

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

May 14, 2020
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox Community Health Center Governance Board meeting was held via Teleconference on May 14, 2020. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Marty Andrews, Therese Shelton, Sally Fischell, Angela Petersen, Sammi Durdle, Christina King, Hunter Chernin and Harlan Cook. Also, in attendance were Michele Gabriel, CEO; Wil Hayes, Assistant Administrator; Angel Wright, Director of Compliance and Performance Management; Staci Simpson, Director of Operations; and Tina Jockisch Administrative Clerk. Absent Annadoria Ledbetter and Bill Butts.

ADDITIONS TO AGENDA

There were no additions to the agenda.

APPROVAL OF MINUTES

A motion to approve the minutes of the March 12, 2020 meeting as circulated was made by Therese Shelton and seconded by Sammi Durdle. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

There are no items on agenda under President's Comments.

EXECUTIVE DIRECTOR'S

In the first item under the Executive Director's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Health Department is open 8:00am-4:00pm, the Health Center is serving as a mass test site for anyone that meets the criteria. There are 83 positive cases in Knox County, 14 of them are at Hill Correctional Center. The Health Department has provided 82 tests and Health Center have provided 352 tests since April 27th. Across the County 1,137 tests have been provided. As of last Monday, of the 81 cases, 41 recovered, 37 at home recovering and 2 are in the hospital. As of today, Illinois has 87,937 cases in 99 counties and 3,928 deaths.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Telehealth Services stating Medical and Behavioral Health providers are starting to put patients on their schedule to see them via Telehealth. The remainder of staff are building up their knowledge about Telehealth so they can talk to the patients about it when they are here. We are cautiously bringing in patients to do lab work, it has been several months since we have seen them. When they are here getting labs, we are updating them on how Telehealth works.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Health Center Staffing, noting the Health Center has openings for a Chief Operations Officer, RN Coordinator, and Patient Service Representative. The Health Department has openings for a WIC Clerk, LIHEAP Specialist, WIC Nurse and Environmental Health Specialist.

CHIEF FINANCIAL OFFICER

In the only item under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the Financial Statements for period ending April 30, 2020. Michele reported a

current net revenue over expenditures of \$14,670.24 for the period ending April 30, 2020, actual net revenue over expenditures year to date is \$84,262.92. A motion was made by Christina King to approve the May 2020 Knox Community Health Center Financial Reports as presented and seconded by Sally Fischell. The motion was adopted unanimously.

CHIEF OPERATIONS OFFICER

The first item under Chief Operations Officer, Michele Gabriel presented to the Board for approval the April 2020 CHC Capacities Report, stating Medical had 10 completed appointments (1.5%) and 5.5% no show rate; Behavioral Health had 266 completed appointments (45.5%) and 9.6% no show rate, Dental had 45 completed appointments (15.4%) and 2.7% no show rate; Hygiene had 0 completed appointments (0%) and 0% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers. A motion was made by Therese Shelton to approve the April 2020 CHC Capacities Report as presented and seconded by Angela Petersen. The motion was adopted unanimously.

The final action item under Chief Operations Officer, Michele Gabriel presented to the Board the 2019 UDS Report, stating the UDS report was submitted in February and finalized in March. Michele stated we reached 4,356 patients last year; Behavioral Health had 2,793 Mental Health visits and 1,104 Substance Use patients; Dental had 5,277 visits; and Medical 3,708 visits. A motion was made by Christina King to approve the 2019 UDS Report as presented and seconded by Therese Shelton. The motion was adopted unanimously.

MEDICAL DIRECTOR

There were no items on the agenda under the Medical Director's Report.

DENTAL DIRECTOR

There were no items on the agenda under the Dental Director's Report.

BEHAVIORL HEALTH DIRECTOR

There were no items on the agenda under the Behavioral Health Director's Report.

DIRECTOR OF OPERATIONS

In the only item under her report, Staci Simpson, Director of Operations for the Knox Community Health Center provided the April 2020 Provider Activity Reports through April 30, 2020 to the Board for approval. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 321 for the month of April 2020. A motion was made by Angela Petersen to approve the April 2020 Provider Activity Reports as presented and seconded by Sally Fischell. The motion was adopted unanimously.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

In the first action item under the Director of Compliance and Performance Management's Report, Angel Wright presented the Board the April 2020 Performance Measures Report for the Knox Community Health Center. A motion was made by Therese Shelton to approve the April 2020 Performance Measures Report as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

In the next action item on the Agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Strategic Plan Update. A motion was made by Angela Petersen to approve the Strategic Plan Update as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

In the final item on the Agenda under the Director of Compliance and Performance Management's Report, Angel Wright updated the Board on Patient Survey Development, she discussed with our IT specialist about setting up a short 2 question survey regarding Telehealth, for our patients when they log in. The questions would be if they had difficulty logging in (yes or no) and would you use Telehealth in the future if available (yes or no).

OLD BUSINESS

In the first action item under Old Business, Michele presented to the Board for approval the FY20 Coronavirus Supplemental Funding of \$54,450 for Health Center. A motion was made by Harlan Cook to approve the FY20 Coronavirus Supplemental Funding of \$54,450 for Health Center as presented and seconded by Sally Fischell. The motion was adopted unanimously.

In the next action item under Old Business, Michele presented to the Board for approval the FY20 Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Budget of \$592,520. A motion was made by Therese Shelton to approve the FY20 Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Budget of \$592,520 as presented and seconded by Marty Andrews. The motion was adopted unanimously.

In the final item under Old Business, Michele presented to Board the FY20 Expanding Capacity for Coronavirus Testing Budget, no action was needed.

NEW BUSINESS

In the only action item under New Business, Michele presented to the Board for approval the Revised Billing and Accounts Receivable Policies. A motion was made by Angela Petersen to approve the Revised Billing and Accounts Receivable Policies as presented and seconded by Therese Shelton. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the agenda for Executive Session.

ADJOURNMENT

A motion was made by Christina King to adjourn the May 14, 2020 Governance Board meeting; the motion was seconded by Sammi Durdle. The motion was adopted unanimously. The meeting adjourned at 6:10 p.m.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary