

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

**February 13, 2020
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on February 13, 2020. President Dan Harris called the meeting to order at 6:00 PM. Present were Dan Harris, Doug Gibb, Robert Bondi, Clifford Martin, MD, Kevin Satsky, MD and Elvith Santoyo- McNaught. Also present were Michele Gabriel, Public Health Administrator, Jerome Townsell, Director of Finance and Facilities Management, Wil Hayes, Assistant Public Health Administrator, Jessica Hart, Director of Family Health Services, Amy Anderson, Chief Operations Officer and Tina Jockisch, Administrative Clerk. Absent DuRae Fletcher, Sr, Carol Scotton and Bruce Bobofchak, DDS.

ADDITIONS TO AGENDA

The only item added to Agenda is Executive Session for Personnel.

PUBLIC COMMENT

There were no items for Public Comment.

PRESIDENT'S BUSINESS

No items under President Business.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the January 9, ~~2019-2020~~ meeting as circulated was made by Robert Bondi and seconded by Clifford Martin. The motion was adopted unanimously.

Treasurer's Report

In the first item under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of February 2020 totaling \$175,164.67. He went on to note that additional expenses since the mailing of the agenda included: Dental Supplies, Employment Ads, Travel/Training, Client Services, Medical Supplies, Background Checks and Office Supplies totaling \$12,164.55. A motion was made by Robert Bondi to approve payment of the February bills; the motion was seconded by Clifford Martin. The motion was adopted unanimously.

In the next item under Business Meeting, Jerome Townsell, Director of Finance & Facilities Management, presented the FY19 Year End Budget Report; stating FY19 expenses were over FY19 revenue by \$350,934.02 due to \$337,000 LIHEAP money that was received December 1st and \$13,000 Quality Improvement which was held up and not reimbursed until December.

In the final item under the Business Meeting, Jerome Townsell, Director of Finance & Facilities Management, presented the Financial Statements for the period ending January 31, 2020 reporting Knox County Health Department was \$233,277.59 in the hole at time of report, but received \$250,000 today for LIHEAP, WIC and IBCCP. Mr. Townsell noted we are expecting a check next Tuesday for \$255,000.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item on the agenda under the Administrator's Report, Michele Gabriel updated the Board of Health on NCoV (Novel Corona Virus), stating the CDC is closely monitoring and renamed it COVID-19. There is work going on at the State level to keep the Health Departments informed and prepared in case this virus becomes prevalent in the United States. She stated there were two confirmed cases in Illinois, the wife returned from China and passed it to her Husband, the Chicago lab was the first one to test for this virus.

In the next item on the agenda under the Administrator's Report, Michele Gabriel reported to the Board they successfully submitted the UDS (Uniform Data Set) Report today to HRSA, this report is submitted annually.

In the next item on the agenda under the Administrator's Report, Michele Gabriel presented to the Board the 340b Program Recertification, Ms. Gabriel stated this program helps reduce cost for eligible patients based on annual sliding fee scale for prescriptions.

In the final item on the agenda under the Administrator's Report, Michele Gabriel presented to the Board the 2020 CHC Business Plan. Ms. Gabriel stated it is a quarterly report they present to the Governance Board to monitor financial measures for the Knox County Health Clinic. Primarily they keep track of users and providers, they are monitoring capacities by tracking completed appointments, no shows and rescheduled appointments.

DIVISION DIRECTOR REPORTS

In the first item on the agenda under Division Director Reports, Jessica Hart, Director of FHC, updated the Board that Healthworks Program Changes are on hold through the end of the fiscal year.

In the next item on the agenda under Division Director Reports, Jessica Hart, Director of FHC, updated the Board that IBCCP received a \$700 donation from Carpetland to help patients with travel expenses and medical bills.

In the final item on the agenda under Division Director Reports, Amy Anderson, Chief Operations Officer, presented the CHC capacities reports, stating Behavioral Health had 282 completed appointments (53.6%) and 17.7% no show rate, Dental had 259 completed appointments (64.4%) and 23.6% no show rate, Hygiene had 247 completed appointments (50.4%) and 22% no show rate, and Medical had 256 completed appointments (29.9%) and 7.7% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers.

POPULATION HEALTH MANAGEMENT REPORTS

There were no items on the Agenda under Population Health Management Reports.

PERFORMANCE MANAGEMENT REPORTS

There were no items on the Agenda under Performance Management Reports.

WORK SESSION

There were no items on the Agenda under Work Session.

OLD BUSINESS

In the only action item on the agenda under Old Business, Michele Gabriel presented to the Board for approval the Final FY19 Knox County Health Department Annual Report to be approved. A motion was made by Clifford Martin to approve FY19 Knox County Health Department Annual Report and seconded by Robert Bondi. The motion was adopted unanimously.

NEW BUSINESS

In the first action item on the agenda under New Business, Michele Gabriel presented to the Board for approval the Client and Community Liaison Job Description, stating the Family Health was down one Nurse, so this position would allow someone to cover the front desk, help with IBCCP, do Community outreach to help educate and bring more clients into the Health Department. A motion was made by Robert Bondi to approve Client and Community Liaison Job Description and seconded by Kevin Satsky. The motion was adopted unanimously.

In the next action item on the agenda under New Business, Michele Gabriel presented to the Board for approval the 2019 Provider Incentive Program Payment, after discussion in Executive Session, the Board came back into regular session to vote. A motion was made by Robert Bondi to approve 2019 Provider Incentive Program Payment and seconded by Clifford Martin. The motion was adopted unanimously.

In the next action item on the agenda under New Business, Michele Gabriel presented to the Board for approval the 2020 Provider Incentive Program Approval, stating there were changes to incentive program to increase the incentive amounts to Providers so a percentage would be distributed evenly between eligible support staff, after discussion. A motion was made by Robert Bondi to approve 2020 Provider Incentive Program Approval and seconded by Doug Gibb. The motion was adopted unanimously.

In the final action item on the agenda under New Business, Michele Gabriel presented to the Board for approval the 2020 SFS Program Review and Update, stating we must provide this every year by March 1. A motion was made by Doug Gibb to approve 2020 SFS Program Review and Update and seconded by Robert Bondi. The motion was adopted unanimously.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on February 19, 2020 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on February 26, 2020 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on March 12, 2020 beginning at 6:00 p.m. at the Knox County Health Department.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison, informed the Board he would be absent at the March meeting. He stated the County is close to implementing their new wage study. He also noted the new dispensary will be opening this month, which will provide additional tax money for the City and County.

BOARD MEMBER COMMENTS

There were no comments by Board members for the ~~January 9~~ February 13, 2020 Board of Health meeting.

EXECUTIVE SESSION

A motion was made by Doug Gibb to go into Executive Session at 7:05 p.m. And seconded by Robert Bondi. Roll Call to go into Executive Session was unanimous: Dan Harris-yes, Doug Gibb-yes, Kevin Satisfsky, MD-yes, Elvith Santoyo-McNaught-yes, Robert Bondi-yes, and Clifford Martin, MD-yes.

A motion was made by Robert Bondi to return to Open Session at 7:25 p.m. and seconded by Clifford Martin. Roll Call to return to Open Session was unanimous: Dan Harris-yes, Doug Gibb-yes, Kevin Satisfsky, MD-yes, Elvith Santoyo-McNaught-yes, Robert Bondi-yes, and Clifford Martin, MD-yes.

ADJOURNMENT

Upon returning to Open Session a motion was made by Doug Gibb to adjourn the February 13, 2020 Board of Health meeting; the motion was seconded by Elvith Santoyo-McNaught. The motion was adopted unanimously. The meeting adjourned at 7:28 p.m.