

NMINUTES OF MONTHLY MEETING

June 8, 2017

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

The Knox County Board of Health meeting was held on June 8, 2017. Carol Scotton called the meeting to order at 7:07 p.m. Present were, Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satisfsky, M.D., DuRae Fletcher, Sr., Dan Harris, Pam Davidson, 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; Sam Jarvis, Director of Health Protection; Andrea Jacobs, Director of Operations; and Amy Anderson, Director of Compliance and Quality Improvement.

Guests: Farm Bureau Representative.

ADDITIONS TO AGENDA

Remove Member at Large under Presidents Comments. Move CHC Outreach Update from Wellness and Health Promotion to Community Health Center Report.

APPROVAL OF MINUTES

A motion to approve the May 11, 2017 Minutes was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote with Pam Davidson abstaining.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton presented Kimberly DeSutter with a Certificate of Service for her nine years of commitment to the Board of Health and thanked her for her service.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the April 2017 numbers as \$42,343.99, with tonight's numbers being \$46,523.46, a difference of \$4,179.47. Mr. Gibb went on to say the largest expenses for the month was the purchase of Dental Supplies at \$2,147.47, Travel Expense at \$748.38, Client

Services at \$350.18, and Lawn Care at \$272.00.

A motion to approve the Treasurer's Report was made by Kimberly DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Administrator's Report – Michele Gabriel

Ms. Gabriel updated the Board regarding the State and Federal Budgets stating we are still receiving the FQHC Grant on a monthly basis, but the State is not committing to granting the full year until there is an allocation from the Federal Government.

Ms. Gabriel continued reporting on the State Budget by saying there is still no FY17 or FY18 State Budgets. Legislators are to be meeting once a week until the end of the month in an attempt to pass a budget. There is a Lifeline Budget, but Public Health is not included in this budget. Ms. Gabriel went on to report that to date there has been a reduction of approximately \$84,000.00 in the Tobacco, Teen Pregnancy, and Breast and Surgical Cancer Program Grant money received.

Ms. Gabriel continued the State Budget update stating we have seen another reduction in State payments to Managed Care organizations, with the concern being if the State falls more than two months behind they are not required to pay entities such as us, and Nursing Homes. FQHC's will continue to receive payments, but at a much slower rate. Ms. Gabriel went on to say the State has agreed to expand Medicaid, so starting January 1, 2018 there will be five to seven Managed Care Organizations throughout the State, with two being just for the Chicago area. Previously when this happened there was a serious delay in receiving payments.

Ms. Gabriel expressed her concern to the Board regarding low patient numbers per providers in the Community Health Center, but was pleased with the productivity we have seen in Behavioral Health. Ms. Gabriel added we will continue to work on scheduling Behavioral Health patients accordingly to insure we are making the money we need to stay fully staffed. The concern is mainly for the need of more patients in our Community Health Center.

Ms. Gabriel updated the Board regarding the Knox County Audit stating the County Board did approve the Audit last month. We have corrected the one error we had in regards to the Sliding Fee Scale in the Community Health Center and have a Corrective Action Plan in place that will be presented to the Board for Action under New Business.

Ms. Gabriel updated the Board regarding the FY18 Budget process, stating that a comparison of the actual 12 month period of the Performance Budget, dated May 1, 2016 to April 30, 2017 and a projection for the FY18 Budget, dated December 1, 2017 through November 30, 2018 is included in Board Member packets. There were some fixed Costs and Revenues that were under the Quality Improvement Grant last year that have now been rolled into the new

projected FY18 Budget. We also added a Psych APN and the Tele-Psych, Dr. Schwarz, as well as Fringe for both of them. Also included is the OSF Collaborative Physician and the Greenway Billing Service. Ms. Gabriel continued by saying everything for the Community Health Center is separated accordingly to the division it pertains to. Medical, Dental, and Behavioral Health Revenues and Expenses. After everything has been carried over from the past 12 months, Expenses and Provider Revenue, as well as see the same number of patients and receive the same number of reimbursements, we will end FY18 \$222,799.00 in the red. With that being said, we need to get more patients in the Community Health Center. Some discussion between Board Members regarding patient recruitment followed.

Ms. Gabriel informed the Board that the City of Galesburg is starting another Comprehensive Plan and has asked for Ms. Gabriel to participate in that planning. A Comprehensive Plan is done every 20 years and is a foundation policy document for local governments to establish a framework to guide public and private decisions regarding future growth and preservation of the community.

Ms. Gabriel updated the Board regarding the implementation of the County Time Clock, stating that most county entities went live with the new time clock system on June 4, 2017. With the Time Clock System, employees have access to a dashboard on their computers where they can request vacation, personal, or sick time. The Time Clock will keep track thus reducing the manual time used to track employee time off requests and accrual time.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis updated the Board regarding the Local Health Protection Grant Review saying, the State reviews our core programs, Food Protection, Water Wells, and Private Sewage Disposal every three years. In February the State Program Manager was here to review program files and found us to be in compliance. In April the State conducted a review of our Food Program and found that we failed that review. Mr. Jarvis continued by saying we are prepared to rebut that finding, because we believe there are inconsistencies with the State Health Department, as well as our offices we have been working under since 1999. The State has changed their review process and how they interpret the code on how they review, so we were unsure if we fell below the 75 percent approval on one item or if it was multiple items that put us under the 75 percent approval rating. We will do a Corrective Action Plan in hope of correcting this issue.

Mr. Jarvis updated the Board about the Lead Program stating we will continue with our Lead Program despite cuts in funding. We look forward to working with the City of Galesburg as they have received grant funding to replace lead service line throughout the city.

Director of CHC Operations – Andrea Jacobs

Ms. Jacobs updated the Board regarding Staffing stating that Dr. Dan Stephens will no longer be on staff after announcing his retirement. Also we have hired Behavioral Health Counselor Paula Shannon who started on June 5, 2017 and replaces Judy Lee.

Ms. Jacobs informed the Board that included in their packets was a form for Board Members to use to write down ideas and suggestions on how to increase patient numbers in the Community Health Center. This is another proactive step along with the Outreach Committee who meets every other Thursday afternoon to work on ideas to better support the community and remove barriers.

Ms. Jacobs informed the Board that National Health Center Week is August 14 through August 18, 2017 and we will be kicking off the week with an Open House the first day. Invitations will go out to our community partners, as well as City Officials inviting them to come tour the Community Health Center. There will be events planned for each day that week. In closing Ms. Jacobs stated a full agenda of events will be available at the July Board Meeting.

Ms. Jacobs reported to the Board that advertising is being done through the Radio, Social Media, Newspaper, and flyers regarding School and Sports Physicals in the Community Health Center. There are days set aside in June, July, and August when School Physicals for the price of \$35.00 and Sport Physicals for the price of \$15.00 can be scheduled.

Ms. Jacobs updated the Board regarding the HRSA Patient Target Report stating as of our last submission on April 2017 we had 4,922 unduplicated users. HRSA has set a goal of 5,645 unduplicated users by our next submission date of April 20, 2018. We should be able to reach this number, but we will be proactive in our approach and that is why we are asking for your help.

Quality Improvement – Amy Anderson

Ms. Anderson presented the Board with the Community Health Center first quarter Audit Report. The Sample Medication Audit identified four discrepancies, which were investigated and all medication was accounted for. This prompted us to update the Sample Medication Policy. Ms. Anderson then reported that the OSHA Consultation conducted by the Illinois Dept. of Labor was completed, two issues were identified and corrected. Emergency eye drench stations were purchased and installed in both cleaning chemical storage closets, and staff was trained on the appropriate locations within the facility for food consumption and storage.

OLD BUSINESS – Michele Gabriel

Ms. Scotton asked the Board to continue thinking about ideas to recruit more patients for the Community Health Center and discussion will resume regarding this at the July 2017 Board of Health Meeting.

NEW BUSINESS – Michele Gabriel

A motion to approve the Knox County Corrective Action Plan that was discussed under the Administrator's Report was made by Pam Davidson and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

EXECUTIVE SESSION

At 8:30 p.m. the Board moved to executive session. Dan Harris made a motion to go into executive session seconded by Doug Gibb; 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., Pam Davidson, Dan Harris, and Kimberly DeSutter.

At 8:56 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Kim DeSutter; 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., Pam Davidson, Dan Harris, and Kimberly DeSutter.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Kim DeSutter the motion was adopted unanimously by a voice vote at 9:00 p.m.

Respectfully Submitted By: Pam Reiber

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