

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

November 12, 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 November 12, 2020. Karen Lynch called the meeting to order at 5:05 PM. Present were Karen Lynch, Marty Andrews, Sammi Durdle, Harlan Cook, Sally Fischell, Bill Butts, 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; Kevin Rubnich, Dental Director; and Tina Jockisch Administrative Clerk. Absent: Annadoria Ledbetter, Angela Petersen, Hunter Chernin and Christina King.

ADDITIONS TO AGENDA

There were no additions to the agenda.

APPROVAL OF MINUTES

A motion to approve the minutes of the October 8, 2020 meeting with as circulated was made by Sammi Durdle and seconded by Therese Shelton. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

In the first item on agenda under President's Comments, Karen Lynch stated we would table the What I learned at Board Member Bootcamp until the December to give Sally time to refresh on what they learned.

In the final item on agenda under President's Comments, Karen Lynch discussed Governance Board Officers Nominating Committee, Marty, Sammi and Therese volunteered to be on the Committee to Nominate Board Officers.

EXECUTIVE DIRECTOR'S

In the first item on agenda under the Executive Director's Report, Michele Gabriel updated Board on 340b Program, stating the has been a lawsuit filed on behalf of Health Centers by National Association of Community Health Centers wanting the government to take action against the pharmaceutical companies that were holding the 340b drugs hostage, so we are now in a wait and see pattern, but we continue to monitor the program and the money that goes in and out to make sure we are within our budget and not running into a pharmaceutical somewhere that we can use a different one where we are costing a lot of money, at the same time keeping it affordable for our clients.

In the final item on the agenda under the Administrator's Report, Michele Gabriel updated Board on COVID-19 Activities, stating the Health Department continues to test as a FQHC (Federally Qualified Health Center) three days a week, we continue to test outside. Michele stated we have a fully functioning mobile office onsite for this winter to provide some testing facilities for staff, also we purchased some used large patio heaters to put in between the cars to make it bearable for the staff this winter, we do need to keep testing outside the building to keep our testing numbers up. Michele continued stating we schedule five patients ever fifteen minutes and test between 120 to 140 daily we are looking at hiring additional staff to help with testing. Michele stated that Unified Command began to meet weekly due to numbers increasing and Region 2 moving into Tier 1 Mitigations, the group met today at 4:00pm to discuss hospital activity, long term care activity, PPE and specific messages they

want to push out into the community, and how to help people make decisions about testing. Michele stated the Knox County Fair Grounds was gracious to let us use the Fair Grounds all winter to keep up with state testing, we may have to pay to have the driveway plowed this winter. Michele stated IDPH will be doing additional testing November 14-15 and November 28-29 from 9am-5pm at the Knox County Fair Grounds, testing is open to everyone. You do not have to be a Knox County resident or have insurance, they ask if you have insurance to bring it with you, they take the insurance information and bill it, if insurance does not pay it gets billed to cares money grant.

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 November 2020 Financial Statements. Michele reported a current net revenue over expenditures of (\$58,326.04) for the period ending October 31, 2020, actual net revenue over expenditures year to date is (\$102,886.42). A motion was made by Therese Shelton to approve the November 2020 Knox Community Health Center Financial Reports as presented and seconded by Sammi Durdle. 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 October 2020 CHC Capacities Report, stating Medical had 125 completed appointments (15.3%) and 3.1% no show rate; Behavioral Health had 287 completed appointments (56.9%) and 10.9% no show rate; Dental had 85 completed appointments (16.5%) and 6.4% no show rate; and Hygiene 156 completed appointments (43.3%) and 8.9% 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 October 2020 CHC Capacities Reports as presented and seconded by Sally Fischell. 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 October 2020 Provider Activity Reports through October 31, 2020 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 747. A motion was made by Marty Andrews to approve the October 2020 Provider Activity Reports as presented and seconded by Harlan Cook. 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 1580 tests for month of October. A motion was made by Therese Shelton to approve the October 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 October 2020 EHR for the Knox Community Health Center. A motion was made by Marty Andrews to approve the Performance

Measures Report October 2020 EHR as presented and seconded by Sammi Durdle. 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 Performance Measures Report Third Quarter 2020 EHR for the Knox Community Health Center. A motion was made by Sammi Durdle to approve the Performance Measures Report Third Quarter 2020 EHR as presented and seconded by Marty Andrews. 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 NEO GEO Staff Trainings for 2021. A motion was made by Therese Shelton to approve the NEO GEO Staff Trainings for 2021 as presented and seconded by Bill Butts. The motion was adopted unanimously.

In the next item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Quality Management Plan 2021 Review, stating no action needed, it will be voted on in the December meeting.

In the final item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Quality Calendar 2021 Review, stating no action needed, it will be voted on in the December meeting.

OLD BUSINESS

The first action item on the agenda under Old Business, Michele Gabriel presented to Board for Review and Approve Bids for Facia Signage, A motion was made by Therese Shelton to approve the Bids for Facia Signage as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

The next action item on the agenda under Old Business, Michele Gabriel presented to Board for Review and Approve Bids for New LED Signage, A motion was made by Sammi Durdle to approve the Bids for New LED Signage as presented and seconded by Therese Shelton. The motion was adopted unanimously.

The final action item on the agenda under Old Business, Michele Gabriel presented to Board the FY21 Revised Budget Approval, A motion was made by Therese Shelton to approve the FY21 Revised Budget as presented and seconded by Marty Andrews. The motion was adopted unanimously.

NEW BUSINESS

The only item on the agenda under New Business, Michele Gabriel presented to Board the Temporary Amendment to Personnel Policies, Michele stated the Personnel Policy state full time employees after three consecutive years or more will receive an annual longevity award added to their annual salaries. Michele asked the Board to amend the Personnel Policy to read full time employees after three consecutive years or more may receive an annual longevity award, to avoid any future concerns this may bring since they are not receiving longevity steps A motion was made by Sally Fischell to approve the Temporary Amendment to Personnel Policies as presented and seconded by Bill Butts. The motion was adopted unanimously.

EXECUTIVE SESSION

A motion was made by Therese Shelton to go into Executive Session at 6:05 pm and seconded by Sammi Durdle. Roll Call to go into Executive Session was unanimous: Karen Lynch-yes; Marty Andrews-yes; Sally Fischell -yes; Therese Shelton -yes; Harlan Cook-yes; Sammi Durdle -yes; Bill Butts-yes. Absent Christina King, Annadoria Ledbetter, Angela Petersen, and Hunter Chernin.

RETURN TO OPEN SESSION

A motion was made by Bill Butts to return to Open Session at 6:15 pm and seconded by Sammi Durdle. Roll Call to go into Executive Session was unanimous: Karen Lynch-yes; Marty Andrews-yes; Sally Fischell -yes; Therese Shelton -yes; Harlan Cook-yes; Sammi Durdle -yes; Bill Butts-yes. Absent Christina King, Annadoria Ledbetter, Angela Petersen, and Hunter Chernin.

Upon returning to Open Session, a motion was made by Marty Andrews to approve CEO Performance Evaluation as presented and seconded by Therese Shelton. The motion was adopted unanimously.

Upon returning to Open Session, a motion was made by Marty Andrews to approve CEO Employment Contract as presented and seconded by Sammi Durdle. The motion was adopted unanimously.

ADJOURNMENT

A motion was made by Marty Andrews to adjourn the November 12, 2020 Governance Board meeting; the motion was seconded by Sally Fischell. The motion was adopted unanimously. The meeting adjourned at 6:20pm.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary