

# **MINUTES OF MONTHLY MEETING**

**Sept. 14, 2017**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held on September 14, 2017. Carol Scotton called the meeting to order at 7:04 p.m. Present were, Doug Gibb, Kevin Satsky, M.D., DuRae Fletcher, Sr., Dan Harris, David Amor, and Elvith Santoyou-McNaught. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Sam Jarvis, Director of Health Protection, Amy Anderson, Director of Compliance and Quality; and Staci Simpson, Interim Director of Operations. Not present: Bruce Bobofchak, D.D.S. and Samuel Fox, M.D.

Guests: Farm Bureau Representative.

## **ADDITIONS TO AGENDA**

Two Line Item Adjustments under Treasurer's Report.

Add Administrator's Contract and Evaluation discussion under Executive Session.

## **APPROVAL OF MINUTES**

A motion to approve the August 10, 2017 Minutes was made by Dan Harris and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

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

Ms. Scotton asked Board Members for two volunteers to form the Administrator Contract and Evaluation Committee. Dan Harris and DuRae Fletcher, Sr. volunteered for the Committee. Ms. Scotton went on to say that surveys will be distributed to Directors, Board of Health Members, and Governance Board Members. The survey results will be discussed at the October 2017 Board Meetings. A meeting with Ms. Gabriel will be schedule at the end of October to discuss a possible three-year contract, at which point The Board of Health will then vote on

## **REPORT OF OFFICERS**

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

Mr. Gibb reported to the Board the first Line Item Adjustment for the Health Department is for Computer Support increases, due to the new Electronic Health Record system. This is covered under grant funds and all within Budget.

A motion to approve the Health Department Line Item Adjustment was made by David Amor and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the second Line Item Adjustment is on the FQHC side and is for an increase to Professional Services due to an emergency cell phone for the new Medical Director, an increase in Liability Insurance, and additional Advertising.

A motion to approve the FQHC Line Item Adjustment was made by Dan Harris and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the July 2017 numbers were \$69,563.38, with tonight's numbers being \$81,022.31, a difference of \$11,458.93. Mr. Gibb went on to say the largest expenses for the month was the Medical Director Fee at \$3,125.00, Vaccine at \$2,126.66, Dental Supplies at \$1,730.09, Training/Travel at \$1,315.77, and Website Agreement at \$1,012.50.

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

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

Ms. Gabriel reported to the Board that two grants have been written for the Galesburg Community Foundation Fund both for \$10,000.00 each. One for the Health Department for Lead Outreach and Education. The other for the Community Health Center for an Evidence Based Program for older children with Autism, and their families.

Ms. Gabriel spoke with the Board about Strategic, Performance Management, and Quality Improvement Plan processes. As per the Accreditation Site Visit, Board Members will now start to participate in the Performance Management and Quality Improvement processes for the Strategic Plan. Ms. Gabriel continued giving Board Members a brief outline of what to expect over the next few months. Starting in October, Directors will be listing some of their Performance Management goals for FY18. In November 2017 Directors and Ms. Gabriel will be reviewing the Quality Improvement Plan and revising or adding to it if needed. Also in November, we will bring any revisions of the Strategic Plan to the Board, as well as have a Performance Management Plan in place. In December 2017 we are hoping to have the Performance Management Plan approved by the Board. In January 2018 we hope to approve the Strategic Plan and by February 2018 have the Health Department Restructure Quality

Improvement, Performance Management, and the Quality Improvement Plans all tied together. In March 2018 the Directors and Ms. Gabriel will have picked a Performance Management Tool to use to update Board Members.

Ms. Gabriel updated the Board with the FY18 Grant Funding stating we received confirmation that we will be awarded an increase of \$4,000.00 for the Local Health Protection Grant, which brings that funding to \$112,318.00. A new addition to our funding is the PREP Program Grant. This grant can help people with HIV gain access to Providers who can prescribe certain HIV medications that protect people who may live with an HIV infected person. We also received additional funding in the amount of \$24,000.00 for the Lead Poisoning Prevention Program. We still have yet to receive the Tobacco Free Communities Grant, but expect to very soon. In closing Ms. Gabriel noted that the FY18 Grant Year is shaping up well with only a few grant applications and contracts pending at this time.

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

Mr. Jarvis reported to the Board that the date for the Hinchliff-Pearson-West Drive-Up Flu Clinic has been set for Saturday September 30, 2017 from 7:00 a.m. to 10:00 a.m. This event kicks off Flu Shot season for the Health Department. To date we have received partial shipment of the Flu vaccine we have ordered.

Mr. Jarvis updated the Board regarding the Local Health Protection Grant Review Compliance Letter we received stating we were in compliance on our Water Well and Private Septic Programs, but were found not in compliance regarding our Food Protection Program. This is due to a misinterpretation or change on our enforcement policies. The Health Department submitted to the State an Enforcement Policy in 1999, which was approved at that time. We are not able to recover proof of that acceptance and since then the State has changed the definitions of violations between critical and non-critical. With that being said the State has found that how we classify major violations need to be followed up on in a quicker time frame.

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

Ms. Gabriel updated the Board regarding the Draw the Line Program that was presented to the Board by Ms. Acosta at the August 2017 Board Meeting, saying that there was no study proof that these programs actually give results. With that being said Ms. Olson discussed the program with area school teachers and it was decided that it would be too difficult to get into the schools for a multi week program like this. At this time Ms. Olson will continue working with the committee for the Clinton Foundation regarding Teen Sexual Health and Teen Pregnancy.

Ms. Gabriel reported to the Board that we received TA Assistance to participate in a QI Collaborative and receive training on QI. Ms. Olson and Ms. Acosta will participate in this program in order to revamp our Electronic Health Record and Billing processes. The QI group will have their first meeting on September 15, 2017 with a goal of reducing the days of Accounts Receivable for the Health Department Billing and revamping our Billing Program as part of our Performance Management Plan.

### **Quality Improvement – Amy Anderson**

Ms. Anderson updated the Board regarding the Community Health Center Strategic Plan stating that Behavioral Health is now fully staffed with the Credentialing and Privileging of our APN-Psych earlier tonight by the Governance Board. We have exceeded our goal for Outreach Activities, with twelve activities completed from May through August 2017. Ms. Anderson continued by stating we have 78 percent Medical Users so far this year. Our goal is to have 900 unduplicated Medical Users and we are at 717 currently. We are at 60 percent of our goal of 2000 Medical visits and we are at 66 percent of our goal of Unduplicated Medical Users for the year. We had 1,122 visits for the month of August and are right on target for what HRSA is requesting we do.

Ms. Anderson reported to the Board that currently we have contracts with all five MCO's that the State will be using come January 1, 2018, and this is completed for all eligible providers. Ms. Anderson added that we will bill any patient insurance regardless if we have a contract with that company.

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

Ms. Gabriel updated the Board regarding the FY18 Budget stating that we are waiting another month for more grant money to arrive that way our projections are more accurate. We are also looking at Staffing and wanting to have better projections for the Community Health Center. The Governance Board will vote on the FY18 Community Health Center Budget next month and the Board of Health will vote on the full FY18 Budget at that time also. The Budget will then be sent to the Knox County Board for approval in November 2017.

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

Ms. Gabriel informed the Board that approval is needed for the APN-Psych Job Description, which is basically the same as the APN Job Description, but includes Psychiatric duties.

A motion to approve the APN-Psych Job Description was made by Dan Harris and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Mr. Jarvis recommended to the Board that Flu Vaccine pricing be set at \$30.00 for a Regular Dose Flu shot and \$60.00 for a High Dose Flu shot.

A motion to approve the Flu Vaccine pricing at \$30.00 for Regular Flu Shot and \$60.00 for the High Dose Flu Shot was made by Doug Gibb and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

### **COUNTY BOARD LIAISON**

Mr. Amor reported to the Board that Tara Wilder is the newest Knox County Board Member, replacing Mike Nelson who resigned due to health issues. The County is also working on a new FY18 Budget. There is currently one labor negotiation in process for the Knox County Nursing Home, which is now in Federal mediation. Exterior and interior renovations are currently taking place on the County Court House and a new Solar Panel Ordinance was passed at last month's County Board Meeting.

### **EXECUTIVE SESSION**

At 8:21 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by David Amor; followed by a roll call vote of, Doug Gibb, DuRae Fletcher, Sr., Kevin Satsky, M.D., David Amor, Dan Harris, and Elvith Santoyo-McNaught.

At 9:15 p.m. Doug Gibb made a motion to return to open session seconded by DuRae Fletcher, Sr.; followed by a roll call vote of Doug Gibb, DuRae Fletcher, Sr., Kevin Satsky, M.D., David Amor, Dan Harris, and Elvith Santoyo-McNaught.

### **ADJOURNMENT**

A motion to adjourn was made by Doug Gibb and seconded by Dan Harris; the motion was adopted unanimously by a voice vote at 9:15 p.m.

Respectfully Submitted By: Pam Reiber

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