

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
March 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 March 10, 2022. President Dan Harris called the meeting to order at 6:51 PM. Present were Dan Harris, Kevin Satsky, MD, Doug Gibb, DuRae Fletcher, Sr, Robert Bondi, Stephanie Grimes, Bruce Bobofchak DDS, and Lorraine Garland, MD. Absent: Susan Vinson. Also, present were Michele Gabriel, Public Health Administrator; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; and Tina Jockisch, Administrative Clerk.

**ADDITIONS TO AGENDA**

The additions to the agenda are to add under Business Meeting E. 3<sup>rd</sup> Quarterly Progress Report, F. 4<sup>th</sup> Quarter Progress Report, and G. KCHC Business Plan 2022-2024. A motion to approve to the amended agenda was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson

**PUBLIC COMMENT**

No members of the public.

**PRESIDENT'S BUSINESS**

The first item on the agenda under President's Business, Reminder: Board of Health COVID-19 Vaccine Records, President Harris reminded the Board of Health members to turn in the HIPAA release for COVID-19 Vaccine Records. If Board members did not want to fill out HIPAA release, they could get a copy of their vaccine record and send it to Ms. Gabriel.

The final item on the agenda under President's Business, discuss (Hybrid) Format for Monthly Meetings, President Harris asked the Board members if they would be interested in having a Hybrid meeting. A hybrid meeting is a gathering where some attendees join in person while another part of the group joins remotely (through a video call or conferencing tool). Board members agreed they like the option of the Hybrid meeting in case they are unable to attend in person. After discussion President Harris stated the Board of Health would try the Hybrid meeting for April.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the February 10, 2022, meeting as circulated 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; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson

**Treasurer's Report**

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of March 2022 totaling \$198,950.66. He went on to note that additional expenses since the mailing of the agenda included: Advertising \$8,000.00, Mortgage \$8,000.00, Phone/Internet \$3,620.07, Client Services \$1,275.75, Equipment Repairs \$985.38, Supplies \$738.89, Snow Removal \$270.00, and Shipping Fees \$23.87 totaling \$22,913.96. A motion was made by DuRae Fletcher, Sr to approve payment of the March 2022 bills as presented; was seconded by Robert Bondi. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Robert Bondi-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Bruce Bobofchak-yes;

DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending February 28, 2022 stating the Health Department is \$196,394.87 Net Revenue Over Expenditures for the month and \$229.11 Net Revenue Over Expenditures for the year. Jerome stated the Health Department received a Capital Grant for FQHC, so the financial statements will be fluctuating due to a few construction projects. Jerome stated expenses will be high one month and grant money will be coming in the following month.

The next item under the Business Meeting, Jerome Townsell, updated the Board on HVAC Project, stating the seven HVAC units for the roof have been ordered and paid for in February, there is a twenty week wait before the HVAC units will be received. Jerome stated after the Health Department talked to a few companies through MSI about the thermostat and thermostat controls for the HVAC units, they are looking forward to change in technology where you no longer need to be at the panel to change the temperature on each unit, you will be able to do it from a computer or smart phone. Jerome stated with the long wait time on the HVAC units and getting them installed, the Health Department will probably be forced to ask for an extension from HRSA on the CARES Grant to be able to pay for the rest of the project.

The next items were an addition to agenda under the Business Meeting, Michele Gabriel, Public Health Administrator, presented the Knox Community Health Center FY2021 3rd Quarter Progress Report and FY2021 4th Quarter Progress Report. Michele stated these reports are used to monitor the financial activity in the Knox Community Health Center. Michele stated the first page monitors actual visits compared to budgeted visits and HRSA targeted visits. Community Health Center numbers decreased last year, up from the previous year; however, they remain about half of what they should be. Michele went on to review the actual cost per patient and per visit for Medical, Dental, and Behavioral Health patients, the numbers are reported in the UDS report when they are finalized and compared to State and National numbers. Michele stated overall there has been significant improvement in the accounts receivable for the Knox Community Health Center; however, there remains the need for improvement of the average completion lag; the historical average is around 30 to 40 days for completed claims to be sent out; HRSA likes to see a 14-day completion lag for claims. Michele closed noting that HRSA would like to see grant revenues as less than thirty percent of total revenues; however, the CHC is generally higher than thirty percent, due to COVID grants the grant revenues as a percentage of total revenues is near seventy percent.

The final item is an addition to agenda under the Business Meeting, Michele Gabriel, Public Health Administrator, presented the Knox Community Health Center Business Plan for FY22-FY24, stating the Governance Board approved the three-year plan at their meeting. Michele pointed out the UDS Benchmarks for Illinois and US, stating the cost are going up so the Knox Community Health Center numbers are closer to what the actual benchmarks are in some areas.

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

### **COVID-19 Testing/Vaccine Division Progress Update**

In the first item under her report, Michele Gabriel stated the COVID-19 Testing/Vaccine Division continues to move forward with operations and hiring. There is still testing available three days a week and providing vaccine two days a week; however, activity is lower. Michele stated she considers this division a success because it has allowed staff who work in other programs to continue to spend more time in their actual programs providing the public more access to those programs and giving staff some relief.

### **UPDATED: Board of Health Task Calendar**

In the next item, Michele presented the Board with the updated Board of Health Task Calendar, listing term expirations, and reminders when committees need to be formed.

## **KCHD Organizational Chart/Staffing March 2022**

Next, Ms. Gabriel presented the Board with an updated Health Department Organizational Chart with the addition of the Vaccine/Testing Division and Contact Tracing Division, as well as the Staffing Report that it being provided to the Board at least quarterly. Michele closed noting that fully staffed the Department would be at 83 full-time staff; currently, there are 63 full-time staff, and the Health Department continues to experience hiring difficulties.

## **Knox County Wage Study Update**

Michele continued by updating the Board on the Wage Study. She reported that the Health Department had reviewed and updated all the job descriptions, updated the organizational chart, and created a listing of job descriptions by divisions and paygrade. All this information has been forwarded to the County to provide Paypoint, the consulting agency. Michele stated that the next step is to fill out an informational form for each job description that will describes specifics about each position and will assist the consulting agency in the completion of the project. Michele closed noting that the County is looking to broaden their study looking to include information about how far the County is having to reach out to hire and how long it is taking to fill positions.

## **After Hours Triage/On-Call Program Changes**

In the next item under her report, Michele stated the Knox Community Health Center is required to have 24-hour on call coverage for patents. Currently OSF provides the afterhours coverage for the Community Health Center via a nurse triage line where the Department was charged on a case-by-case basis. Michele went on to note that she met with OSF, and they are changing their model for program; however, she still feels the OSF program would be easier and cheaper than paying providers to be on call. Michele closed noting that the Health Department will do its due diligence and compare other programs before deciding, and that OSF had offered give us ninety days for the Health Department to moving forward.

## **2021 Health Department Accomplishments**

Michele presented the 2021 Health Department Accomplishments to the Board of Health stating that Division heads had put the list of accomplishments for the year. Michele stated a portion of the list was shared in the Annual Report.

## **Community Partner Meeting; April 6, 2022**

In her final item, Michele stated she had spoken with OSF partner and there will be a Community Partners Meeting: April 6, 2022, to discuss priority community health care concerns. The Health Department will be using this as part of its IPLAN process and she will attend along with Brianne Nichols who is coordinating the IPLAN. The hope is to move forward and use this information to prioritize what the priority health concerns are for the community and use them to complete the Comprehensive Community Health Needs Assessment and Community Health Improvement Plan required in the completion of the IPLAN process.

## **DIVISION DIRECTOR REPORTS**

The first item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator, updated the Board on Family Case Management Audit, stating March 3, 2022, Family Case Management program had a virtual audit, at this point we were told leaving everything looked good. Wil stated we have not received the official written report yet to know if they are anything that needs to be addressed, if there is it should be minor. Wil stated at this time he believes we passed the audit with no issues, which is wonderful considering onboarding a new Division Director in the middle of last year.

The final item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator, discussed with the Board about National Public Health Week, stating April 4<sup>th</sup> – April 10<sup>th</sup> is National Public Health Week, the Health Department will be doing some activities during those days. Wil stated there will be a lot of social media post, Facebook, Instagram, and Twitter, press releases to feature Health Department staff, and what each division does. Wil stated the Health Department/Health Center are working out the details to do a public event at possibly the library to give out self-test kits, N95 masks,

do blood pressure screenings, and have information on what the Health Department/Health Center is doing. Wil stated if the Health Department can get everything worked out, they may try to turn it into a vaccine clinic.

### **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, Public Health Administrator, presented the Board of Health with the draft COVID Crisis Grant Workforce Recovery Program Retention and Recruitment Policy and Procedures reminding the Board of Health that there was consensus on the part of the Board during discussions about development of the COVID Crisis Grant, and that IDPH had encouraged local health departments to consider retention and recruitment bonuses for Public Health staff. Michele went on to note that the Public Health Workforce, in Illinois and across the United States, has been impacted heavily by its tremendous role in response to COVID 19 throughout 2020, 2021, and into 2022, and that this grant, whose purpose is to fund local health departments to aid in rejuvenating Public Health. These efforts are intended to take the Knox County Health Department through the next decade and beyond. As such, the described retention and recruitment policy and procedures outlined below are intended to be implemented as part of a larger plan for Health Department Workforce Improvement. Michele stated this is the Health Department's plan to provide retention bonuses for staff who have been here, and recruitment dollars available for staff positions that are historically difficult to hire. Michele stated the longevity payout goes by pay grade, longevity at time of payout and will be paid out in their regular paychecks in two increments in June 2022 and June 2023. Michele noted that the program ends at the end of program year, so it is a one-time deal that ends June 30, 2023. Michele stated the signing bonuses would be paid in two installments according to positions, the first installment once 90 days completed and second installment after 6-month probation is completed. Michele stated the sign on bonuses would have to be made before the end of the grant program which is through June 30, 2023. In closing Michele noted that she will bring the policy back to the Board at the April 14, 2022 meeting for actions, and, if there is no dissent, will present the COVID Crisis Grant Workforce Recovery Program Retention and Recruitment Policy and Procedures to the Personnel Committee of the Knox County Board this month as well for their information and review. Consensus was for Ms. Gabriel to provide the policy to the Personnel Committee of the Knox County Board this month.

### **OLD BUSINESS**

The only item on agenda under Old Business, Michele Gabriel, Public Health Administrator, discussed completion of the Illinois Plan for Local Assessment of Need (IPLAN); required to be completed by every local health department in Illinois to be certified and eligible for the Local Health Protection Grant for core services. Michele reported that the Health Department has been working to complete the IPLAN process throughout the COVID-19 Pandemic response utilizing the APEX PH model; noting that historically the Board of Health completes a formal strategic planning process as part of IPLAN; however, at this time her recommendation is for the Health Department to complete the organizational self-assessment tool to finish out the IPLAN and forego strategic planning until 2023. Michele stated the organizational self-assessment is done internally by Management staff and they create an improvement plan from it. Michele stated her recommendation is because there is a need for the Board of Health to complete a comprehensive strategic planning process due to the Health Department facing many changes and challenges; such as the Illinois Minimum Wage increase to \$15.00 and our, the need for additional building space, and needed program changes; all of which will be difficult to delineate until the extra COVID programming and funding is less prevalent. The Board of Health provided consensus that the Organizational Self-Assessment Tool should be used to complete the IPLAN and that completing a strategic plan will be looked at again in 2023.

## **NEW BUSINESS**

The only item on agenda under New Business, Wil Hayes, Assistant Public Health Administrator, presented the Knox County proposed Knox County Health Department Article III Potable Water and Closed Loop Well Ordinance changes, stating that it is being brought the Board for review only, and any questions can be discussed during the April meeting. Wil went on to state that his recommendation is that the Ordinance be updated by repealing the old Ordinance in its entirety and adopting the new Ordinance; placing fees in an appendix so they can be amended without opening the entire Ordinance. There not a significant change to the Ordinance other than changing the format and layout be in line with the Food Ordinance, so they hopefully flow better together, as well as updating definitions, adding additional definition that were previously not included, deleting definition no longer needed, and ensuring the correct references are included. Will closed stating the goal would be for the Potable Water and Closed Loop Well Ordinance to be adopted in 2022 to go into effect January 1, 2023. President Harris suggested the Health Department contact the Farm Bureau to see if they want involved in the water well ordinance discussion.

## **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on March 17, 2022, beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on March 23, 2022, at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on April 14, 2022, beginning at 6:30 p.m. via hybrid meeting.

## **COUNTY BOARD LIAISON**

There were no comments from the County Board Liaison.

## **BOARD MEMBER COMMENTS**

Kevin Satsky and the rest of the Board appreciates all the work the Health Department is doing. Stephanie Grimes stated she has brought Knox College students to the Community Health Center and was really pleased by how professional and helpful the front-end staff and the professional providers were to the students who were very nervous to come to a new place. Bruce Bobofchak stated he gets the sense of relief in not spending ninety percent of the meeting talking about COVID, hoping we are getting past that and able to return to normal Health Department duties. President Harris thanked Michele and her team and for the list of accomplishments.

## **EXECUTIVE SESSION**

A motion was made by Doug Gibb to go into Executive Session at 7:59pm; the motion was seconded by DuRae Fletcher, Sr. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson and Robert Bondi.

## **RETURN TO OPEN SESSION**

A motion was made by Doug Gibb to return to Open Session at 8:48pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson and Robert Bondi.

Upon returning to Open Session, no action was taken on XVI. A. Forward Selected At-Large Member Application to County Board for Action. President Harris and Bruce Bobofchak will interview candidates.

## **ADJOURNMENT**

A motion was made by Lorraine Garland to adjourn the March 10,2022 Board of Health meeting at 8:49pm; the motion was seconded by Bruce Bobofchak. Roll Call vote was unanimous: Kevin Satsky-yes; Doug Gibb-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Bruce Bobofchak-yes; DuRae Fletcher, Sr.-yes; and Dan Harris-yes. Absent: Susan Vinson and Robert Bondi.