

# **GOVERNANCE BOARD MINUTES OF MONTHLY MEETING**

**June 11, 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 June 11, 2020. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Marty Andrews, Bill Butts, Angela Petersen, Annadoria Ledbetter 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; Bill Barnes, Behavioral Director; and Tina Jockisch Administrative Clerk. Absent Sammi Durdle, Therese Shelton, Sally Fischell, Christina King, and Hunter Chernin.

## **ADDITIONS TO AGENDA**

There was one addition to the agenda, FY20 Budget Adjustment under Chief Financial Officer.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the May 14, 2020 meeting as circulated was made by Angela Petersen and seconded by Marty Andrews. 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 are testing ½ days Monday through Friday due to decreased demand of testing. Michele stated the Unified Command is getting ready to wrap up and stand down at the end of phase 3, towards the end of June they will formally disband with the intent to be able to stand back up should the need arise or we see a surge.

In the next item on the agenda under the Administrator's Report, Michele Gabriel discussed with the Board the Hours of Operation for Health Department, stating she would like to keep the hours from 8:00am-4:00pm for the near future due to screening staff every day and to make sure we have enough staff to cover the facility.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on staffing changes noting, Reina Reyes will be moving from Behavioral Health Counselor to Interim COO, we hired Chris Rebout, EH Specialist, rehired Michelle Rickard, WIC Clerk; and Shatara Robinson, RN Clinical Nurse Coordinator. We are still looking for LIHEAP Specialist, WIC Nurse and the Health Center has openings for two Behavioral Health Counselors, Public Health Nurse, Dental Hygienists, Dental Assistant and Patient Service Representative.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel presented to the Board for approval the May 2020 CHC Capacities Report, stating Medical had 2 completed appointments (.2%) and 0.0% no show rate; Behavioral Health had 127 completed appointments (26.6%) and 10.1% no show rate, Dental had 0 completed appointments (0.0%) and 0.0% 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 Bill Butts to approve

the May 2020 CHC Capacities Report as presented and seconded by Marty Andrews. The motion was adopted unanimously.

### **CHIEF FINANCIAL OFFICER**

In the addition to the agenda under the Chief Financial Officer's report, Michele Gabriel presented to the Board the FY20 KCHD Budget Adjustment, stating we received 4 new federal grants and stimulus money totaling about \$3,600,000. Michele stated the Health Department received over \$2,000,000 grant for contact tracing. Michele stated due to COVID-19 grants we have bids on parking lot expansion, LED building lighting, and replacing flooring. We will need to get bids for Health Department signage, Annex building (lease & set up), Contact tracing program division, Office redivisions (CHC), Phone system replacement, Health Department website redesign, Rear entrance security, Negative air pressure room, Transport Van w/lift (purchase & wrap), Board room projector, Dental services upgrades, Medical furniture upgrades (exam tables), Salary schedule project, Re-establishing Services (footprint), Telehealth, IPLAN project, Partner equipment, and Mobile Testing/Immunization Equipment. A motion to approve the FY20 KCHD Budget Adjustment as circulated was made by Marty Andrews and seconded by Angela Petersen. The motion was adopted unanimously.

In the final item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the Financial Statements for period ending May 31, 2020. Michele reported a current net revenue over expenditures of (\$81,575.35) for the period ending May 31, 2020, actual net revenue over expenditures year to date is \$2,687.57. A motion was made by Bill Butts to approve the June 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 under Chief Operations Officer, Reina Reyes, Interim COO introduced herself to the Board, stating she started working at Health Center in October 2019 as a Behavioral Health Counselor. Reina stated she has 25 years' experience working with Mental and Behavioral Health. She studied at Southern Illinois University for her undergrad degrees in Psychology and Criminal Justice, then received her master's in social work at St. Ambrose University in 2005, did counseling at a Community Health Center for her internship, served in several different capacities at a residential facility for juveniles; such as program director, clinical director and most recently as COO after receiving her master's in business administration in 2015. She worked as COO until coming to Heath Center last October.

### **MEDICAL DIRECTOR**

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

### **DENTAL DIRECTOR**

In the first item on the agenda under the Dental Director's Report, Dr. Kevin updated the Board on Re-opening Dental Service, stating Dental is slowly opening and trying to get adjusted to new COVID-19 rules, there are several changes in PPE and how they provide services. They started seeing emergency and extraction appointments this week, opening to do fillings next week. Depending how that goes, week three would open all services at a smaller scale due to decontaminate and sanitizing.

In the next item on the agenda under the Dental Director's Report, Dr. Kevin updated the Board on MOU Knox County Nursing Home, stating he spoke to Director of Knox County Nursing, they have 107 clients and Dr. Kevin will be delivering packets to be filled out by the clients and they can bring it with them when they become patients. Dr. Kevin stated they are going to have an outreach program

where the hygienist is going out and talking about oral health care at their facility and try to help anyway, we can.

In the final item on the agenda under the Dental Director's Report, Dr. Kevin updated the Board on Public Health Dental Hygiene Certification, stating recently they are looking at the Hygienist becoming Certified Public Health Hygienist, that process will allow them to work more independently and if both Dentists are out, they would still be able to see patients and the Dentists have 30 days from that point to do exam and necessary treatment. It is 14 hours online continuous education training and pass test.

### **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 May 2020 Provider Activity Reports through May 31,2020 to the Board for approval. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 129 for the month of May 2020. A motion was made by Angela Petersen to approve the May 2020 Provider Activity Reports as presented and seconded by Marty Andrews. 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 ½ days, Monday, Wednesday and Friday mornings, Tuesday, and Thursday afternoons due to decreased demand of testing.

### **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 May 2020 Performance Measures Report for the Knox Community Health Center. A motion was made by Harlan Cook to approve the May 2020 Performance Measures Report as presented and seconded by Bill Butts. 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 Quarterly Quality Improvement Report. A motion was made by Angela Petersen to approve the Quarterly Quality Improvement Report as presented and seconded by Marty Andrews. 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 Board the First Quarter 2020 Audit Report, stating there were no findings and compliant in all areas. A motion was made by Bill Butts to approve the First Quarter 2020 Audit Report as presented and seconded by Angela Petersen. The motion was adopted unanimously.

### **OLD BUSINESS**

In the only action item under Old Business, Michele presented to the Board for approval the Patient Survey Tool Distribution. A motion was made by Marty Andrews to approve the Patient Survey Tool Distribution as presented and seconded by Angela Petersen. The motion was adopted unanimously.

### **NEW BUSINESS**

In the only action item under New Business, Michele presented to the Board for approval to Privilege Dr. Wiechert. A motion was made by Harlan Cook to approve to Privilege Dr. Wiechert as

presented and seconded by Bill Butts. The motion was adopted unanimously.

### **EXECUTIVE SESSION**

There were no items on the agenda for Executive Session.

### **ADJOURNMENT**

A motion was made by Bill Butts to adjourn the June 11, 2020 Governance Board meeting; the motion was seconded by Marty Andrews. The motion was adopted unanimously. The meeting adjourned at 5:50 p.m.

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**Michele Gabriel, MPH Administrator/CEO**

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**Therese Shelton, Secretary**