

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

July 9, 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 July 9, 2020. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Marty Andrews, Bill Butts, Angela Petersen, Annadoria Ledbetter, Sammi Durdle, Therese Shelton, 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; Reina Reyes, Interim COO; Dr. Kevin Rubnich, Dental Director; and Tina Jockisch Administrative Clerk. Absent, Sally Fischell.

ADDITIONS TO AGENDA

There were no additions to the agenda,

APPROVAL OF MINUTES

A motion to approve the minutes of the June 11, 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 Knox County Health Center testing has increased we are testing Monday through Friday; and the Health Department continues to operate 7 days a week for contact tracing. Michele stated the dashboard says Knox County has 149 positive cases, a total of 3,352 tests, 1 hospitalized and 112 recovered. The state of Illinois has 150,450 positive cases, 7,119 deaths, a total of 1,878,756 tests, the recovery rate is 94%. Michele stated that there is a large amount of administrative work on grants that total \$4,100,000, noting that the programs are all moving so fast there are a lot of rework that is being done due to changes at the State and Federal level. Michele stated that the Contact Tracing Grant for \$2,452,788.32 was submitted, which is for Contact Tracing, as well as including some funds for COVID 19 testing and vaccine should it become available.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel presented to the Board for approval the June 2020 CHC Capacities Report, stating Medical had 97 completed appointments (11.1%) and 1.5% no show rate; Behavioral Health had 316 completed appointments (59.5%) and 10.2% no show rate, Dental had 79 completed appointments (16.6%) and 1.3% no show rate; Hygiene had 112 completed appointments (27.3%) and 7.3% 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 June 2020 CHC Capacities Report as presented and seconded by Angela Petersen. The motion was adopted unanimously.

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 Financial Statements for period ending June 30, 2020. Michele reported a current net revenue over expenditures of (\$46,106.03) for the period ending June 30, 2020,

actual net revenue over expenditures year to date is (\$43,418.46). A motion was made by Therese Shelton to approve the July 2020 Knox Community Health Center Financial Reports as presented and seconded by Annadoria Ledbetter. The motion was adopted unanimously.

CHIEF OPERATIONS OFFICER

In the first item under Chief Operations Officer, Reina Reyes, Interim COO, stated Behavioral Health continues to use telehealth, Dental continues to build their schedules up, Medical has been working a rotation for COVID testing and getting patients in for blood draws and labs. Health Center is working on environmental control such as shields, plexiglass barriers to help control environment, so they can start to see patients on a regular basis.

In the final item under Chief Operations Officer, Reina Reyes, Interim COO, stated the Health Center has two dental assistants stating on Monday, and they are in the process of interviewing for a position in Behavioral Health.

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 under her report, Staci Simpson, Director of Operations for the Knox Community Health Center provided the June 2020 Provider Activity Reports through June 30, 2020 to the Board for approval. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 604, and 403 COVID-19 tests for the month of June 2020. A motion was made by Christina King to approve the June 2020 Provider Activity Reports as presented and seconded by Therese Shelton. The motion was adopted unanimously.

In the final item under her report, Staci Simpson, Director of Operations for the Knox Community Health Center, Staci updated the Board on COVID-19 testing, stating the Knox County Health Center are testing Monday through Friday mornings due to increased demand of testing.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

In the only action item under the Director of Compliance and Performance Management's Report, Michele Gabriel presented the Board the June 2020 Performance Measures Report for the Knox Community Health Center. A motion was made by Angela Petersen to approve the June 2020 Performance Measures Report as presented and seconded by Therese Shelton. The motion was adopted unanimously.

OLD BUSINESS

There were no items on the agenda under Old Business.

NEW BUSINESS

In the only action item under New Business, Michele presented to the Board for approval the FY2020 Budget Adjustment. A motion was made by Bill Butts to approve the FY2020 Budget Adjustment as presented and seconded by Annadoria Ledbetter. The motion was adopted unanimously.

Michele informed the Board that Hein construction started work on our new parking lot, they project it will be completed by Labor Day.

EXECUTIVE SESSION

There were no items on the agenda for Executive Session.

ADJOURNMENT

A motion was made by Bill Butts to adjourn the July 9, 2020 Governance Board meeting; the motion was seconded by Angela Petersen. The motion was adopted unanimously. The meeting adjourned at 5:40 p.m.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary