

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

**January 9, 2020
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox Community Health Center Governance Board meeting was held on January 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, Bill Butts, Hunter Chernin, Sammi Durdle, and Christina King. 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; Kevin Rubnich, DMD Dental Director; Bill Barnes, LCSW Behavioral Health Director and Tina Jockisch Administrative Clerk. Absent was Harlan Cook and Annadoria Ledbetter.

ADDITIONS TO AGENDA

The following item was added to the Agenda; under the Executive Director's Report: Health Public Centers Monograph. NACHC and Budget Documents. The following item was added to the Agenda; under Director of Compliance and Performance Managements Report; Peer Review Approval for first, second and third Quarter. The following item was added to the Agenda; under Old Business; GRS Closeout.

APPROVAL OF MINUTES

A motion to approve the minutes of the December 12, 2019 meeting as circulated was made by Sally Fischell and seconded by Sammi Durdle. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

In the only item under President's Comments, Karen Lynch asked the Board to fill out and turn in the Conflict of Interest Statements after the meeting.

EXECUTIVE DIRECTOR'S

In the first item under the Executive Director's Report, Michele Gabriel reported to the Board she spoke with Bruner Cooper & Zuck. It appears that everything with the City of Galesburg is approved and will be moving forward. Ms. Gabriel noted there were some questions regarding drainage which will be solved by having a secondary drainage which will run off into a pond behind Sweetbriar, noting this will done through an easement. She informed the Board that a request for bids will be published shortly, and that Bruner Cooper & Zuck will open bids at their facility on March 10, 2020 at 3:30pm. Ms. Gabriel closed noting that the opened bids will be presented to the Board for review and approval at the March 12, 2020 Governance Board meeting.

In the next item under the Executive Director's Report, Michele Gabriel reported to the Board the 2019 Health Department Accomplishments. Ms. Gabriel stated there were many accomplishments during 2019 and noted more exciting changes coming in 2020.

In the next item under the Executive Director's Report, Michele Gabriel informational purposes, presented to the Board the Knox County BRFS: Round 6 Report. Ms. Gabriel stated this was the 6th round of the phone survey conducted by IDPH.

In the next item under the Executive Director's Report, Michele Gabriel discussed Board Training: Board Composition, stating we received information from HRSA about our SAC application, they needed clarification that we do not have any sub awards and there was one word missing in the Bylaws that needed corrected. We had to add the word adoption to page 20, Section D. of the Health Center Bylaws; Chapter 20: Board Composition, which states; The Health Center verifies periodically (for example, annually or during the selection or renewal of board member terms) that the governing board does not include members who are current employees of the Health Center, or immediate family members of current Health Center employees (i.e., spouses, children, parents, or siblings through blood, adoption, or marriage).

In the final item added to the Agenda; under the Executive Director's Report, Michele Gabriel for informational purposes, presented to the Board the Public Centers Monograph, published by the National Association of Community Health Centers (NACHC). Ms. Gabriel stated the document contains valuable information on how to set up and run a Public Section 33 Health Center.

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 December 31, 2019. Michele reported a current net revenue over expenditures of (\$137,614.76) for the period ending December 31, 2019. A motion was made by Angela Petersen to approve the January 2020 Knox Community Health Center Financial Reports as presented and seconded by Marty Andrews. The motion was adopted unanimously.

CHIEF OPERATIONS OFFICER

There were no items on the Agenda under chief Operations Officer.

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 2019 Provider Volume Reports through December 31, 2019 for the Board. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 931 for the month of December 2019. A motion was made by Christina King to approve the December 2019 Provider Activity Reports as presented and seconded by Marty Andrews. 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 December 2019 Statistics Report for the Knox Community Health Center. She went on to elaborate regarding information and numbers for individual division No Show Rates for December; Medical 15%, Dental 29% and Behavioral 20%. A motion was made by Sally Fischell to approve the December 2019 Statics Report as presented and seconded by Marty Andrews. The motion was adopted unanimously.

In the next item on the Agenda under the Director of Compliance and Performance Management's Report, Angel Wright reported her findings to the Board on the Patient Survey Review, stating she was only able to contact 8 out of 36 no show patients, their first answer was they forgot the appointment. Ms. Wright noted she discussed with them how to remember future appointments, she also connected them to scheduling to set up another appointment.

In the final action item added to the Agenda under the Director of Compliance and Performance Management's Report, Ms. Wright presented the Peer Review for first, second and third Quarter 2019 to the Board. A motion was made by Christina King to approve the Peer Review as presented and seconded by Therese Shelton. The motion was adopted unanimously.

OLD BUSINESS

In the only item added to the Agenda under Old Business, Michele Gabriel presented to the Board the GRS Closeout Memo, she asked that moving forward effective February 1, 2020 we apply payments into the New system. A motion was made by Bill Butts to approve GRS Closeout as presented and seconded by Hunter Chernin. The motion was adopted unanimously.

NEW BUSINESS

In the only action item under New Business, Michele Gabriel presented to the Board the Governance Board Bylaws Update to page 20, Section D. of the Health Center Bylaws; Chapter 20: Board Composition. A motion was made by Christina King to approve Governance Board Bylaws Update as presented and seconded by Angela Petersen. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the Agenda for Executive Session.

ADJOURNMENT

A motion was made by Therese Shelton to adjourn the January 9, 2020 Governance Board meeting; the motion was seconded by Bill Butts. The motion was adopted unanimously. The meeting adjourned at 6:00 p.m.

Respectfully Submitted By: Tina Jockisch, Administrative Clerk

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary