

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

**February 11, 2016
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on February 11, 2016. Carol Scotton called the meeting to order at 7:00 p.m. Present were Jackie Turner, Doug Gibb, Kevin Satsky, M.D., Brian Friedrich and DuRae Fletcher, Sr. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Heather Kusler, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kerry Howard, Director of Operations; and Sam Jarvis, Director of Health Protection. Not present was: Bruce Bobofchak, D.D.S., Samuel Fox, M.D., Pam Davidson, and Kimberly DeSutter.

Guests: John Pepmeyer, Knox County States Attorney; Keith Braskich, Attorney.

EXECUTIVE SESSION

At 7:05 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Du Rae Fletcher, Sr.; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Brian Friedrich, Jackie Turner, and Carol Scotton.

At 7:35 p.m. the Board moved to return to open session. Du Rae Fletcher, Sr. made a motion to return to open session seconded by Doug Gibb; followed by a roll call vote of Doug Gibb, Du Rae Fletcher, Sr., Kevin Satsky, M.D., Brian Friedrich, Jackie Turner, and Carol Scotton.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton informed the Board of a memo that was received from the Knox County Board regarding the installation of time clocks at all county entities. Ms. Scotton asked Ms. Gabriel to explain in more detail what has prompted this change. Ms. Gabriel reported to the Board saying the County is looking to a time clock system to track exempt and non-exempt employees. This is due to changes in Labor Laws brought on by the Affordable Care Act and the Insurance Market Place. We will have to adopt new policies related to our employees clocking in and out. Ms. Gabriel advised Board Members to direct any questions to Attorney Braskich.

Ms. Turner inquired as to what the legality of having a time clock meant. Attorney Braskich advised Board Members that a time clock will help to differentiate between fulltime and part-time employees by tracking hours worked per week, as required to do so under the Affordable Care Act. Attorney Braskich added that using a time clock will also allow employees to better track their benefit usage time and help the Treasures Office run more efficiently.

APPROVAL OF MINUTES

A motion to approve the January 14, 2016 minutes was made by Du Rae Fletcher, Sr. and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote, with Brian Friedrich abstaining.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the January 2016 numbers as \$35,898.23, with tonight's numbers being \$40,950.72, a difference of \$5,052.49. Mr. Gibb went on to say the largest expenses for the month was D & O Insurance at \$1,782.00, Travel/Training at \$1,070.94, and Supplies at \$810.13.

A motion to approve the Treasure's Report was made by Jackie Turner and seconded by Brian Friedrich; the motion for approval was unanimously adopted by a voice vote.

Administrator's Report – Michele Gabriel

Ms. Gabriel informed the Board that we are moving forward with the CMO recruitment with newspaper ads going out in larger metropolitan areas and we have recently met with the recruiting company who did admit they still owe us a Chief Medical Officer, but also informed us that we will be responsible for all advertising fees.

Ms. Gabriel updated the Board regarding staffing saying that an ad is going out to hire an APN to replace Pam Bloomfield. Ms. Gabriel went on to say that we have hired two Community Health Center Clerks, Shiela Bullard and Kelsie Newell also a Billing Specialist, Stephanie Sams to replace Amanda Wilkins. Ms. Gabriel added that we will start interviewing for two open LPN positions next week. Irma Garcia has started doing Insurance Eligibility, Referrals, and Pre-authorizations. Ms. Gabriel informed the Board that Kerry Howard is no longer with the Community Health Center as of February 3, 2016, so we will move forward with the hiring of a new Director of Operations and for now his duties will be divided among management.

Ms. Gabriel reported to the Board that the Knox Community Health Center HRSA Site Review for our three year grant cycle has been scheduled for April 19, 2016 through April 21, 2016. This is a standard site visit that gets done every three years and as this visit gets closer information will be passed along to all Board Members.

Ms. Gabriel informed the Board that we will be renewing our 340B certification, which is our prescription drug plan that allows our patients to fill prescriptions for a discounted rate through Walgreens who we are contracted with. Ms. Gabriel added that we review and recertify this plan every year, as well as the Unified Data Set Report, which Ms. Moss has been working on and is due on February 15, 2016.

Ms. Gabriel informed the Board of the two preferred meeting dates to work on the Strategic Plan, those dates being February 23, 2016 from 7 a.m. to 9 a.m. and March 17, 2016 from 5 p.m. to 7 p.m. or 6 p.m. to 8 p.m. Ms. Gabriel added, she will have a majority of the forms prepared before the meeting time to help speed up the process and hopes to have the Strategic Plan completed and ready for Board approval at the April Board of Health meeting. Ms. Turner suggested to the Board changing the time of the next Board meeting to 6 p.m. to 8 p.m. and then having the Strategic Planning meeting after that might also be an option. Ms. Gabriel advised the Board that Ms. Crafton will be in touch with Board Members regarding their choice of meeting times.

Family Health Services – Heather Kusler

Ms. Kusler reported to the Board regarding the Dental Sealant Grant and the Miles of Smiles Program by saying we received a donation for \$438.60 from the essential agency we contract with through the Illinois Department of Public Health to provide dental services. Dr. David Trost's non-profit organization, Happy Teeth - Happy Kids so generously donated money that will help supplement our existing supplies used for Oral Hygiene education.

Ms. Gabriel informed the Board that we should start to receive the Family Case Management Funding now that a Judge's Order has went through stating that the funding is not linked to Medicaid.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis reported to the Board regarding the upcoming Farmers Market Food Sampling meeting that will be held here on February 23, 2016, stating that as 2015 the Food Handling Regulation Enforcement Act was amended to allow food sampling at Farmers Markets. This will alleviate the need for vendors to get food permits every weekend or to become fully licensed facilities. In closing Mr. Jarvis said this will allow Farmers Markets to provide free samples for up to three years as long as they have meant proper sanitary requirements.

Mr. Jarvis updated the Board regarding the Medical Reserve Corps Volunteer Grant and the Public Health Associate Program Grant applications saying we have applied for both grants. The Medical Reserve Corps Volunteer Grant helps fund our Volunteer Program, which is required by the Public Health Emergency Preparedness Grant and helps provide \$15,000.00 to assess the preparedness of the County. Mr. Jarvis also stated that we hope to partner with the Farm Bureau to pull their knowledge of preparedness and help provide education. Mr. Jarvis went on to say this is the second time we have applied for the Public Health Associate Program Grant, which if awarded allows us to house a Public Health Associate here from October 2016 through October 2018 at the Health Department.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that February is Heart Health Month and Friday February 5, 2016 was Go Red for Women Day, so in honor of these events we provided cardboard cut-outs to all Health Department Divisions to decorate a red dress. We have the decorated dresses on display here at the Health Department, as well as pictures posted to our Facebook page for the public to vote on. Ms. Olson went on to say that a wooden red dress was constructed on a stand to use for selfie pictures and was taken along to the OSF Healthy Women's Fair on Friday February 5, 2016 to have on display in the Health Department booth. Ms. Olson added that 19 Cholesterol checks were performed at the OSF Healthy Women's Fair by Ms. Nelson our CDC Nurse.

OLD BUSINESS – Michele Gabriel

Ms. Olson distributed a copy of the 2015 Annual Report to all Board Members for approval and explained that there are a few corrections that need to be done still, but the Report format will be the same as 2014. The Annual Report will be distributed in The Register Mail on March 6, 2016.

Ms. Gabriel also informed the Board that we are mandated to have the Annual Report done and presented to the Knox County Board for their approval within 90 days of the end of our fiscal year. Ms. Gabriel also stated that Ms. Moss and Ms. Olson have been asked by Ms. Davidson to present the 2015 Annual Report to the Knox County Board.

Ms. Scotton shared with the Board that it was her opinion that labels needed to be added to the graphs in the Annual Report.

A motion to approve the 2015 Annual Report was made by Jackie Turner and seconded by Du Rae Fletcher, Sr.; motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board of the changes to the Sliding Fee Scale, which we are mandated to review annually when Federal Poverty Guidelines are released. There were slight changes to annual incomes under the updated Federal Poverty Guidelines, so our Sliding Fee Plan has been updated to reflect the new annual incomes.

A motion to accept the Sliding Fee Scale Renewal was made by Doug Gibb and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

County Board Liaison

Mr. Friedrich expressed his pleasure to the Board regarding the job Ms. Davidson is doing as County Board Liaison and the good things she has reported that we are doing here at the Health Department for the community. Mr. Friedrich added he hopes to continue the good working relationship with us and welcomes all questions and concerns.

ADJOURNMENT

A motion to adjourn was made by Jackie Turner and seconded by Brian Friedrich; the motion was adopted unanimously by a voice vote at 8:50 p.m.

Respectfully Submitted By: Pam Reiber

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