

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

March 12, 2020

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

The Knox Community Health Center Governance Board meeting was held on March 12, 2020. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Marty Andrews, Therese Shelton, Sally Fischell, Angela Petersen, Hunter Chernin, Sammi Durdle, Annadoria Ledbetter 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; and Tina Jockisch Administrative Clerk. Absent was Bill Butts and Harlan Cook.

ADDITIONS TO AGENDA

The only change to the agenda was remove CHC Billing and A/R Policies & Procedures under New Business.

APPROVAL OF MINUTES

A motion to approve the minutes of the February 13, 2020 meeting as circulated was made by Sammi Durdle and seconded by Therese Shelton. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

The only item under President's Comments, Karen passed out Statement of Economic Interests from Knox County to be filled out by Board members.

EXECUTIVE DIRECTOR'S

In the first item under the Executive Director's Report, Michele Gabriel updated the Board of Health on COVID-19 stating as of today there are 32 confirmed cases in Illinois, but there are no confirmed cases within 2-3 hours from Knox County. Michele went on to note that internally the Health Department has put up signage to alert staff & patients about precautions they can take to avoid spread of the COVID-19 virus, as well as signs and symptoms; handouts were shared with the Board and it was indicated that mores signs are available if they needed them for their businesses. She continued noting that the Department has held several small meetings to update staff on some of the changes that are happening in response to COVID-19. The Health Department has amended their sick leave policy, previously policies required a Medical Doctors slip to return to work after 4 days, since the CDC recommendation is for individuals to stay home and not go to your Doctor if you are mildly ill with COVID-19. the Department has temporarily rescinded this policy to be in line with the CDC recommendations.

Additionally, Michele reported that the Health Department held a Community Partners meeting March 5, 2020 at the Farm Bureau, with over 80 people in attendance, and the Department is also holding weekly EMA meetings with the Fire Department, Cottage Hospital, St. Mary's Hospital and GHAS, via phone on Thursdays at 3:00pm.

Also, the Health Department is receiving many phone calls regarding the COVID-19 and has assigned two individuals to field those calls and tracking formation. If the calls increase, the Department will add additional people to field the calls. Michele closed noting that most calls are from Businesses or Schools in the community looking from recommendations, Health Department is unable to shut any

Business down.

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 April 7, 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 provided the Board with a staffing update noting the Health Center hired Megan Cropp, LPN Clinical Services Nurse; Chelsea Walker, Patient Services Representative; and Myranda Lambert, Dental Assistant. Health Department hired Ashli Muth and Denise Schoonover, WIC Clerks; Ninoska Dominique, Client & Community Liaison; Cathleen Gibson, Community Health Educator; also, long time WIC Clerk Tammy Poland move to LIHEAP Reviewer/Specialist. Currently we have Environmental Health openings.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel presented to the Board the Final FY19 Knox County Health Department Annual Report which was approved by the Knox County Board at their meeting in February 2020.

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 February 29, 2020. Michele reported a current net revenue over expenditures of (\$13,145.82) for the period ending February 29, 2020, actual net revenue over expenditures year to date is \$48,453.01. A motion was made by Angela Petersen to approve the March 2020 Knox Community Health Center Financial Reports as presented and seconded by Christina King. The motion was adopted unanimously.

CHIEF OPERATIONS OFFICER

The first item under Chief Operations Officer, Amy Anderson presented to the Board for approval the February 2020 CHC Capacities Report, stating Behavioral Health had 240 completed appointments (47.6%) and 13.3% no show rate, Dental had 285 completed appointments (72%) and 18.9% no show rate, Hygiene had 248 completed appointments (58.4%) and 27.8% no show rate, and Medical had 287 completed appointments (39.5%) and 7% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers. A motion was made by Sally Fischell to approve the February 2020 CHC Capacities Report as presented and seconded by Therese Shelton. The motion was adopted unanimously.

The next item under Chief Operations Officer, Amy Anderson presented to the Board for approval the First Quarter Provider/Staff Meeting Agendas. A motion was made by Angela Petersen to approve the First Quarter Provider/Staff Meeting Agendas as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

The final item under Chief Operations Officer, Amy Anderson presented to the Board the Sliding Fee Scale Training that was approved by the Board last month, stating Plan A on the Sliding Fee Scale, Medical \$10 and Dental \$20, Behavioral Health is not specified. Karen Lynch asked for a report on Health Center costs for Behavioral Health. Amy asked the Board to discuss revising the sliding scale flat rate charges at the April meeting.

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 February 2020 Provider Activity Reports through February 29, 2020 to the Board for approval. Ms. Simpson reviewed the preliminary report showing a total visit productivity number of 1,060 for the month of February 2020. A motion was made by Marty Andrews to approve the February 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 the Board the February 2020 Performance Measures Report for the Knox Community Health Center. A motion was made by Marty Andrews to approve the February 2020 Performance Measures Report as presented and seconded by Angela Petersen. 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 the Board for approval the Fourth Quarter Risk Assessment, A motion was made by Christina King to approve the Fourth Quarter Risk Assessment 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 the Board for approval the Fourth Quarter Peer Review, A motion was made by Sally Fischell to approve the Fourth Quarter Peer Review as presented and seconded by Marty Andrews. The motion was adopted unanimously.

OLD BUSINESS

The only item on Agenda under Old Business, Michele Gabriel presented to the Board for approval the CHC Business Plan. A motion was made by Angela Petersen to approve CHC Business Plan, the motion was seconded by Marty Andrews. The motion was adopted unanimously.

NEW BUSINESS

The only item under New Business was removed from the agenda.

EXECUTIVE SESSION

There were no items on the Agenda for Executive Session.

ADJOURNMENT

A motion was made by Christina King to adjourn the March 12, 2020 Governance Board meeting; the motion was seconded by Hunter Chernin. The motion was adopted unanimously. The meeting adjourned at 6:05 p.m.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary