

# GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

October 8,2020 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 October 8, 2020. Karen Lynch called the meeting to order at 5:10 PM. Present were Karen Lynch, Marty Andrews, Angela Petersen, Sammi Durdle, Annadoria Ledbetter, Harlan Cook, and Christina King. 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; and Tina Jockisch Administrative Clerk. Absent: Sally Fischell, Bill Butts, Hunter Chernin and Therese Shelton.

## **ADDITIONS TO AGENDA**

There were three additions to the agenda, under Executive Directors Report, COVID Related Funding, State Testing, and Cold Weather COVID Testing.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the September 10, 2020 meeting with as circulated was made by Angela Petersen and seconded by Sammi Durdle. The motion was adopted unanimously.

## **PRESIDENT'S COMMENTS**

In the first item on agenda under President's Comments, Karen Lynch stated they will be going into Executive Session to discuss CEO Performance Evaluation and Employment Contract.

In the next item on agenda under President's Comments, Karen Lynch stated we would move on since Sally was not on the call to discuss Board Member Boot Camp.

In the final item on agenda under President's Comments, Karen Lynch discussed Governance Board Officers Nominating Committee, Marty and Sammi 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 the Board on FTCA Application Approval, stating our Tort Claims Act application did get approved for the year, this is an application that we do every year where we submit a lot of risk management and quality management materials to HRSA to prove we take actions to avoid any lawsuits or actions against the Health Center or any of our Providers, so this means we have Federal Tort protection provided to us by the Federal Government for 2021.

In the next item on agenda under the Executive Director's Report, Michele Gabriel updated Board on 340b Program, stating 340b program is the prescription drug program in the Health Center, it is a program that allows us to provide prescription drugs for a greatly reduced cost to our patients. So how the program works, it is administered as part of the Health Center plan or part of the Public Health Service Act, it requires the pharmaceutical companies to provide covered entities prescription drugs at 340b prices, in exchange for that they can participate in the Medicaid program and receive reimbursement through Medicaid. CHC makes a profit off this, when claims are filed the insurance companies reimburse at the regular rate, they do for drugs, so we get that overage, and we reinvest it in the program. We have what they consider a contract pharmacy relationship with Walgreens, they act as a third-party administrator, so they help with a lot of the administrative work because it is intensive. So, our patient may go into the pharmacy and it is seamless to them, we have a sliding fee scale so if they are a plan A patient they pay zero dollars for their prescription and we reimburse

Walgreens the 340b cost of the drug which maybe one, two or three dollars. Most of the drugs are greatly reduced, then there is a twenty-five-dollar administrative fee and two-dollar dispensing fee. Our revenue is whatever the insurance company reimburse Walgreens for that drug minus what we pay Walgreens, and we can do that for every insurance provider except straight Medicaid. They monitor these programs for diversion and duplicate discounts, diversion means we can only use the program for our patients. Medicaid MCO's, most of our revenue come from these, they are not considered straight Medicaid; however, unlike some states Illinois has not clearly stated whether they will include them as Medicaid or insurance. The larger threat to the program in September and October, the larger pharmaceutical companies are refusing to sell 340b drugs to contract pharmacy arrangements such as ours unless the FQHC do certain things. Eli Lilly, Astro Zeneca, Sanofi, Novartis, and Merck are threatening to stop shipping 340b drugs to contract pharmacies unless the CHC's sign an agreement with them to share all of our claims data with them and make our records accessible to our records so they can audit them, and a laundry list of things. HRSA's legal counsel, Feldmans Tucker Leifer and Fidell LLP, that provides guidance not legal advice, their stance on this as a Health Center we should not do anything, we should sit and wait to see what happens because HRSA hasn't moved on this with the pharmaceutical companies to go one way or another.

In the next item on agenda under the Executive Director's Report, Michele Gabriel reported to Board on CHC Budget Progress, stating the CHC progress report is due December 11, 2020, this is the non-competitive report that we do for the Health Center once a year that includes a budget for the Health Center, this will be presented to both Boards for approval either November or December. This is the renewal for our grant for the year, generally the grant is approved for 3 years, one year is a competitive grant application and the other two years are this budget progress report.

In the next item on agenda under the Executive Director's Report, Michele Gabriel presented a sheet to Board on COVID Related Funding, stating we try to spend the funds in FY20, but some funds will be carried over into FY21. Michele also stated the Primary Health Care Association that represents Community Health Centers is working on getting the State or Federal Government to allow us to use some of the Cares money out there as a replacement for lost revenue. There is a lot of funding being pushed out but there is no money available to replace lost revenue.

In the next item on agenda under the Executive Director's Report, Michele Gabriel discussed State Testing, stating we worked with IDPH to get them to come to Knox County to do additional testing for COVID-19, the first weekend will be October 17-18 from 9am-5pm at the Knox County Fair Grounds, testing is open to everyone. Michele continued stating we are looking at a second date October 31-November 1, but the location is to be determined. 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.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel discussed Cold Weather Testing, stating we are working to get a mobile office onsite for this winter to provide some testing facilities for staff so they have somewhere warm to go in-between testing, we do need to keep testing outside the building to keep our testing numbers up.

### **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 September 30, 2020. Michele reported a current net revenue over expenditures of (\$6,210.13) for the period ending September 30, 2020, actual net revenue over expenditures year to date is (\$44,560.55). A motion was made by Christina King to approve the October 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 September 2020 CHC Capacities Report, stating Medical had 113 completed appointments (14.8%) and 3.3% no show rate; Behavioral Health had 307 completed appointments (52.5%) and 10.9% no show rate; Dental had 182 completed appointments (39.0%) and 10.1% no show rate; and Hygiene 171 completed appointments (44.4%) and 11.7% no show rate. Knox County Health Centers goal is to have 75% completed appointments for all Providers. A motion was made by Angela Petersen to approve the September 2020 CHC Capacities Reports as presented and seconded by Marty Andrews. 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 September 2020 Provider Activity Reports through September 30, 2020 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 775. A motion was made by Christina King to approve the September 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 1058 tests for month of September. A motion was made by Marty Andrews to approve the COVID-19 Testing Report as presented and seconded by Christina King. The motion was adopted unanimously.

### **DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT**

In the only action item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Performance Measures Report September 2020 EHR for the Knox Community Health Center. A motion was made by Marty Andrews to approve the Performance Measures Report September 2020 EHR as presented and seconded by Angela Petersen. The motion was adopted unanimously.

### **OLD BUSINESS**

There were no items on the agenda under Old Business.

### **NEW BUSINESS**

There were no items on the agenda under New Business.

### **EXECUTIVE SESSION**

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

### **RETURN TO OPEN SESSION**

A motion was made by Harlan Cook to return to Open Session at 6:35pm and seconded by Christina King. Roll Call vote to return to Open Session was unanimous: Karen Lynch-yes; Marty Andrews-yes; Christina King-yes; Angela Petersen-yes; Harlan Cook-yes; and absent Annadoria Ledbetter,

Sammi Durdle, Therese Shelton, Sally Fischell, Hunter Chernin and Bill Butts.

Upon returning to Open Session there was no action taken on CEO Employment Contract & Salary.

**ADJOURNMENT**

A motion was made by Christina King to adjourn the October 8, 2020 Governance Board meeting; the motion was seconded by Marty Andrews. The motion was adopted unanimously. The meeting adjourned at 6:40pm.

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**Michele Gabriel, MPH Administrator/CEO**

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**Therese Shelton, Secretary**