

MINUTES OF MONTHLY MEETING

May 11, 2017

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on May 13, 2017. Carol Scotton called the meeting to order at 7:03 p.m. Present were, Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satisfsky, M.D., David Amor, DuRae Fletcher, Sr., Samuel Fox M.D., and Kimberly DeSutter. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Catherine Ayres, Director of Family Health; Erin Olson, Director of Wellness Promotion; Andrea Jacobs, Director of Operations; and Amy Anderson, Director of Compliance and Quality Improvement. Not present: Dan Harris.

Guests: Farm Bureau Representative.

ADDITIONS TO AGENDA

Remove Member at Large under President's Comments. Remove Recommendation to County Board Concerning Board of Health, as well as Appointment under Return to Open Session. Add Illinois Department of Labor under Executive Session.

APPROVAL OF MINUTES

A motion to approve the April 13, 2017 Minutes was made by David Amor 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 reported to the Board the FY17 Budget Adjustments stating the Health Department has decided to hire a fulltime Environmental Health Inspector instead of filling that position with a part-time person, so the Budget has been adjusted to reflect that, as well as the Fringe changes that go along with a fulltime position. The \$14,000.00 adjustment has been transferred from Reserves.

Mr. Townsell reported to the Board the other FY17 Budget Adjustment stating this Adjustment was for the hiring of a Psych-APN in the Community Health Center, as well as the Fringe that

goes along with this position. Mr. Townsell explained that a Psych-APN was not a position that was budgeted for and will be covered under the increase we receive from the FQHC Grant.

A motion to approve the FY17 Budget Adjustments was made by Samuel Fox, M.D. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the April 2017 numbers as \$37,947.08, with tonight's numbers being \$65,615.61, a difference of \$27,668.53. Mr. Gibb went on to say the largest expenses for the month was the purchase of Vaccine at \$5,387.10, Advertising at \$4,983.00, Dental Supplies at \$4,852.37, Training/Travel at \$4,109.98, Audit Services at \$4,185.00 and Supplies at \$1,441.54.

A motion to approve the Treasure's Report was made by David Amor and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Administrator's Report – Michele Gabriel

Ms. Gabriel updated the Board regarding the Legislative Report stating the IL Primary Health Care Association had an event in Springfield at the end of last month in which we had contact with State Legislators and Insurance Companies that were present. Representative Swanson was there and also came to the Health Department on May 5, 2017 for a tour of the Health Department and the Community Health Center. Representative Swanson was here for two hours and was very interested in the Tele-Psychiatrist. In closing Ms. Gabriel stated she hopes to have the rest of our Representatives here for a tour.

Ms. Gabriel reported to the Board that a preliminary FY18 Budget has been started. We are looking at Revenue as far as Services Provided, Service Projections, type of patients seen, patients cost related to Medical, Dental, and Behavioral Health Providers. We will also look at how we staff Medical and how we can get more patients here to cover Providers.

Ms. Gabriel reported to the Board regarding the Tobacco Grant saying there were changes to the Grant this year. We have been funded at the lowest level over the years and this year we will only be doing Smoke Free Tobacco Enforcement since we will only be receiving \$10,000.00 instead of the \$20,000.00 we normally receive.

Ms. Gabriel updated the Board about the outstanding Grant dollars by saying we haven't received our Local Health Protection Grant of \$108,000.00 or our Tobacco Grant. We have done some reporting on the Tobacco Grant, so we expect to receive this money any time. In closing Ms. Gabriel stated that we have otherwise received a majority of our grants.

Family Health and WIC Report – Catherine Ayres

Ms. Ayers reported to the Board that she had attended the WIC Conference in April where discussion surrounded the requirement for WIC Staff to encourage new mothers who participate in SNAP and or WIC to return to work after giving birth. This program will help give these new mothers the resources they need to return to the work force, such as childcare and transportation.

Ms. Ayers continued reporting to the Board regarding the WIC Conference she attended stating there is a need to promote the WIC Farmers Market Coupons, since they are not being used as much as we would like them to be. Ms. Ayers has discussed with Ms. Gabriel the idea of having a local vendor here at the Health Department once a week for WIC Clients.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson updated the Board regarding the Knox County Health Rankings stating Knox County is 78 out of a 102 counties for current health and 65 for Health Factors of our future health. These are both points we will be looking at when starting to develop our IPLAN.

Ms. Olson reported to the Board that she will be ramping up Quality Improvement efforts on the Public Health Side by attending a training in Albuquerque in June along with Ms. Gabriel. It is a four day conference that will touch on topics such as Performance Management, Quality Improvement, Change Management, Accreditation, as well as other topics. Ms. Olson also stated she would be attending a MAP Training to gain the skills needed to engage our community partners in different levels in order to develop an IPLAN.

Director of CHC Operations – Andrea Jacobs

Ms. Jacobs reported to the Board that two new Dental Assistants were recently hired, Carrier Reece starting March 8, 2017 and Jennifer Mangieri who started March 22, 2017. We went live with the Tele-Psychiatrist Dr. Eitan Schwarz in Behavioral Health on April 28, 2017, seeing 21 patients to date. Dr. Schwarz sees patients on Monday and Wednesday from 8:00 a.m. to 12:00 p.m. Rachel William will start in July 2017 as a Psych APN and Paula Shannon will also be starting sometime this summer as a Licensed Clinical Social Worker.

Quality Improvement – Amy Anderson

Ms. Anderson informed the Board that included in their Board Packets was information regarding our first Strategic Plan goal to contract with additional insurance companies. We are currently working with EZMRX to get these contracts. The insurance companies listed in the Board Packets could change depending on the five MCO's the State of Illinois go with. We are ahead of schedule on this, as well as our Care Coordination for our Medical Patients because

we are applying for Patients in Medical Home. Jennifer Bennett is our Care Coordinator who has been doing all Case Management.

COUNTY BOARD LIAISON

Mr. Armor reported to the Board that the County has received twenty-two applications for the new 708 Board and out of those applications six people have been selected for interviews. The County would like to have the six potential 708 Board Members approved at this month's County Board Meeting. County Board Member Dick Conklin will be Liaison to the 708 Board. Mr. Armor also informed the Board that there has been a new Director named for the Knox County Landfill and will likely be approved at this month's County Board Meeting as well.

EXECUTIVE SESSION

At 8:06 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., David Amor, and Kimberly DeSutter.

At 8:30 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., David Amor, and Kimberly DeSutter.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Kimberly DeSutter; the motion was adopted unanimously by a voice vote at 8:33 p.m.

Respectfully Submitted By: Pam Reiber

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