. Bruce Bobofchak and Doug Gibb suggested the Board receive the applications for review and discuss in executive session at the next meeting. Robert Bondi stated that Dr. John McClean is very interested in joining the Board. President Harris stated the applications will be distributed to the Board for review and will be discussed in executive session at the March meeting.

The final item on the agenda under President's Business, Board Member Completion of Request for COVID 19 Vaccine Record, as previously discussed President Harris reminded the Board, due to the Health Department and Health Center receive Medicaid funding, there is an HHS Medicare/Medicaid vaccine mandate that requires employees, Board of Health members and Governance Board members to comply with these mandates. Due to meetings being virtual this does not affect the Board yet, but Michele will be sending a HIPAA release to Board members to gather the necessary vaccination information in such time the Board goes back to in person meetings. Michele stated that once we receive the HIPAA release, we go into I-CARE and print out the vaccine information, she suggested if Board members did not want to fill out HIPAA release, they could get a copy of their vaccine record and send it to Michele. Michele stated there was no testing option to get out of the mandate, but if someone wanted information on religious or medical exemptions to please let her know.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the January 13, 2022, meeting as circulated was made by Robert

Bondi. and seconded by Doug Gibb. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

Treasurer's Report

The first item was an addition under the Business Meeting, Jerome Townsell, presented the Knox County Health Department Budget Increase, stating Health Department received DCEO Cures funding, increasing miscellaneous revenue by \$50,000, increasing Capital Outlay – Building by \$15,000, and increasing Equipment by \$35,000. Jerome stated the Health Department received funding that allowed to make changes within the building, do some updates to the smart board and purchase twelve new computers. A motion was made by Bruce Bobofchak to approve Knox County Health Department Budget Increase as presented; was seconded by Susan Vinson. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of February 2022 totaling \$262,304.26. He went on to note that additional expenses since the mailing of the agenda included: Snowblower \$2,129.00, LIHWAP \$2,154.25, Office Supplies \$380.00, Snow Removal \$540.00, and Phone Line (\$1.50) totaling \$5,201.75. Jerome noted in tonight's bills there were rent checks for the Bergner's building and Contact Tracing building, those bills were added but the checks were to be held until we know the grants are finalized, but wanted the checks issued to pay rent in a timely matter if the grants are approved. A motion was made by DuRae Fletcher, Sr to approve payment of the February 2022 bills as presented; was seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The final item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending January 31, 2022 stating the Health Department is \$379,103.51 Net Revenue Over Expenditures for the month and (\$196,165.76) Net Revenue Over Expenditures for the year. Jerome stated we are currently (\$196,165.76) in the red due to LIHEAP and waiting for reimbursements to come through. Jerome stated there will be a few more line-item adjustments or budget increases due to having three more grants that are either extending or new grants that will need to be budgeted for.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

The first item under the Administrator's Report, Michele Gabriel informed the Board on National Public Health Week; April 4-10, 2022, stating the Health Department is looking into how they are going to celebrate this year, and welcomed any ideas from the Board beyond what was done previously. Michele stated the Health Department usually uses the media outreach to do press releases, radio shows, etc. to promote Public Health throughout the community. Michele stated if any of the Board members have ideas, they could email her.

- **FY22 KCHD Grants Update**

Michele presented the updated FY22 KCHD grants, stating these are the current grants with addition of COVID-19 Crisis Grant (just received contract) and COVID-19 Response Grant (submitted today) waiting on contract. Michele noted the volume of grants that we are administering, there are four COVID grants that we normally would not have, three extra Health Center grants and three or four extra LIHEAP grants. Michele thanked Jerome publicly for administering all the extra grants and all the reports and documentation that go with them. Michele stated with the COVID-19 Crisis grant allows the Health Department to look at workforce analysis (to see what we have and what we need), some employee retention, awards, and sign on bonuses to try finding and retaining staff. The COVID-19 Response grant will allow the Health Department to continue some of the Contact Tracing activities as well as other items. Michele stated there is capital money in the Health Center, this is the first-time receiving capital money, there is a lot of different paperwork to fill out that the normal grants.

- **Building Leases Update**
Michele stated the Health Department has vaccine money to pay for the Bergner's building lease through September 30, 2022, and COVID-19 Response money to pay for Henderson Street (Contact Tracing) building lease through January 31, 2023. Michele reminded the Board at this time the Health Department is out of space and need to keep the other two buildings.
- **Board of Health Orientation Options**
Michele asked with all the new Board of Health members if the Board wanted her to update the Board of Health Orientation Manual and send out or if the Board wants to go over key points in the meetings? Susan Vinson and Stephanie Grimes thought the manual would be helpful and if they had questions they would call or email Michele.
- **Housing of City of Galesburg IEPA Medication Take Back Program**
Michele stated she talked to Todd Thompson, Galesburg City Manager about housing the City of Galesburg IEPA Medication Take Back Program, due to changes in the Health Center we will not have the room. Michele told Todd Thompson she would recommend to the Board to discontinue housing the medication program here, and noted the pharmacies and hospital have medication drop off locations. Michele stated there are some liabilities to us having large amounts of disposed drugs where some staff have access to them. Michele stated they would do some media about the new locations of where they can dispose of their medication over the next few months before it is shut down here. Michele stated the sharps program the Health Department runs for the City of Galesburg is well used and there are no other opportunities for that program in the city.
- **Salary Schedule and Compensation Study Update**
Michele stated Robert Bondi spoke up at last meeting that the county was doing a salary study and recommended Michele contact county to see if the Health Department could get in on their study. Michele followed up after the meeting with Robin Davis, David Amor, and Robert Bondi, they are willing for the Health Department to add an addendum to their salary study if needed to ensure the Board of Health receives their own salary schedule that they can adjust separate from what the County has, so they can do what is need for our grants, and still look at our job descriptions to make sure they are appropriate salary wise and they are willing to work with us on that. Michele stated if we do the addendum and get through parts of it and do not feel you are getting what you need as a Board of Health, we can go out to bid later. Michele stated the County is trying to encourage the department heads to work with them, and Michele asked to meet with the people doing the salary study to make sure they have a good understanding of exactly what the Health Department does and needs.
- **CHC Operational Site Visit Preliminary Dates; week of July 18-22, 2022**
Michele stated the Health Center received notification their Operational Site Visit will be the third week in July, we requested July 20-22, it will be completely virtual. This will be an extensive site visit of Health Center operations, a lot of paperwork, they like to talk to board members since we are a public entity, they would like to talk to Board of Health members too. Generally, they do not require as many Board of Health members, this situation it would be available virtually and go through all the qualifications for that. Michele and Reina Reyes CHC COO, had a training Monday, Tuesday and Wednesday this week, requirements are stepping up for grants. Michele stated she spoke with other Health Departments, and it is a different site visit, the average is ten citing's per visit, at the most the Health Department has had five or six at a time on a site visit.
- **340b Program Annual Recertification**
Michele stated the Health Center has recertified the 340b program, which must be done annually.
- **Annual CHC UDS Submission Status**
Michele stated the Health Centers UDS report is in ready to go status. Reina reported earlier to the

Governance Board the data is matching up better this year and getting better reports, this is the second full year in EHR, they are working through the audit function of that, and it will be submitted by February 15, 2022.

DIVISION DIRECTOR REPORTS

The first item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator, updated the Board on COVID-19 Updates stating as of February 8, 2022, Knox County is at 6.9% positivity rate, the State of Illinois is pushing farther away from using positivity rates, especially since individuals testing for work purposes and increased use of home test kits which are not recorded. The same for cases per 100,000 with more home test kits the numbers become less and less accurate, the State does it on a weekly basis and are a week behind, January 30 through February 5 we are at 453 cases per 100,000. It was a significant drop from the prior week, which was over 1,000 cases per 100,000.

Wil stated the vaccination rates are moving slowly, 56.22% received 1st and 2nd doses, 29% are boosted, there are a lot more people eligible for boosters than received it. Wil stated we continue to advertise and have clinics, but there has been a slowdown in people wanting vaccines. Hospitalization rates regionally as of today there are 260 in hospital with COVID, which is down 103 from February 1, ICU bed availability as of today is 22%.

Wil stated the vaccine division hired an LPN, so now they have a RN and LPN to help cover testing and vaccine clinics, to free up the Health Center providers and nurses. Wil stated there are still several positions open, LPN, medical assistants, and patient service representatives. Wil stated there is a decrease in testing, two weeks ago we were averaging 75 to 90 test a day and this week we barely had 25 per day. Wil stated previously they were looking at other options for testing, but unfortunately several red flags came up so, at this point we are sticking with the current testing.

Wil stated there the Health Department has done a lot of advertising for vaccine, 1st dose, 2nd dose, boosters, adolescents 12-18, pediatrics 5-11 are available at every clinic. Health Department is preparing for the pediatric 6 months to 5 years vaccine to roll out, the State is expecting it to be approved next week, working with Warren County Health Department to order vaccine together as a group so everyone is not sitting on a bunch of vaccine not knowing how quickly it will be used. Wil stated the Health Department is putting together a walk-in clinic on Saturday March 5, for the younger individuals. Wil stated there will be a lot of education of individuals when they come in and if we can not safely give your child the vaccine, we are going to recommend you go to your pediatrician's office to get it. Michele stated we have nurses that are very good at giving shot to infants, but they do not work every clinic. We have a lot of volunteers and staff that do not normally give vaccine, and it is very different giving it to a small infant or small child.

Wil stated Isolation and Quarantine are now five days, if you are a close contact or test positive after day five if you are fever free with no fever reducers, still asymptomatic, if you were in quarantine and your symptoms cleared up you are allowed to go back into public you just need to mask for an additional five days. There are some very special requirements for health care and other groups that do not meet that, but that is the guidance currently. The State of Illinois has now taken over most of the contact tracing initial contacts, you must opt in for contact tracing. The Health Department is still handling outbreaks and working with schools. Wil stated the Health Department is having trouble receiving the BinaxNow rapid tests from the State.

The next item on the agenda under Division Director Report, Reina Reyes, CHC COO, updated the Board on CHC MCO Medicaid Dental Claims Audit, stating the Health Center had an audit of dental claims, they collected the information in October when the report came back, we received a score of 91.72 out of 100. The Health Center addressed the gap with representative Carol Brunner on January 18, 2022, through video conference, they reviewed the need to correct some deficiencies we had regarding having some of the treatment plans signed and put into the record, the need to document smoking habits of some of our patients dental record and bring that information over from the medical record, some process issues that we

are working on a plan of corrections, they were happy with our plan of corrections. Our Dental Director Dr. Miller-Finch followed up with the Illinois State Dental Director and they are happy with what the Health Center has planned for correction.

The final item on the agenda under Division Director Report, Reina Reyes, CHC COO discussed with the Board about Federal CHC Programs, stating there are a lot of programs being released, HRSA is offering the Health Center to distribute self-test kits, we placed an order on January 11, 2022, for 5 pallets (6,000 kits) but as of today the self-test kits have not received. The Health Center was contacted to distribute N95/KN95 masks, as of today the order of N95/KN95 masks have not been received. HRSA is also offering medication therapeutics, oral medications for treatment of COVID positive individuals, currently the Medical Director and Nurse APN are working on understanding the drugs and how to use them in a course treat COVID positive individuals. When the Medical Director and Nurse APN feel confident that they can utilize the therapeutics for individuals that test positive, the Health Center will be ordering medications to distribute to the community members that need them.

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

There were no items on agenda under Work Session.

OLD BUSINESS

The only item on agenda under Old Business, Michele Gabriel, Public Health Administrator, presented the 2021 Annual Report for Approval to Forward to the Knox County Board, stating there was one typo that is getting corrected. Michele stated as a certified health department we are required to forward the annual report to the County Board for approval by 90 days after the close of the fiscal year which is November 30. Michele stated once the County Board approves the annual report, the Health Department will begin making it available to the public. A motion was made by Bruce Bobofchak to approve Forwarding 2021 Annual Report to County Board as presented; was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

NEW BUSINESS

The first item on agenda under New Business, Michele Gabriel, Public Health Administrator, presented the 2022 CHC Sliding Fee Scale Annual Program Adjustment, stating the sliding fee scale is used in the Community Health Center as a co-applicant for that grant the Board of Health reviews and approves each year. Michele stated the sliding fee scale is revised every February for the poverty level guidelines that are released in the federal register, they are also included in your packet for reference, they are effect on March 1 each year. Michele stated the Health Center starts over and require each patient to renew their sliding fee scale application to determine what level they are at. In closing Michele stated the Governance Board approved the sliding fee scale earlier this evening. A motion was made by Doug Gibb to approve 2022 CHC Sliding Fee Scale Annual Program Adjustment as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

The final item on agenda under New Business, Michele Gabriel, Public Health Administrator, presented the LIHEAP Program Specialist job description, stating this position replaces another position that was a lower salary pay grade but includes additional responsibilities. Michele stated the determination has been made it would be beneficial to have a specialist who took on more of the extended duties associated with LIHEAP that would take them off the plate of the Director of Wellness Promotion, which would open her up to

take a little bit more responsibility off the Assistant Administrator. A motion was made by Robert Bondi to approve LIHEAP Program Specialist job description as presented; was seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satisfsky-yes; Doug Gibb-yes; DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Stephanie Grimes-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Lorraine Garland-yes; and Dan Harris-yes.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on February 17, 2022, beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on February 23, 2022, at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on March 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 is working diligently with American Recovery Program Act that provides \$9,600,000 extra funding to the County, getting close to the applications form that will be going out to people who have shown some requests. Robert stated the Health Department has their own programs but encourage if there is something in their environment to look at, please do.
- Robert wanted to highlight the County's efforts to bring broadband into the County, both from the American Recovery Act and their efforts to identify other funding to make the whole County close to be on fiber as possible but getting the downloads into 50-100mg and 50 uploads.
- Robert reminded the Board in May and June the County will be starting budget season.
- Robert stated Michele did a great job last month updating the County on the efforts associated with both the vaccine activity, COVID in general and testing, what the Health Department is trying to accomplish.
- Robert thanked Michele and the Board of Health to cooperate with the wage study.

County Board Chairman Jared Hawkinson stated the work the Board of Health is doing for the Community is outstanding, because it is allowing Michele and her staff to make a difference in the community, and he really appreciate it. Jared stated he receives a lot of comments about the Health Center and Health Department are handling their business. Jared stated the County is due to receive the second half of the American Recovery Act \$4,800,000 in May. He stated Knox County was one of sixteen communities in Illinois that was elected to participate in Accelerate Illinois, it has everything to do with bringing broadband to the underserved, an unserved portion of the community and throughout the county. Once Knox County completes the seminars, they are required to participate in every Thursday morning for two hours, for almost three months, the County will be receiving a substantial amount of money, total amount is unsure. Jared stated his goal since he took over as chairman is Modernization of County Government Operations, the County is revamping the entire website this year, by end of year all non-judicial administrative offices will have a separate building. Continued push to modernize every office in every aspect, which makes everybody in the County have a better ability to use government services, which in turn makes everyone's job a little easier and save a little bit of money. Jared stated he declared open meetings act allows the chief executive for whatever entity to make a declaration or authorization to do the meetings via ZOOM or remote. The authorization Jared put out in January extends until March 31, 2022, with anticipation at the end of March the County Board members will not be able to participate short of their Board rules, there are some stipulations if you are traveling for work or sick that you can still participate if a quorum is present but will be returning to open session by the end of March. However, ZOOM is a very good program, they will continue for everyone in the public to participate.

BOARD MEMBER COMMENTS

Bruce Bobofchak thanked everyone for all their hard work, proud of the work on the Annual Report, it looked like a difficult thing to put together and he thought it looked very professional. Susan Vinson said it

has been a tough year and hopes the employees do something fun for National Public Health Week, keep up the hard work it is appreciated. The rest of the Board appreciates all the work the Health Department is doing. President Harris thanked Michele and her team and thought everyone did great on the Annual Report capturing a tremendous body of work over the last year.

EXECUTIVE SESSION

A motion was made by Kevin Satisky to go into Executive Session at 8:02pm; the motion was seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Kevin Satisky-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.

A motion was made by Robert Bondi to go leave Executive Session at 8:35pm; the motion was seconded by Kevin Satisky. Roll Call vote was unanimous: Kevin Satisky-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.

RETURN TO OPEN SESSION

A motion was made by Doug Gibb to return to Open Session at 8:35pm; the motion was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satisky-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.

ADJOURNMENT

A motion was made by Robert Bondi to adjourn the February 10,2022 Board of Health meeting at 8:36pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satisky-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.