

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

February 8, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on February 8, 2018. Carol Scotton called the meeting to order at 7:00 p.m. Present were Doug Gibb, Kevin Satisfsky, M. D., Dan Harris, Bruce Bobofchak, D.D.S., DuRae Fletcher, Sr., and David Amor. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Kathy Crafton, Director of Human Resources; Erin Olson, Director of Wellness Promotion; Sam Jarvis, Director of Health Protection; Staci Simpson, Director of Operations; and Tammy Nelson, Communicable Disease Nurse. Not present: Samuel Fox, M.D. and Elvith Santoyou-McNaught.

ADDITIONS TO AGENDA

Added Greenway Revenue Service Report under Business Meeting.

PRESIDENT'S BUSINESS – Carol Scotton

Ms. Gabriel informed the Board that the new Meeting Agenda Template came about due to feedback from Board Members on her Performance Review. Additionally there are the changes we are trying to make, because of Accreditation and in the meeting flow. These changes should help identify items that have to do with the Accreditation process, Quality Improvement, and Performance Management. With lumping these items together on the agenda, it should give Board Members a better idea of what they are. With the addition of a Work Session on the agenda, it would be our intent to try to limit it to one item per meeting. This would affect the size of the agenda. You will see the addition of memos in Board Packets to enable Members to glance at the information in advance or during the Meeting in hopes of having a quicker discussion on the topic. The new agenda format should help in providing HRSA and Accreditation with the documentation they require and back up what we say we are doing. You will also see information in Board Packets that might not be discussed at a meeting, but still needs to be provided to Board Members per the Accreditation people.

Ms. Scotton opened Board discussion regarding the new Meeting Agenda Template. Board discussion followed.

Ms. Scotton encouraged Board Member discussion regarding the institution of a Timekeeper for future Board Meetings. Ms. Gabriel explained that the Timekeeper Role would help to move the group through discussion and would be the person to call Roll Call. After Board discussion Members decided there would not be a formal Timekeeper Role assigned at this time, but Ms. Crafton would do Roll Call at future meetings.

Ms. Scotton reported to the Board that the Public Health Administrator Contract has been approved, but still needs to be signed.

BUSINESS MEETING

Approval of Minutes

A motion to approve the January 16, 2018 Minutes was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Treasurer's Report - Doug Gibb

Mr. Townsell informed Board Members that the Greenway Revenue Service Report was included in their packets, explaining that Greenway's Service Fee is 8.89 percent of Patient Revenue we receive each month or a minimum of \$5,273.41.

Mr. Gibb reported to the Board the February 2018 numbers as \$50,142.57, with tonight's numbers being \$55,208.89, a difference of \$5,066.32. Mr. Gibb went on to say the largest expenses for the month was Supplies at \$2,392.93, Dental Supplies at \$1,987.24, Travel/Training at \$459.92, and Client Services at \$226.23.

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

Ms. Gabriel reported to the Board that the Financial Statements are included in Board Packets for their review on pages 16, 17, 18, and 19.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel updated the Board regarding the Legislative Report stating there is one item of interest that was outlined by the Administrators Association in which we are following and that is the Tobacco 21 Bill, (House Bill 4297) that prohibits the sale of Tobacco products to anyone under the age of 21. This Bill will be going to the House and the Senate for a vote. Ms. Gabriel went on to say that a list of Legislative Priorities from the Public Health Administrators for this year is included in Board Packets, as well as information on Public Health Advocacy Day.

Ms. Gabriel updated the Board regarding the Federal Budget explaining that the Senate passed their version of the Bill today and changes to the House version allows for two additional years of Community Health Center Funding totaling \$7.8 Billion. The Bill does not address Immigration Reform, as well as some Insurance items. It does include for Health Centers, \$3.8 Billion for FY18, \$40 Billion for FY19 and allocates \$620 Million to National Health Silver Program over the next two years. This is expected to pass the Senate and go back to the House Floor.

Pamela Reiber 2/21/2018 3:15 PM
Comment [1]: Could not hear exactly what was said here.

Ms. Gabriel updated the Board concerning Grant Funding stating we have received most of our Contracts and Programs. There are a few smaller Programs we are yet to receive, such as Safe Drinking Water, which came in today. Ms. Gabriel addressed a question regarding the decrease in funding from last year for the Community Health Center stating this cut was taken to reduce the number of required patients we must see.

Ms. Gabriel reported to the Board that the FY18 Year End CHC Business Plan Reports are included in their packets for review. Ms. Gabriel continued saying at the end of FY17 there were a total of 10,988 visits, we budgeted for 16,836, and our HRSA target was 14,108, so we did not hit our HRSA target. We ended the fourth quarter with 4,351 unique patients, our HRSA goal was 6,732. Ms. Gabriel recommended that Board Members look at the Trend Data, Cost per Visit, and Cost per Patient Reports. Adding that Medical has the greatest Cost per Visit and Dental came close to their Cost per Visit, as well as their Cost per Patient. Our total goal overall for Cost per Patient is very close to where it should be totally. Medical exceeds its Cost per Patient, but the more striking increase is for Behavioral Health, which arches upward throughout the year. The concern here is the need to see more patients, as well as seeing more patients in a way that allows more acts for patients. We would like to see the percentage of grant Revenue be down around thirty percent instead of where it sits now, sixty to seventy-five percent. We are looking at bringing in more Patient Revenue in order to reduce our dependence on the grant. In closing Ms. Gabriel touched on the Accounts Receivable Report stating we are recently down to roughly \$400,000.00 in Accounts Receivable after being up as much as \$600,000.00 back in September and October 2017. This was mainly due to the amount of time it takes to get Providers credentialed through Medicaid MCO's, as we had several new Doctors and a Medical Director that started last year.

DIVISION DIRECTOR REPORTS

Human Resource Report - Kathy Crafton

Ms. Crafton updated the Board regarding Staffing stating we have recently hired a Community Health Center Clerk who has experience in Out Patient Coordination. Also we have hired a

Dental Assistant who has experience in the Medical Field as a Medical Assistant and is now looking at being a Dental Assistant.

Health Protection Service Report - Sam Jarvis

Mr. Jarvis updated the Board regarding the Food Protection Program and the changing of the Food Codes stating that included in Board Packets on pages 70 and 71 is a timeline associated with action on these changes. The timeline has changed per the memo from the State, but we will continue to make steps forward to educate our restaurants with the changes of the unscored inspection, the updated codes terminology, as well as welcome feedback from them.

POPULATION HEALTH MANAGEMENT REPORTS

Communicable Disease Specialist - Tammy Nelson

Ms. Nelson reported to the Board that under Illinois State Law the only thing that is reportable to her is Flu deaths under the age of 18 within seven days. Variant Influenza A and ICU admissions need to be reported within 24 hours. This Flu season we have been seeing widespread Flu activity of the Influenza A type with the H3N2 component and locally we have seen 12 admissions to ICU for this virus. With the cases we have been seeing, most individuals have been vaccinated. We offer the Quadrivalent Vaccine here, which covers four Flu strains, but not the H3N2 strain. Out of the 800 doses we ordered there are approximately 20-25 doses remaining.

Wellness and Health Promotion Report - Erin Olson

Ms. Olson reported to the Board that February is Heart Health Month, so we kicked off the month with the Share the Love Event, which consisted of cervical cancer screenings in the Community Health Center, and a Hy-Vee dietician who spent some time educating patients of the benefits of eating healthy. Also Ms. Nelson and Ms. Olson attended the annual OSF Go for Red Day on February 2 from 7-10:30 a.m. where they did 13 cholesterol screenings. We have also been doing some media releases and are encouraging staff to wear red on Fridays this month for heart health.

Health Protection Services Report - Sam Jarvis

Mr. Jarvis reported to the Board that the Department was awarded \$250.00 for Kick Butts Day activities that are being planned by Mr. Jarvis and Ms. Olson for March 21, 2018 to promote not smoking. Also included in Board Packets on pages 76-78 is information regarding the Every Try Counts Campaign. Inspirational messages were posted to our Facebook page in support of people who are trying to quit smoking.

PERFORMANCE MANAGEMENT REPORTS

Public Health Administrator - Michele Gabriel

Ms. Gabriel updated the Board regarding the PHAB Accreditation Action Plan saying PHAB has given us one year to put together this Plan. It will include more comprehensive IPlan Policies and Procedures, Communicable Disease Surveillance Policy and Procedure Protocols, as well as Communication Plans. We are putting together policies that will show PHAB that we're implementing these policies and procedures, as well as show them how we are implementing them and in the manner we say we are going to implement them.

WORK SESSION

Ms. Gabriel informed the Board of a Community Health Center Provider Incentive Program she is proposing. The Incentive Program will compensate providers who meet certain goals. They would be compensated over and above their regular salary. By offering this Program we are hoping to increase access for Community Health Center patients in order to get our numbers up. We have been considering the Incentive Program since the Community Health Center opened and feel that this is the appropriate time to do it.

Ms. Gabriel continued, stating there were resources included in Board Packets that show the protocols we would follow for the Program. UDS averages for number of visits, number of users per provider for the State of Illinois and the United States are both included, as well as what our providers accomplished in 2017.

Ms. Gabriel informed Board Members she is proposing a two and a half percent incentive award to Provider salaries if they meet their base goal. Recommendation for User Goal, is to add another \$500.00 to that award if they make their User Goal as well. She continued, stating formulas showing what the increases would be for a one, two, or four percent award and payout amounts are included in Board packets for review. Also included for Board review is projections for providers meeting their goal payout amounts and projected Revenue for the Community Health Center. Going with the Incentive Program is a way to hit our HRSA Goals.

A motion to implement the Community Health Center Provider Incentive Program was made by Kevin Satsky, M.D. and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

OLD BUSINESS – Michele Gabriel

Ms. Olson informed Board Members that included in their packets is the approximate pricing for the FY17 Annual Report along with the price for Direct Mailing the Report. The estimated

cost to distribute the Annual Report to approximately 24,000 homes is \$11,400.00, with a cost of \$1,300.00 to print. In closing Ms. Olson stated the Annual Report will be sent to the Knox County Board for approval on February 27, 2018.

A motion to accept the Health Department FY17 Annual Report and send it to the Knox County Board for approval was made by Dan Harris and seconded by David Amor; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

Ms. Simpson reported to the Board that the Evidence of HIPPA Compliance Report is required to be completed annually by the Office of Civil Rights. The Report shows areas that need improvement. Ms. Anderson will work on making these improvements.

A motion to accept the Evidence of the HIPPA Compliance Report was made by Bruce Bobofchak, D.D.S. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel updated the Board regarding the Community Health Center Annual Sliding Fee Scale amendment due to the new Federal Poverty Guidelines published. Our Fee Schedules and Household Income levels are updated according to the new Poverty Guidelines, so Board approval is needed to accept these changes.

A motion to accept the updated 2018 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.

Ms. Gabriel informed the Board that included in their Packets were two price comparisons for handheld Electronic Devices for Board Member use in preparing for and during monthly Board Meetings. Board Members agreed to table this topic for later discussion.

COUNTY BOARD LIAISON

Mr. Amor reported to the Board the County is in negotiation with other County offices regarding the Electronic Time Keeping System. A meeting with Judge Mangieri on February 12, 2018 will hopefully give us some clarification as to what relative authority is between the County Board and the offices that are arguing that they don't have to use the time clock. Mr. Amor continued by stating the County Board adopted a proclamation that we are a welcoming community, along with the City of Galesburg. The County Finance Committee will meet on February 21, 2018 and the County Board Meeting will be on February 27, 2018 at Galesburg City Hall. In closing Mr. Amor stated a motion was accepted to look into other options to cutting down the tree in front of the County Court House to ward off crows.

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 9:45 p.m.

Respectfully Submitted By: Pam Reiber

S:\Administration\Board of Health\BOH Minutes\BOH Minutes 2018