

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
April 14, 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 April 14, 2022. President Dan Harris called the meeting to order at 6:32 PM. Present were Dan Harris, DuRae Fletcher, Sr, Robert Bondi, Bruce Bobofchak DDS, and Lorraine Garland, MD. Absent: Kevin Satsky, MD, Doug Gibb, Stephanie Grimes, and 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**

There were no additions to the agenda. A motion to approve the agenda was made by Robert Bondi and seconded by Lorraine Garland. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

**PUBLIC COMMENT**

No members of the public.

**PRESIDENT'S BUSINESS**

The only item on the agenda under President's Business, discuss In Person Meetings/Hybrid Version, President Harris stated previously the Board of Health have discussed going back to in-person meetings or try a Hybrid meeting option. Board members agreed they like the option of the Hybrid meeting in case they are unable to attend in person. President Harris asked the Board of Health if they want to continue doing virtual meetings as they have for the last two years. In closing President Harris stated he would meet with Michele and Wil before the next Board meeting to verify the Board of Health is compliant with the Open Meetings Act if they continue to meet virtually.

**BUSINESS MEETING**

**Approval of Minutes**

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

**Treasurer's Report**

The next item under the Business Meeting, Jerome Townsell, reported on revised expenses for the month of April 2022 totaling \$332,569.29. He went on to note that additional expenses since the mailing of the agenda included: EHR Software \$10,949.53, Ads \$8,232.92, Mortgage \$8,000.00, Dental Supplies \$5,253.01, Client Services \$2,727.39, Office Supplies \$1,244.52, Translation Services \$743.34, Maintenance \$280.00, Registration Fees 59.75, and LIHWAP (\$717.55) totaling \$36,772.91. A motion was made by Robert Bondi to approve payment of the April 2022 bills as presented; was seconded by Lorraine Garland. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

The next item under the Business Meeting, Jerome Townsell, presented the Financial Statements for the period ending March 31, 2022 stating the Health Department is (\$9,909.47) Net Revenue Over Expenditures for the month and \$10,586.27 Net Revenue Over Expenditures for the year. Jerome stated the Health

Department is waiting for a significant amount of LIHEAP money. Health Department sent in a budget revision which is done yearly at this time to verify if they need extra grant money, they are currently waiting on approximately \$600,000. Jerome stated he has been in contact with them today and looking to move it forward soon as possible, so the Health Department gets the funds they requested.

The final item on the agenda under the Business Meeting, Michele Gabriel, Public Health Administrator, presented the 1<sup>st</sup> Quarter FY2022 CHC Business Plan Review. 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. Michele noted she put an explanation at the bottom of page twenty-three stating the numbers are from Knox Community Health Center FY22 Budget and numbers from Service Area Competition Application for 5/1/2020-4/30/2024. Community Health Center numbers remain low for actual visits and patients, noting there is outreach work going on. Michele noted the Community Health Center budgets and grant applications are written based on being fully staffed with providers, currently they are down one Dentist, one APN, and three Behavioral Health Counselors. Community Health Center has significant number of staff they are looking to hire, additionally we still struggle to attract medical patients and continue to work with that. 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 the actual cost per patient is within our realm, but some of the other costs are out of boundary's, this cost can only be impacted by the influx of patents. Community Health Center is very careful with the cost of their supplies and other disposables, the only way to balance out the Community Health Center is increase patients seen and billables or decrease staff. Michele stated overall there has been significant improvement in the accounts receivable for the Knox Community Health Center; however, they are clearing out COVID claims related to billing for test administration and writing some of them off because the COVID money for the uninsured has been discontinued. Michele noted 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. Michele noted the financial statements are broke down by Medical, Dental, and Behavioral Health to show how each division is doing and what their cost are. Michele closed noting the 340b program report is how the Community Health Center monitors how much they are paying out for pharmaceuticals to Cardinal Health and what revenue comes in from Walgreens for the 340b program.

Dr. Bobofchak raised concern about the low medical numbers in the Community Health Center. Michele stated the medical program has been historically a struggle, noting in previous discussions with the HRSA reviewers they stated you cannot have the Community Health Center without a medical program.

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

The first item under her report, Michele Gabriel updated the Board on HVAC Project stating we are still on HVAC units due to twenty-week lead-time. Michele and Jerome received approval to extend the CARES Funding that is paying for the majority of HVAC Project, they were able to cover the cost of the equipment in the grant which ended on March 31, 2022. Michele and Jerome asked permission to extend the CARES Funding grant again and were approved to file an extension through the end of 2022. Michele and Jerome are currently working on the extension, noting there is approximately \$90,000 left in the grant to move over to the HVAC Project. Jerome stated there was a change order for Trane Controls upgrade on the HVAC Project, noting there are seven thermometers that read the temperatures in the seven different zones throughout the building. Jerome stated when MSI submitted their bid it had the Health Department keeping the old controls and only replacing the seven new HVAC units, after recently finding out if something goes wrong with the old controls, they would not be able to get parts due to controls being over twenty years old. Jerome stated with the Trane Controls upgrade they would be able to control the HVAC units inside or outside via laptop, cell phone, tablet, etc. In closing Jerome noted an advantage was being able to control the HVAC system from home and not having to come into the office if the temperature needed adjusted. Michele noted the MSI bid came in lower than what the Health Department originally budgeted for, so with the addition of the Trane Controls upgrade it still comes in under budget.

The next item under her report, Ms. Gabriel updated the Board on Knox County Wage Study, Ms. Gabriel reported that the Health Department have gathered all the job descriptions together and with Wil's help they have primarily completed filling out an informational form for each job description that describes specifics about each position and will assist the consulting agency in the completion of the project. Ms. Gabriel stated 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. Ms. Gabriel stated the County has finalized their contract with Paypoint the consulting agency, the Health Department's expenses and deliverables will be added on as an addendum and then billed to the Board of Health separately. Ms. Gabriel stated the Health Department asked Paypoint to come to the Board of Health to present the wage study information and give the Board of Health an opportunity to ask questions. In closing Ms. Gabriel stated she felt it was important to leave the few contractual providers and staff off the salary schedule, so the Health Department can negotiate those salaries. Paypoint stated they can do a lot of comparison for what the contractual providers are being paid but still leave them off the salary schedule.

The next item under her report, Ms. Gabriel updated the Board on Rear Entrance Security Upgrade stating the Health Department is moving forward with the project with funds from the COVID Response grant, keeping the existing rear doors but added locking mechanisms so the employees can enter them using a key fob. The key fobs will be programmed so employees will only have access during working hours or if they are working over the weekend, you can give them access, also certain management will have access 24/7.

The final item under her report, Ms. Gabriel updated the Board on CHC BPR Approval stating every year the Community Health Center completes a competitive application or budget progress report, then HRSA sends us a notice of award. Ms. Gabriel stated the Community Health Center was awarded \$1,278,566 and noted there is \$426,188 of unawarded balance for current's year funds, making the total authorized financial assistance for this period \$1,704,754.

### **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 Testing/Vaccine Division Progress, stating they continue to test three days a week, Monday, Wednesday, and Fridays 8:30am to 11:30am and 12:30pm to 3:30pm; however, activity is low they are only averaging between four to six tests per day. Wil noted the Community Health Center is evaluating cutting back on testing, to help provide some offsite vaccine clinics in the rural areas. Wil stated with the second booster out vaccines have seen a slight uptick, they went from averaging between ten to fifteen per day to almost forty per day, they administered thirty-two vaccines on Saturday at the Orpheum. Wil noted in your packet is information on IDPH adopting New Federal Guidelines for Reporting COVID-19 Data, for how they are determining COVID rates in communities, they are relying on case rate per 100,000, ICU bed availability, count of COVID-19 diagnosed hospital admissions, 7-day average, and weekly reported deaths.

The final item on the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator, discussed with the Board of Health about LIHEAP FY22 Utility Disconnect Avoidance Program (UDAP) Will stated they are brining the UDAP program back, it was previously done in May of 2021. The State has repaid a large amount of funds it borrowed out of the State's LIHEAP fund, and the decision has been made to do another Utility Disconnect Avoidance Program, so individuals who have any type of back bill are eligible for up to \$5,000 in UDAP payment for any communicating vendor or \$750 for any non-communicating vendor. In closing Wil stated there will be \$370,910.25 in LIHEAP funds going out to cover UDAP payments.

### **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 Review/Revision of Co-Applicant Agreement for Section 330 Grant stating this is the legal agreement between Board of Health and the Governance Board, which outlines who is responsible for what in the operation of the Community Health Center, they apply as a public entity and has a co-application that goes in. Michele asked the Board of Health to review the co-applicant agreement over the next month and make sure it fits the Community Health Center needs, stating it is set up the way HRSA wants for public entities so there is not a lot of change that can go into it. Michele stated this is the document that states the Board of Health oversees the finances and Governance Board oversees the operations within the Community Health Center.

## **OLD BUSINESS**

The only item on agenda under Old Business, Michele Gabriel, Public Health Administrator, presented the Board of Health with the Workforce Recovery Employee Retention and Recruitment Plan, reminding the Board of Health that the funds come out 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 this is pass through money and the intent of this grant 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, or until funds are gone. 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 presented the COVID Crisis Grant Workforce Recovery Program Retention and Recruitment Policy and Procedures to the Personnel Committee of the Knox County Board and the Treasurer's Office. A motion to approve to the Workforce Recovery Employee Retention and Recruitment Plan as presented was made by Robert Bondi and seconded by Lorraine Garland. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

## **NEW BUSINESS**

The only item on agenda under New Business, Michele Gabriel, Public Health Administrator, presented the Board of Health with the KCHD OSHA COVID-19 ETS Amendment, Michele stated the Board of Health approved the KCHD OSHA COVID-19 ETS several months ago, but currently it's not in effect, OSHA was asked to come up with a more permanent document, but it has not been released. Michele stated the Health Department is purposing a flexible plan that will allow us to change based on community exposure, included in your packet is a map of non-patient areas where employees would be able to go mask free including the Boardroom which is also being used as a lunchroom. A motion to approve to the KCHD OSHA COVID-19 ETS Amendment as presented was made by Lorraine Garland and seconded by Dan Harris. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

## **UPCOMING BUSINESS**

President Dan Harris reviewed Upcoming Business, including the Knox County Board Finance Committee meeting on April 21, 2022, beginning at 6:30 p.m. via teleconference, the Knox County Board meeting on April 27, 2022, at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on May 12, 2022, beginning at 6:30 p.m. via hybrid meeting.

## **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison to Board of Health, Robert stated he is part of the task force to expand fiber broadband throughout the County, everyone in the County would have access at a reasonable price and a reasonable level of band width. Several of the County Board members are participating in the Accelerate Illinois Program, there are over twenty County's participating in this program, they meet every Thursday 8:30am-10:30am via zoom. Robert stated typically there are between 55 and 70 participants being educated on broadband access and what grant money is available, with the County's participation in the program they will qualify for a large grant to expand broadband in the County. Robert stated this program will end in late May or first week of June, there is a lot of participation from existing internet providers who are willing to expand broadband within the County. Robert stated the County will be going live on the applications for the American Recovery Act the first week in May, currently they have eight to ten preliminary applications. The County received \$9,600,000 and will be distributing out in various forms for community development to recovery of lost funds in various areas of the County. In closing Robert reminder everyone the County will be starting the budget process within the next sixty days.

Michele stated the Health Department has received the Broadband Internet Access Survey, they were sent out to all staff and posted on the Health Department's Facebook.

## **BOARD MEMBER COMMENTS**

DuRae Fletcher, Sr and the rest of the Board appreciates all the work the Health Department is doing and wished everyone a Happy Easter. President Harris thanked Michele and her team for the everything they do, and President Harris is grateful to be part of the Board of Health.

## **EXECUTIVE SESSION**

A motion was made by Robert Bondi to go into Executive Session at 7:45pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

## **RETURN TO OPEN SESSION**

A motion was made by Robert Bondi to return to Open Session at 7:54pm; the motion was seconded by Lorraine Garland. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

Upon returning to Open Session, A motion was made by Robert Bondi to approve James Wolf At-Large Application to Recommend to Knox County Board for Appointment; the motion was seconded by Dan Harris. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.

## **ADJOURNMENT**

A motion was made by Robert Bondi to adjourn the April 14, 2022 Board of Health meeting at 7:56pm; the motion was seconded by Dan Harris. Roll Call vote was unanimous: DuRae Fletcher, Sr.-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky, Doug Gibb, Stephanie Grimes, and Susan Vinson.