

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

July 14, 2016

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

The Knox County Board of Health meeting was held on July 14, 2016. Carol Scotton called the meeting to order at 7:05 p.m. Present were Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satisfsky, M.D., DuRae Fletcher, Sr., Kimberly DeSutter, and Pam Davidson. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Kathy Crafton, Director of Human Resources; Erin Olson, Director of Wellness Promotion; and Andrea Jacobs, Director of Operations. Not present was: Samuel Fox, M.D. and Dan Harris, Guests: Tim Main with the Knox County Farm Bureau.

ADDITIONS TO AGENDA

Line Item Adjustment under Treasure's Report.

APPROVAL OF MINUTES

Ms. Scotton requested additional information, stating that meetings with Knox County Board Members be scheduled for some time after the November 2016 Election; possibly in January or February 2017, be added to the June Minutes under Old Business.

A motion to accept the changes to and approve the June 9, 2016 minutes was made by Pam Davidson and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Townsell reported to the Board that the Line Item Adjustment for \$9,000.00 is on the FQHC Medical side, which is within budget and is coming from the Medical line and going into the Advertising line to cover the advertising costs of recruiting a CMO.

A motion to approve the Line Item Adjustment was made by Kimberly DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the June 2016 numbers as \$45,709.55, with tonight's numbers being \$52,710.75, a difference of \$7,001.20. Mr. Townsell went on to say the largest expenses for the month was the Room Remodel at \$2,511.00, Supplies at \$1,110.47, Equipment at \$949.00, and Client Services at \$800.28.

Mr. Townsell updated the Board regarding the Room Remodel stating that an office in the Health Center was changed over to an Exam Room in which new cabinets, a sink and plumbing was installed. Ms. Gabriel added that this room has been set up as a Bariatric Exam Room.

Ms. Davidson directed a question regarding where the money comes from to pay the Travel/Training Expense of \$7,000.00. Mr. Townsell explained to the Board that the \$7,000.00 came from the \$26,000.00 portion for Quality Improvement under the FQHC Grant. Ms. Gabriel added that a large portion of the Travel/Training Expense is for the two newly hired Directors, Andrea Jacobs and Amy Anderson, to gain as much knowledge as they can regarding FQHC's.

A motion to approve the Treasure's Report was made by Kimberly DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton thanked Mr. Townsell and Ms. Crafton for attending the Knox County Board Meeting on June 22, 2016 in Ms. Gabriel's place for the appointment of Dan Harris and re-appointment of Samuel Fox, M.D. as Board of Health Members. Ms. Scotton added that it was not a unanimous vote by County Board Members. There was one descending vote.

Ms. Scotton shared with the Board her thoughts regarding the recent acts of violence and terrorism throughout the world, stating that she hoped there would be a way for the Health Department to address these types of issues. Ms. Davidson addressed the Board stating that the Sheriff's Department meets monthly to discuss these types of issues.

Administrator's Report – Michele Gabriel

Ms. Gabriel presented the Board with a survey regarding input on Board Meetings she would like Board Members to complete. Once the surveys are returned the information will be compiled and shared with the Board.

Ms. Gabriel updated the Board regarding FY17 Grant Funding stating we have received and filled out a majority of our grants for FY17. Tobacco and Dental Sealants are two we haven't received and completed. There has been a decrease in funding for the IBCC and Komen Programs. We have received contracts for Family Case Management, WIC and Farmers Market and should expect payment on July 1, 2017 as long as signed contracts are in. We have

received all funding from 2016 except the Tobacco Grant, which is \$20,000.00. We have not heard anything regarding this grant, which funds from this grant help to cover expenses we acquire while monitoring smoke free businesses throughout Knox County. Ms. Gabriel went on to say the FQHC Grant went up by \$70,000.00, but this amount will be split between two years due to the grant year being different from the State grant year.

Ms. Gabriel reported to the Board that the State Lead Funding was cut in half and with that being said Ms. Gabriel informed the Board that Mr. Jarvis and she attended a meeting with Wayne Carl, Engineer for the City of Galesburg, where we were informed of the City of Galesburg's plan to apply for the Healthy Homes Initiative. Ms. Gabriel continued by saying we would be willing to be a collaborative partner with the City in order to help with educating the public, and by being a collaborative partner it would give us the opportunity to be there after the three year period when we could then take the Healthy Homes Initiative to the rest of the County.

Ms. Gabriel updated the Board regarding the State Budget saying they have passed a Stop Gap Budget Plan that will keep the State running for the next six months. Ms. Gabriel also stated the Local Health Protection Grant will be paid as well as WIC and Family Case Management, but the two of these may have to be mandated through the court again in order to be paid. In closing Ms. Gabriel said she was happy to see the schools will all be receiving funding as well.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that Samuel Chin will be starting sometime in September 2016 and working through May 2017 as our new Knox Corps employee. He will be doing outreach for both Wellness Promotion and Family Health under the FCM and IBCCP Grants.

Ms. Olson updated the Board on recent Outreach Activities saying we attended the Knox County Fair the week of July 6-9, where we had a booth set up with information on the services we offer. Ms. Olson went on to say we also attended the Knox Farm Bureau Fair and Farm Safety Camp where a 100 kids were in attendance that day. Ms. Olson educated the kids about sun safety and hearing safety. In closing Ms. Olson stated we also were present at the Knox County Nursing Home Fair as well as the BNSF Fair.

Ms. Davidson suggested to the Board that earplugs would be a good give away especially at the Knox County Fair due to the number of children who attend the loud grandstand events.

Director of CHC Operations – Andrea Jacobs

Ms. Jacobs reported to the Board regarding the opportunity for \$47,000.00 in HRSA Funding related to IT, so we are looking at purchasing two iPads to assist patients in completing surveys and signing up for our portal. We are also looking at purchasing Signature Pads to go with our

new Electronic Health Record System, as well as a Kiosk for the hallway, which will interface with our new Success EHS Electronic Health Record System. In closing Ms. Jacobs stated we are doing inventory of what we have and making a list of items that will interface with our new system before writing for this grant.

Ms. Jacobs reported the Staffing Update to the Board stating that Sarah Paul, LCPC started on July 11, 2016 and Wanda Rohl, LCSW will be starting in September 2016. We have also signed a contract with Insight Tele-Psychiatry firm, which we will be meeting with them to decide what we consider to be our ideal provider. Then Insight will present us with those individuals, so we can interview them and decide on the best possible candidate. Ms. Jacobs also stated that Kelly Mixon started July 1, 2016 and Hillary Searles started June 27, 2016, both Advance Practice Nurses.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel informed the Board that due to the recommendations of HRSA during their recent site visit we have taken corrective action to change the Leadership in the Community Health Center by adding extra levels of management. Included in Board Member Packets is a draft Organizational Chart showing the addition of a Dental Director, a Dental Staff Coordinator and a Clinical Nurse Coordinator. Ms. Gabriel continued by saying also included for Board Member's review is a draft of the Job Descriptions for the new positions we are hoping to add.

Ms. Gabriel informed the Board that she would not be over Finance in the Community Health Center per HRSA's request. Mr. Townsell will be over Billing and Cathy Pearson will be the Medical Billing Coordinator who oversees the Billing Clerks and will report to Mr. Townsell. The Medical Billing Coordinator Job Description is also included for Board Review. In closing Ms. Gabriel stated that these items will all be brought back next month for action, so we can get it turned in to HRSA.

Ms. Gabriel explained to the Board that because of the ongoing CMO search it is warranted at this time to increase the wage in hopes of attracting a CMO, or an experienced APN or PA. Ms. Gabriel added that Dr. West has agreed to stay through September 30, 2016.

A motion to allow Ms. Gabriel to go up to \$250,000.00 for salary negotiations in order to recruit a CMO was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Comments from Visitors

Tim Main from the Knox County Farm Bureau thanked the Board and Administration on behalf of the Farm Bureau Board of Directors and Manager for their commitment to the health and

safety of the community. Mr. Main also thanked Ms. Olson for attending the Knox County Farm Bureau Fair and thanked the Board for helping the Farm Bureau with an Emergency Preparedness Plan.

ADJOURNMENT

A motion to adjourn was made by Pam Davidson and seconded by Doug Gibb; the motion was unanimously adopted by a voice vote at 8:25 p.m.

Respectfully Submitted By: Pam Reiber

S:\Administration\Board of Health\BOH Minutes\BOH Minutes 2016