

# **KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING**

**September 8, 2016  
Knox County Health Department\  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on September 8, 2016. Carol Scotton called the meeting to order at 7:04 p.m. Present were, Doug Gibb, Kevin Satsky, M.D., DuRae Fletcher, Sr., Kimberly DeSutter, and Dan Harris. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Sam Jarvis, Director of Health Protection; Kathy Crafton, Director of Human Resources; Erin Olson, Director of Wellness Promotion; Heather Kusler, Director of Family Health Services; Andrea Jacobs, Director of Operations; and Amy Anderson, Director of Compliance and Quality. Not present was: Bruce Bobofchak, D.D.S., Pam Davidson, and Samuel Fox M.D.

Guests: Tim O'Connor, Farm Bureau Representative and WGIL Representative.

## **ADDITIONS TO AGENDA**

Positive West Nile Virus bird under Health Protection Report. Move GRS Software from New Business to Administrator's Report, as well as add Statistics to Administrator's Report. Remove FY17 Budget from Old Business.

## **APPROVAL OF MINUTES**

A motion to approve the August 11, 2016 minutes was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

## **REPORT OF OFFICERS**

### **Treasurer's Report – Doug Gibb**

Mr. Gibb reported to the Board the August 2016 numbers as \$41,993.69, with tonight's numbers being \$56,790.85, a difference of \$14,797.16. Mr. Gibb went on to say the largest expenses for the month was the Mortgage at \$7,787.00, Software Fees at \$2,898.00, Vaccine at \$1777.04, and Travel/Training at \$756.00. A motion to approve the Treasure's Report was made by Kimberly DeSutter and seconded by Kevin Satsky, M.D.; the motion for approval was

unanimously adopted by a voice vote.

**Administrator's Report – Michele Gabriel**

Ms. Gabriel informed the Board regarding the possibility of using GRS Software through Greenway for all our Billing needs, stating that as we continue to work through our HRSA Site Visit Report and improve our Accounts Receivables, we are proposing the addition of a Greenway Software Program to do our Billing over the next two years. Ms. Gabriel continued by saying we currently have two billers and are considering the addition of a third biller depending how we stand once we get a billing service. We are looking at bringing in more revenue each month by using this billing service. Currently we have a substantial amount of outstanding revenue sitting at 120 days we could be collecting.

Ms. Gabriel explained to the Board the initial set-up cost for the GRS Software is \$7,500.00, which we have the money to cover this cost through the Computer Improvement and Quality Improvement Grants. The ongoing cost will be 8.8 percent of the Receivables. Ms. Gabriel added that Greenway estimates a cost to us of approximately \$5,000.00 a month, but also estimates us making around \$100,000.00 a year since we will be billing on a regular basis. In closing Ms. Gabriel stated with the changes that will take place over the next couple of years, such as auditing for ICD10 and altering the ways they're paying and billing, this new billing software will help to get us up to speed. Ms. Gabriel added that she plans to reevaluate the billing service after one year and then again at the two-year point to see if it is still working for us.

A motion to approve the purchase of the GRS Software was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reported to the Board regarding Statistics by recommending that they be reported on a Quarterly basis since there is not much change when reporting them monthly. Ms. Gabriel did state that if there was any major concerns or changes with the Statistics she will bring them to the Board's attention at the earliest scheduled Board Meeting. Ms. Gabriel added that the Directors will be on a rotation schedule to report their Department's Statistics.

Ms. Gabriel informed the Board that she attended the August 2016 Knox County Board Meeting, where Mark Rudolph from KCCDD made a request to the County Board to put a 708 Tax on the agenda for the spring election to be held in March of 2017. Ms. Gabriel explained that we have had a 708 in our I-Plan in the past, because we felt that it would be good for the community. KCCDD and Bridgeway have been working on this for the last three to four years in hope of creating a more consistent and stable infrastructure for Mental Health, Substance Abuse, and Developmental Disabilities. Ms. Gabriel continued by saying she is asking Board of Health Members, as well as Governance Board Members to discuss this and if comfortable

with, support the 708 Tax. Ms. Gabriel added that if passed the Knox County Board will appoint a board to govern the money, as well as create a strategic plan on how they want the money dispersed and how they want to help with Mental Health issues in the community.

Ms. Gabriel informed the Board that in order to gain more storage space we will start scanning our paper records and saving copies on an external hard drive that will be stored in a fire safe. We are following State law that defaults to Federal law, which says records must be saved for eight years and eighteen plus eight years for children. Ms. Gabriel added that the scanning will be done internally, but we will have someone else do the shredding.

Ms. Gabriel updated the Board regarding staffing saying a Care Coordinator who will serve as a Case Manager has been hired in the Community Health Center. Jennifer Bennett, R.N. will case manage Health Center patients who have barriers to health care, such as lack of transportation, phone service, or childcare. Ms. Bennett will be putting together a Resource Book to be used to find services for our patients who have barriers to health care. In closing Ms. Gabriel stated this is a Value Added Service that will get us more payments for meeting Performance Measures, which will in turn bring more revenue into the Community Health Center.

#### **Family Health Services – Heather Kusler**

Ms. Kusler informed the Board that we will be phasing out the WIC evening Walk-in Clinic due to a decline of clients coming in during this time. The last several years we have went to a Walk-in Clinic during normal business hours Monday through Thursday, which has allowed clients to come in without an appointment. Ms. Gabriel added that this is also a cost cutting measure, so we won't have to pay staff to stay extended hours to cover the evening clinic.

#### **Health Protection Services Report – Sam Jarvis**

Mr. Jarvis reminded the Board of the upcoming Flu Shot Drive-up Clinic that will be held on September 24, 2016 at Hinchliff-Pearson-West Funeral Home from 7:00 a.m. to 10:00 a.m. This kicks off the start of the Flu Shot Season for us. Mr. Jarvis went on to say that last month the Board approved the cost of \$30.00 for Flu Shots and \$50.00 for High Dose Flu Shots, which we have been told that our High Dose Flu Shot is the most cost effective in the area. Ms. Gabriel informed the Board that there will be no Flu Mist available this year.

Mr. Jarvis informed the Board that last week we received confirmation from the Animal Disease Lab of the first positive West Nile Virus bird. We will continue with our mosquito and dead bird surveillance throughout the year. Ms. Olson added that the positive West Nile Virus bird has been reported to all local media outlets.

### **Wellness and Health Promotion Report – Erin Olson**

Ms. Olson reported to the Board that we have received the grant to write for the Tobacco Illinois Free Community funding for \$20,714.00. This grant will still have us going out to the food and non-food establishments to enforce the State no smoking policy. This fall and winter we will be going into the long term care facilities and hospitals to post “No Smoking” signs at all entrances. Ms. Olson continued by saying the other aspect of this referral partner program will be going to all dental facilities throughout the County in hopes of persuading these facilities to partner with the Illinois Tobacco Free Quit Line. Our new Knox Corp Fellow who starts on September 12, 2016 will be the one going out to the dental facilities.

Ms. Olson informed the Board the Galesburg Community Foundation Grant has been written for \$2,800.00 and was due on August 31, 2016. If we receive these funds, we will be doing the Teen Leadership Conference again with local sophomores throughout the County.

### **Director of CHC Operations – Andrea Jacobs**

Ms. Jacobs updated the Board regarding the Electronic Health Records Training stating that training is currently going on with each group in the Community Health Center assigned to a training session geared toward their particular craft. On October 24, 2016 training will be stopped and all staff will be required to take a test. Ms. Jacobs continued by saying the training has been a hands-on, comprehensive training in which we have been getting good feedback from staff. In closing Ms. Jacobs stated her excitement to going live with the new Electronic Health Record System on November 1, 2016. She feels the new system will increase productivity and enhance work flow, as well as benefit our patients.

### **OLD BUSINESS – Michele Gabriel**

Ms. Scotton discussed the review of the By-Laws noting the election of officers should be done in November *because* our fiscal year ends November. The Nominating Committee will present a slate of officers at the Board Meeting prior to the end of the operating fiscal year. In closing Ms. Scotton asked for volunteers to form a Nominating committee. Kimberly DeSutter, Doug Gibb, and Dan Harris volunteered.

Ms. Scotton noted inconsistencies in By-Law Article Five, Section C, under Quorums states, “*A quorum shall be constituted by the attendance of the simple majority of who is here.*” Ms. Scott discussed with the Board that she felt that this article was not correct, which the Board agreed that it should state, “*A quorum shall be constituted by the attendance of at least a simple majority of all members.*” Ms. Gabriel added that a roster is kept noting any changes that are made to the By-Laws, also any corrections or amendments have to be verified with the Illinois Secretary of State. A motion to amend the By-Laws was made by Kimberly DeSutter and

seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

### **NEW BUSINESS – Michele Gabriel**

Ms. Gabriel updated the Board regarding the Community Health Center Sliding Fee Schedule for the 340B Prescription Drug Program stating that this program was set up by the Federal Government to assist patients who receive prescription drugs. We have participated in this program for over a year, where patients pay the administrative cost of \$17.00 plus the wholesale cost of the drug. Ms. Gabriel continued by saying we would like to put this on our Sliding Fee Scale with the intent of any money we make being put back into the program to make it affordable for low income patients. Ms. Gabriel gave the Board an example of when our insured patients use a pharmacy we are contracted with and we receive an insurance payment of \$100.00 for a patient's prescription that cost \$60.00, we make a profit of \$40.00. Ms. Gabriel stated the proposed Copays for the 340B Prescription Drug Program: Plan A \$0, Plan B \$2.00, Plan C \$5.00, Plan D Will pay Administration Fee and the wholesale cost of the drug.

A motion to add the 340B Prescription Drug Program to the Community Health Center Sliding Fee Scale was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

### **ADJOURNMENT**

A motion to adjourn was made by Kimberly DeSutter and seconded by Doug Gibb; the motion was unanimously adopted by a voice vote at 8:20 p.m.

Respectfully Submitted By: Pam Reiber

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