

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

April 9, 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 April 9, 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, Annadoria Ledbetter, Christina King, Bill Butts and Harlan Cook. Also, in attendance were Michele Gabriel, CEO; Amy Anderson, C.O.O.; Angel Wright, Director of Compliance and Performance Management; Staci Simpson, Director of Operations; and Tina Jockisch Administrative Clerk. Absent was Hunter Chernin.

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 Christina King 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 that in Knox County there has been 96 tests completed, 76 were negative, 19 pending and 1 positive, City of Galesburg website has a COVID-19 link where we are tracking testing. As of today's, Governors press conference State of Illinois has 16,422 cases, 528 deaths in 81 counties, they expect the peak to be next week on April 16 or 17.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated to the Board on Parking Lot Expansion Project, stating the bid opening has been pushed back until June, 2020, as the project manager, BCZ is working out drainage.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel informed the Board on HRSA Funding for COVID-19 stating the Health Center was awarded \$54,450 on March 19, 2020 to address the Corona virus. Additionally, earlier this week we received funds through the Cares Funding Act in the amount of \$592,520. Both grants are effective from April 1, 2020 through March 31, 2021, intended use for preparation, prevention and responding to the pandemic in this community.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel informed the Board on Service Area Competition NOA, stating we were awarded \$1,501,087 and years ten and eleven we were awarded \$1,537,754 per year.

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 March 31, 2020. Michele reported a current net revenue over expenditures of \$23,485.96 for the period ending March 31, 2020, actual net

revenue over expenditures year to date is \$71,932.92. A motion was made by Bill Butts to approve the April 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, Amy Anderson presented to the Board for approval the March 2020 CHC Capacities Report, stating Behavioral Health had 246 completed appointments (44.8%) and 15.5% no show rate, Dental had 188 completed appointments (67.9%) and 15.9% no show rate, Hygiene had 129 completed appointments (50.6%) and 27.8% no show rate, and Medical had 165 completed appointments (19.3%) and 5.5% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers. A motion was made by Angela Petersen to approve the March 2020 CHC Capacities Report as presented and seconded by Therese Shelton. The motion was adopted unanimously.

The final item under Chief Operations Officer, Amy Anderson reported the KCHC Activities Report, stating the Health Center is still currently seeing patients, Behavioral Health visits are all done via telephone, Dental is seeing emergency patients only, Medical is providing in-person exam room visits, curbside visits and telephone visits. We are equipped to test for COVID-19 however we have not had a patient meeting the criteria to be tested yet.

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.

BEHAVIORAL 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 March 2020 Provider Activity Reports through March 31, 2020 to the Board for approval. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 728 for the month of March 2020. A motion was made by Christina King to approve the March 2020 Provider Activity Reports as presented and seconded by Sammi Durdle. 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 to the Board the March 2020 Performance Measures Report for the Knox Community Health Center. A motion was made by Therese Shelton to approve the March 2020 Performance Measures Report as presented and seconded by Sally Fischell. The motion was adopted unanimously.

In the final item on the Agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to the Board for approval the HIPAA Data Collection Survey. A motion was made by Sammi Durdle to approve the HIPAA Data Collection Survey as presented and seconded by Annadioria Ledbetter. The motion was adopted unanimously.

OLD BUSINESS

There were no items on the agenda for Old Business.

NEW BUSINESS

In the first action item under New Business, Michele presented to the Board for approval the 1st Quarter KCHC Business Plan Report. A motion was made by Marty Andrews to approve 1st Quarter KCHC Business Plan Report as presented and seconded by Sally Fischell. The motion was adopted unanimously.

In the next action item under New Business, Michele presented to the Board for approval the Hospitalization Tracking Policies Updates. A motion was made by Sammi Durdle to approve Hospitalization Tracking Policies Updates as presented and seconded by Angela Petersen. The motion was adopted unanimously.

In the next action item under New Business, Michele presented to the Board for approval the Referral Tracking Policies Updates. A motion was made by Bill Butts to approve Referral Tracking Policies Updates as presented and seconded by Annadoria Ledbetter. The motion was adopted unanimously.

In the next action item under New Business, Michele presented to the Board for approval the Diagnostics Tracking Policies Updates. A motion was made by Therese Shelton to approve Diagnostics Tracking Policies Updates as presented and seconded by Marty Andrews. The motion was adopted unanimously.

In the final action item under New Business, Michele presented to the Board for approval the EHR Telehealth Project. A motion was made by Annadoria Ledbetter to approve EHR Telehealth Project as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the agenda for Executive Session.

ADJOURNMENT

A motion was made by Sally Fischell to adjourn the April 9, 2020 Governance Board meeting; the motion was seconded by Therese Shelton. The motion was adopted unanimously. The meeting adjourned at 6:05 p.m.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary