

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

**November 10, 2016  
Knox County Health Department\  
1361 W. Fremont St.  
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on November 10, 2016. Carol Scotton called the meeting to order at 7:06 p.m. Present were, Doug Gibb, Kevin Satsky, M.D., Pam Davidson, DuRae Fletcher, Sr., and Dan Harris. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Kathy Crafton, Director of Human Resources; Sam Jarvis, Director of Health Protection; and Andrea Jacobs, Director of Operations. Not present was: Bruce Bobofchak, D.D.S., Kimberly DeSutter, Samuel Fox M.D.

Guests: Media Representative.

## **ADDITIONS TO AGENDA**

Line Item Adjustment to the Budget under Treasure's Report. Update on 708 Board and Legislative News under Administrator's Report.

## **APPROVAL OF MINUTES**

A motion to approve the October 13, 2016 Minutes was made by Dan Harris and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

## **REPORT OF OFFICERS**

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

Mr. Townsell informed the Board of the Line Item Adjustment on the Public Health side of \$200.00 to Postage and \$30,000.00 to Vaccine with \$32,000.00 coming from Health Promotion Supplies to cover both.

A motion to approve the Public Health Line Item Adjustment was made by Pam Davidson and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell informed the Board of a Line Item Adjustment of \$100.00 to FQHC Maintenance Supplies from FQHC Office Supplies. Also a Line Item Adjustment of \$38,500.00 to FQHC Equipment from FQHC Behavioral Health Contracts to upgrade the computers in the Community Health Center. Ms. Jacobs applied for and has been awarded grant money to upgrade the computers, so instead of doing an increase to budget, once we receive the grant money we will increase the 2017 Fiscal Year Behavioral Health Contracts.

A motion to approve the FQHC Line Item Adjustments was made by Kevin Satsky, M.D. and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell reported to the Board the October 2016 numbers as \$76,110.16, with tonight's numbers being \$106,621.14, a difference of \$30,510.98. Mr. Townsell stated expenses for the month was Equipment at \$13,166.88, Vaccine at \$5,156.36, Training/Travel at \$4,504.28, Supplies at \$3,700.38, and Advertising at \$1,663.00.

A motion to approve the Treasure's Report was made by Kevin Satsky, M.D. and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

### **PRESIDENT'S COMMENTS – Carol Scotton**

Ms. Scotton updated the Board regarding the Administrator's Contract stating a two-year contract with Ms. Gabriel was signed in December 2015 and the Board will take more time to finalize Ms. Gabriel's review.

### **Administrator's Report – Michele Gabriel**

Ms. Gabriel informed the Board that she was elected by the Illinois Association of Public Health Administrators to serve as their Secretary for a three-year term. This will involve attending the Executive Committee Meetings, as well as the regular Membership Meetings.

Ms. Gabriel updated the Board regarding the Strategic Plan on administrative goals, such as Human Resources, Finances, and the Administrator's Office. A goal of recruiting a Chief Medical Officer/Medical Director has been achieved, with the hiring of Ms. Elmer. Ms. Gabriel continued by stating that with regards to HIPPA, we've been looking into new ways to train staff and are considering using IPMG. They have a lot of online trainings that we can access plus give us the ability to track those employee's training progress online.

Ms. Gabriel continued to update the Board regarding the Strategic Plan stating sometime next month the State will be making some changes under the Fair Labor Standards Act. These changes will be to definitions of hourly and salary employees. Ms. Gabriel added that these changes shouldn't affect us financially here at the Health Department.

Another part of the Strategic Plan pertains to Public Health Quality Improvement, so we are planning to reconvene in January 2017, It has been several months since we successfully completed our last project.

Ms. Gabriel went on to say we have a couple goals that pertain to Marketing and Education of Public Health. The IAPHA and the IPHA are working at creating new campaigns for Social Marketing with regards to Public Health. The plan is to put out a universal message, so that all Health Departments will be giving out that same message to legislators, businesses, and communities regarding what Public Health is.

We are seeing a lot of committees forming with regards to the Clinton Foundation Project. We have several staff members who are serving on these committees. Ms. Gabriel continued by stating we are planning on using this as part of our I-Plan and tying it into Community Improvement.

Ms. Gabriel touched on plans for Public Health Billing and Accounts Receivable stating we are seeking out better ways to track our private vaccine now that we have to bill insurance, by improving our Billing and Accounts Receivable system.

Mr. Townsell has been working on dividing out Mental Health costs by tracking Revenue and Expenses separately for this program. Previously it was combined with Health.

Ms. Gabriel continued stating that we have streamlined our Health Record requests for HIPPA by having Ms. Anderson review every Medical Record request that comes out of here.

In closing the Strategic Plan Update Ms. Gabriel informed Board Members that we are working on adding more school partnerships, with Ms. Elmer currently working on a partnership with a UIC Master Level Student, who will be here observing for a Mental Health Research and Patient Experience Project.

Ms. Gabriel updated the Board regarding the SAC Submission stating this application is completed every year for the Community Health Center, as well as a competitive application that must be completed once every three years. This is the year the Competitive Application has to be submitted and it is due on November 29, 2016.

Ms. Gabriel informed the Board that we received \$1,400.00 from the Galesburg Community Foundation to be used for the Teen Leadership Summit on January 27, 2017 at Carl Sandburg College. Ms. Gabriel added that the Fireman's Union celebrated Breast Cancer Awareness last month by selling t-shirts. The money raised was donated to the Health Department to be used for the Breast Cancer work we do.

Ms. Gabriel shared with the Board that Thursday December 1, 2016 is World AIDS Day and we will pay tribute to people affected by the virus and those who have lost their lives by having a tree lighting ceremony at 5:30 P.M.

Ms. Gabriel informed the Board of the Sugar Sweetened Beverage Tax that passed in Cook County, in which the money goes to help fight Obesity and Diabetes.

Ms. Gabriel updated the Board regarding the formation of a 708 Board stating that the Knox County Board approved the 708 Board at last month's County Board Meeting. The 708 Board has had one official meeting so far and they are also working on a survey, which they have asked if we could put the survey on our website. In closing Ms. Gabriel reminded Board Members that Mark Rudolph and possibly Bill Nelson will be at the December 2016 Board of Health Meeting to answer questions regarding 708.

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

Mr. Jarvis updated the Board regarding the Public Health Accreditation Site Visit stating the dates are February 1 and 2, 2017. This process was started in 2013 and submitted in April 2016.

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

Ms. Jacobs reported to the Board regarding the installation of the Electronic Health Record software. Ms. Jacobs stated she is pleased with the installation and how staff has reacted to the changes. In closing Ms. Jacobs informed the Board on the week of December 12, 2016 a Greenway Representative will be her to help with the GRS Revenue System installation.

Ms. Jacobs reported on having documentation for patients in English, Spanish, and French. There is also a contract with the Language Line to translate our existing English documentation into Spanish and French and reported on the new door signage. Ms. Jacobs went on to say all new documentation can be accessed through our Electronic Health Record System. Ms. Jacobs also informed the Board that we are working on a Community Health Center Directory to go out December 1, 2016 with our first ever newsletter.

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

Ms. Gabriel updated the Board regarding the Public Health EHR stating we are proposing to install this system to better track our vaccine purchases with the changes to the VFC Program, also to help track what we are spending on vaccine being paid to insurances. The cost to us is 10-25 percent of the annual fee that will be collected by using this system. The EHR System is recommended by the Illinois Public Health Association. Mr. Jarvis informed the Board that the EHR System is capable of the processing and follow-up of all claims, as well as checking for errors, rebilling, and producing reports on all activities. Using the new system will keep all

procedures for patient management in-house. The cost of installation and three days of onsite training is \$6,000.00, which will be covered by a grant.

A motion to approve the Public Health EHR was made by Dan Harris and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

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

Ms. Gabriel presented the 2017 Board of Health Schedule to Board Members for approval.

A motion to approve the 2017 Board of Health Schedule was made by Dan Harris and seconded by DuRae Fletcher; the motion for approval was unanimously adopted by a voice vote.

### **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 8:15 p.m.

Respectfully Submitted By: Pam Reiber

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