

**KNOX COUNTY BOARD OF HEALTH MINUTES  
OF MONTHLY MEETING  
May 12, 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 May 12, 2022. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, Robert Bondi, Bruce Bobofchak DDS, Susan Vinson, Stephanie Grimes, Lorraine Garland, MD, Kevin Satisfsky, MD, and James Wolf. Also, present were Michele Gabriel, Public Health Administrator; Wil Hayes, Assistant Public Health Administrator; Jerome Townsell, Director of Finance and Facilities Management; Mary Guenseth, Director of Family Health/WIC; and Tina Jockisch, Administrative Clerk.

**ADDITIONS TO AGENDA**

Ms. Gabriel, Public Health Administrator reported two additions to and two deletions from the agenda. First addition, under Public Health Administrator's Report was D. Building Security and the second addition under Division Director Report was WIC Reopening, with a report provided by Wil Hayes, Assistant Public Health Administrator. Additionally, Ms. Gabriel removed item a. Review/Revise Co-Applicant Agreement for Section 330 Grant from the agenda under Old Business. A motion to approve the agenda was made by Doug Gibb and seconded by Bruce Bobofchak. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; and Dan Harris-yes. Absent: Kevin Satisfsky and James Wolf.

**PUBLIC COMMENT**

No members of the public.

**PRESIDENT'S BUSINESS**

The first item on the agenda under President's Business, President Harris asked the Board for a motion to accept Board of Health member DuRae Fletcher, Sr's resignation. A motion to accept Board Member DuRae Fletcher, Sr's resignation was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; and Dan Harris-yes. Absent: James Wolf.

The next item on the agenda under President's Business, President Harris stated that the resignation of DuRae Fletcher has left the Board of Health Secretary position is vacant. President Harris requested volunteers from the Board of Health to fill the Secretary position; receiving none, President Harris moved the appointment of a new Board of Health Secretary to the June 9, 2022 Board of Health meeting; noting the Board of Health must have a secretary to be compliant with Board bylaws. President Harris closed stating that he would contact Board members personally over the next month seeking a volunteer to assume the secretary position.

The final item on the agenda under President's Business, President Harris introduced newly appointed Board of Health member James Wolf, who introduced himself. Additionally, Board of Health President Harris called on members to introduce themselves and welcome new member James Wolf.

**BUSINESS MEETING**

**Approval of Minutes**

A motion to approve the minutes of the April 14, 2022, meeting as circulated was made by Robert Bondi and seconded by Stephanie Grimes. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; and Dan Harris-yes. Unavailable: James Wolf.

### **Treasurer's Report**

The next item under the Business Meeting, Jerome Townsell, presented to Board the Knox County Health Department FY22 Budget Increase, stating the Health Department budget increase totaling \$2,218,000 was made up of six different grants; including, COVID funds received after the close of the FY22 budgeting process. Jerome noted the Health Department had been notified there would be an additional modification to the budget for LIHEAP; a \$600,000 budget increase that would be brought to the Board for approval at the June 9, 2022 Board of Health meeting. A motion was made by Lorraine Garland to approve KCHD FY22 Budget Increase as presented and was seconded by Robert Bondi. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; James Wolf-yes; and Dan Harris-yes.

The next item under the Business Meeting, Jerome Townsell, presented to the Board of Health the Knox Community Health Center FY22 Budget Increase, stating the Community Health Center budget increase totaling \$25,000 was made up of CMS Navigator Grant funds received to fund navigators to assist individuals in signing up for health insurance. Jerome stated most of the line items were already in the budget, and that these grant funds would be used to cover costs instead in place of using program revenues. A motion was made by Doug Gibb to approve KCHC FY22 Budget Increase as presented and was seconded by Lorraine Garland. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; James Wolf-yes; and Dan Harris-yes.

The next item under the Business Meeting, Jerome Townsell, reported to Board on revised expenses for the month of May 2022 totaling \$495,184.25. He went on to note that additional expenses since the mailing of the agenda included: Software Fees \$11,417.95, Security Lock Install \$7,827.04, Website Build \$6,274.00, Architect Services \$3,285.00, Client Services \$2,401.28, Travel/Training \$1,624.52, Equipment \$870.99, Credit Card Service Fee \$843.76, Supplies \$607.42, Building Maintenance \$546.19, Advertising \$136.00, Legal Service \$72.50, and Background Check \$13.50 totaling \$35,920.15. A motion was made by Stephanie Grimes to approve payment of the May 2022 bills as presented and was seconded by Susan Vinson. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; James Wolf-yes; and Dan Harris-yes.

The final item under the Business Meeting, Jerome Townsell, presented to Board the Financial Statements for the period ending April 30, 2022 stating the Health Department is (\$37,169.96) Net Revenue Over Expenditures for the month and (\$26,162.12) Net Revenue Over Expenditures for the year. Jerome stated the Health Department had a slight delay in LIHEAP payments, but recently received a check for \$587,000 to cover those expenses.

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

The first item under her report, Michele Gabriel updated the Board on COVID-19 Testing/Vaccine Division Progress, stating that division is operating experiencing a slight uptick in testing and that COVID vaccine experiences an uptick when there are increases in cases of COVID 19 in the County. Michele stated there are incremental case increases being reported across the State of Illinois; according to CDC data Illinois is in low community transmission for most of the State; however, there are a few counties up by Chicago and in the middle of the State that are creeping up to medium. The Community Health Center continues to test outside at the Health Department three days a week, Monday, Wednesday, and Fridays 8:30am to 11:30am and 12:30pm to 3:30pm; and continue to provide COVID 19 vaccine at the Bergner's building on Tuesdays 1:30pm to 3:30pm and Thursdays 8:30am to 10:30pm. Michele noted this summer the Health Department will begin the process of determining how to transition COVID 19 vaccine and testing to regular services provided by the Community Health Center and the Health Department; which will mean transitioning away from mass testing and vaccination for COVID 19.

The next item under her report, Michele Gabriel updated the Board on LIHEAP Program funding, stating Jerome discussed earlier about the deficit due to LIHEAP funds. Michele stated she previously spoke with President Harris letting him know the State had pushed out extra funding to the Health Department and directed the Health Department to begin taking applications; however, funds did not immediately become available. Michele stated the Health Department was utilizing reserve funds as it often does in anticipation of receipt of program funding; however, it was getting to the point where reserve funds were being reduced beyond the point where Administration was comfortable and felt it not appropriate to place other programs in jeopardy to operate a single program. Michele continued by stating the Health Department made several calls to determine when funds would become available; they have since. Wil stated all the funds are expected to be available prior to the end of May, and that the Health Department received a notice this week from the State regarding amendments the Health Department needs make on the grant to receive the additional funds; after that everything will be processed at the State level. Dr. Bobofchak asked if the LIHEAP program is working for the Health Department? Michele stated it was a great program and she does not believe the Health Department was losing money, initially Department staff were monitoring to make sure the Health Department was not losing money administering the program. Michele went on to note that the Health Department is one of the top three producers in the State for the LIHEAP program. Wil stated that, once all the COVID money goes away the Health Department will be able to better determine if the LIHEAP program sustains itself. Dr. Bobofchak asked they continue to keep an eye on the LIHEAP Program to ensure the Health Department does not lose money administering the Program.

The next item under her report, Ms. Gabriel advised the Board of Health that the Knox Community Health Center Medicaid and Medicare Cost Reports had been submitted on time stating these reports are due yearly five months after the end of the Health Department fiscal year. Michele stated the Health Department contracts with the same auditors that complete our County and Health Department audit to prepare these reports.

The final item was an addition under her report, Ms. Gabriel updated the Board on Rear Entrance Security Upgrade noting that the Health Department utilized the existing rear doors; however, updated the locking mechanisms so the employees gain entrance utilizing a key fob. The key fobs will be programmed so employees have access during working hours or on an adjusted schedule if they are working over the weekend; management will have access 24/7. Michele stated the Health Department has written and implemented the appropriate policies and will distribute key fobs to employees next week.

Additionally, Michele referenced photos included in the Board of Health packet of the new lettering on the front doors and windows of the building; including, corrections to the hours of operation and the addition of the Knox County Health Department and Knox Community Health Center logos.

Susan Vinson asked Michele how the new website was progressing. Michele stated it looks great; it is not live at this time; however, it is close. The Health Department has access to edit website, and four staff members were trained over the last couple weeks to make edits to the website; anything that was not transferred over previously is being added by those staff. Michele closed stating that the intent is for the new Knox County Health Department website to be live prior to the Knox Community Health Center's operational site visit scheduled for July 13-15, 2022.

### **DIVISION DIRECTOR REPORTS**

In the one addition to the agenda under Division Director Report, Wil Hayes, Assistant Public Health Administrator, updated the Board on the WIC Program reopening, stating with the new clarified executive order put out through WIC and Family Case Management the Health Department can begin bringing clients back in the building to receive services. Wil stated Mary is working with the WIC staff to do a soft opening beginning June 1, 2022 and working to transition clients back in the building instead of virtual visits; however, there will still be the option of virtual visits for those who do not feel safe. President Harris asked Wil if the numbers were still declining in the WIC program. Wil stated early in the pandemic the Health Department experienced a decline; however, numbers have rebounded noting that most of the credit goes

to Mary Guenseth, Director of Family Health Services, who has completed a lot of training with staff to ensure we are getting information to clients and offer various ways to connect with them verses just curbside pickup. Wil stated a lot of it has to do with the Health Department seeing a lot of clients through our LIHEAP program, so the Department is able to refer individuals needing those services. Wil stated the WIC program has seen an increase over the last year; however, the numbers are not where we need to be and there is still a lot of work to be done. Just before COVID, the Health Department created a new Outreach position for WIC, IBCCP and Family Case Management to ensure program information was available throughout Knox County. The position remained vacant during most of COVID; however, was recently filled internally by Michelle Rickard, a WIC clerk who has been with the Health Department for several years.

### **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 under Old Business was removed from the agenda for further review.

### **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 May 19, 2022, beginning at 6:30 p.m. at Annex Conference Center and via teleconference, the Knox County Board meeting on May 25, 2022, at 6:00 p.m. at Galesburg City Hall and via teleconference, and the next Board of Health Meeting on June 9, 2022, beginning at 6:30 p.m. via teleconference Zoom Meeting ID #955 2103 2839.

### **COUNTY BOARD LIAISON**

Robert Bondi, Knox County Board Liaison to Board of Health, Robert thanked Michele and her staff for participating in the wage study that is currently in process and the cooperation in getting all the information turned in. Robert stated the County has American Recovery Act funds they are working through at this time designating where the dollars will go, special meetings going on to get the applications in, the application cutoff date is May 15, 2022. Robert stated a large chunk of the money is going toward broadband in the County, there is a special study going on now in the County, so everyone that wants broadband can get it at a reasonable price. In closing Robert reminded the Board that budget season is upon us and Michele and the Health Department are starting to get their numbers together to make their presentations.

### **BOARD MEMBER COMMENTS**

Susan Vinson commented on Twitter content reporting reaction to the COVID 19 vaccine and threats to sue the Board of Health in response. Susan noted that she hoped this had not occurred in Knox County, and that surely it was not possible to sue the Board of Health for such an occurrence? Michele noted that she had never heard of any Board of Health being sued. Stephanie Grimes the rest of the Board thanked Michele, Wil, and staff for everything they are doing. Kevin Satsky and Doug Gibb stated the Board really needs a secretary to be compliant and there is not much required to be Secretary. President Harris welcomed James Wolf and he also thanked Michele and her team for their ongoing efforts in juggling all the things they must juggle; it is a great benefit to the community, and he is grateful to them for all their efforts.

### **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 May 12,2022 Board of Health meeting at 7:34pm; the motion was seconded by Kevin Satisfsky. Roll Call vote was unanimous: Doug Gibb-yes; Robert Bondi-yes; Bruce Bobofchak-yes; Susan Vinson-yes; Stephanie Grimes-yes; Lorraine Garland-yes; Kevin Satisfsky-yes; James Wolf-yes; and Dan Harris-yes.