

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

December 10, 2020 via teleconference

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox Community Health Center Governance Board meeting was held via Teleconference on December 10, 2020. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Marty Andrews, Sammi Durdle, Harlan Cook, Sally Fischell, Bill Butts, Angela Petersen, Christina King, and Therese Shelton. Also, in attendance were Michele Gabriel, CEO; Wil Hayes, Assistant Administrator; Angel Wright, Director of Compliance and Performance Management; Staci Simpson, Director of Operations; Reina Reyes, Interim COO; Bill Barnes, Behavioral Health Director; and Tina Jockisch Administrative Clerk. Absent: Annadoria Ledbetter, and Hunter Chernin.

ADDITIONS TO AGENDA

The only addition to agenda is under New Business, Recredentialing and Privileging of Carol Sacco, April Miller, Heather Frakes, Kevin Rubnich, William Barnes.

APPROVAL OF MINUTES

A motion to approve the minutes of the November 12, 2020 meeting with as circulated was made by Therese Shelton and seconded by Sally Fischell. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

In the first item on agenda under President's Comments, What I learned at Board Member Bootcamp, Sally Fischell stated it was a very good learning session, they gave a lot of information and it would be hard to remember everything. Sally continued stating they discussed professionalism and respecting each other and all the things they are responsible for.

In the final item on agenda under President's Comments, Governance Board Officers Nominating Committee, Marty, Sammi and Therese met last week to discuss the slate of officers. The Nominating Committee stated the other officers were going to stay the same, Karen Lynch – President, Marty Andrews – Vice President, Sally Fischell – Treasurer, and Therese Shelton – Secretary. Karen asked Marty if he wanted to remain Vice President and he asked to step down, so Karen asked who would like to be Vice President and Bill Butts said he wanted to. A voice roll call vote was taken for Bill Butts for Vice President; Karen Lynch – yes, Therese Shelton – yes, Sammi Durdle – yes, Sally Fischell – yes, Harlan Cook – yes, Angela Petersen – yes, Marty Andrews – yes, Bill Butts – yes, and Christina King abstained from voting. A voice vote to keep Karen Lynch – President was unanimous. A voice vote to keep Sally Fischell – Treasurer was unanimous. A voice vote to keep Therese Shelton – Secretary was unanimous.

EXECUTIVE DIRECTOR'S

In the first item on agenda under the Executive Director's Report, Michele Gabriel presented to Board the Health Center Comps 2020-2019, this report shows a comparison of 2020-2019 weekly visits in the Health Center due to COVID. You can see the period in March, April, and partially through June, where many of the Health Center services were either stopped such as Dental where we did not have patients in or slowed down significantly because people were under the stay-at-home order. Behavioral Health continued to see patients via phone or telehealth. Michele continued stating this will probably continue for the next six months, with a slow incline back to where we were.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating the Health Department continues to test outside as a FQHC (Federally Qualified Health Center) three days a week, Monday, Wednesday, and Friday, were down to about 100 testing per day due to weather getting more inclement which make it harder to test outside. Michele stated we are trying to accommodate staff, so they do not get

too cold while testing. The Pfizer vaccine is supposed to be out next week around December 15, 2020, the County wide group was allotted 800 doses, we were in the top 50 counties in the state per death rate per capita so we were allotted vaccine in the first push out. Michele reported it is her understanding that vaccine will be trickling in for the next month or two in smaller doses. They are releasing it like strategic national stockpile push, where it is going to the Regional Health Hubs, we must go pick it up and bring it back and distribute it to the hospitals because the first round of doses and probably the next one or two shipments will be going through the hospital system in effort to get hospital workers and health care workers vaccinated. Pfizer's vaccine comes in two doses, Pfizer will keep track and ship the second dose twenty-one days after the first dose. The Health Department will receive the vaccine at refrigerator temperature, and it will be good for five days.

Michele reported there is a pharmacy long term care program the federal government put together and they contracted with Walgreens and CVS and in Illinois they have nearly 100% of long-term care facilities signed up with this program. So, beginning about the last week of December the State of Illinois will turn this on and Walgreens and CVS will go into long-term care facilities to do all the vaccinations of staff and residents, this will be done without the assistance from the Health Department.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Sign Project, stating the Board of Health decided not to accept the bid and their request was if we could put it off until spring and bid it again so hopefully, we will get more than one bid, so they have something to compare it too.

CHIEF FINANCIAL OFFICER

In the only item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the December 2020 Financial Statements. Michele reported a current net revenue over expenditures of \$262,073.99 for the period ending November 30, 2020, actual net revenue over expenditures year to date is \$159,187.57. A motion was made by Sammi Durdle to approve the December 2020 Knox Community Health Center Financial Reports as presented and seconded by Marty Andrews. The motion was adopted unanimously.

CHIEF OPERATIONS OFFICER

The only item on the agenda under Chief Operations Officer Report, Reina Reyes, presented to Board the November 2020 CHC Capacities Report, stating Medical had 74 completed appointments (10.3%) and 2.4% no show rate; Behavioral Health had 251 completed appointments (41.0%) and 10.1% no show rate; Dental had 130 completed appointments (36.9%) and 9.1% no show rate; and Hygiene 121 completed appointments (40.0%) and 8.3% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers. A motion was made by Christina King to approve the November 2020 CHC Capacities Reports as presented and seconded by Bill Butts. 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 first item on agenda under her report, Staci Simpson, Director of Operations for the Knox Community Health Center provided the November 2020 Provider Activity Reports through November 30, 2020 to the Board for approval. Staci reviewed the preliminary report showing a total visit

productivity number of 577. A motion was made by Marty Andrews to approve the November 2020 Provider Activity Reports as presented and seconded by Therese Shelton. The motion was adopted unanimously.

In the final item on agenda under her report, Staci Simpson, Director of Operations for the Knox Community Health Center, Staci reported to Board on COVID-19 Testing, stating the Knox County Health Center did 1380 tests for month of November. A motion was made by Christina King to approve the November COVID-19 Testing Report as presented and seconded by Sally Fischell. The motion was adopted unanimously.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

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

In the next action item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Quality Management Plan 2021 Review and Quality Calendar 2021 Review. A motion was made by Sammi Durdle to approve the Quality Management Plan 2021 and Quality Calendar 2021 as presented and seconded by Sally Fischell. The motion was adopted unanimously.

In the next item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright updated the Board on Patient Survey, stating she mailed out 1921 surveys to patients and unfortunately so far have only received 180 back, the responses have been good and positive on telehealth, and received some good comments. Angel stated she was waiting until the end of December to see if more responses come back and will give an updated survey report at the January meeting.

In the final item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright updated the Board on Contract Review, stating we review contracts with our outside vendors and providers each year so we are updating them and will report on them at January meeting.

OLD BUSINESS

The only item on the agenda under Old Business, Michele Gabriel presented the FY21 HRSA CHC Budget Period Progress Report to the Board, stating this is the report we provide for HRSA the two years we do not do a competitive grant application; the purpose of this report is to provide them a budget for the next fiscal year of the Health Center whose fiscal year runs from May to April. Michele stated in the narrative this year they asked us to talk and reflect a lot of what we did as a Health Center and how COVID affected the Health Center overall. A motion was made by Harlan Cook to approve the FY21 HRSA CHC Budget Period Progress Report as presented, the motion was seconded by Sammi Durdle. The motion was adopted unanimously.

NEW BUSINESS

The first action item on the agenda under New Business, Michele Gabriel presented to Board presented to Board the HRSA BPHC Section 330 Grant Management Policy, Michele stated this is one of the financial policies for the Health Center and both Boards must approve it. Michele stated she had to amend the policy to add item C, Restricted Uses of Federal Funds: Financial Management/Accounting and Internal Controls and Procedures followed by the Knox County Health Department ensure that Federal funds are not utilized for any activities that are restricted under HHS Grants Policy Statement or Uniform Guidance. A motion was made by Christina King to approve HRSA BPHC Section 330 Grant Management Policy as presented, was seconded by Therese Shelton. The motion passed unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board the Revised Credentialing and Privileging Polices, stating Angel has been working to make these policies more robust, this is an area that gets a lot of attention when we have our HRSA site visits, so we are trying to make them a lot clearer so the people doing them internally have guidance as well as HRSA having an explanation of what we do. A motion was made by Sally Fischell to approve Revised Credentialing and Privileging Polices and seconded by Bill Butts. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Recredential Carol Sacco. A motion was made by Christina King to approve Recredentialing of Carol Sacco and seconded by Bill Butts. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Recredential April Miller. A motion was made by Bill Butts to approve Recredentialing of April Miller and seconded by Therese Shelton. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Recredential Heather Frakes. A motion was made by Sammi Durdle to approve Recredentialing of Heather Frakes and seconded by Bill Butts. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Recredential Kevin Rubnich. A motion was made by Sammi Durdle to approve Recredentialing of Kevin Rubnich and seconded by Sally Fischell. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Recredential William Barnes. A motion was made by Christina King to approve Recredentialing of William Barnes and seconded by Sally Fischell. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Privilege Carol Sacco. A motion was made by Therese Shelton to approve Privileging of Carol Sacco and seconded by Marty Andrews. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Privilege April Miller. A motion was made by Sammi Durdle to approve Privileging of April Miller and seconded by Christina King. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Privilege Heather Frakes. A motion was made by Bill Butts to approve Privileging of Heather Frakes and seconded by Sammi Durdle. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to Board for approval to Privilege Kevin Rubnich. A motion was made by Sammi Durdle to approve Privileging of Kevin Rubnich and seconded by Therese Shelton. The motion was adopted unanimously.

The final item on the agenda under New Business, Michele Gabriel presented to Board for approval to Privilege William Barnes. A motion was made by Bill Butts to approve Privileging of William Barnes and seconded by Sally Fischell. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the agenda under Executive Session.

ADJOURNMENT

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

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary