

# **GOVERNANCE BOARD MINUTES OF MONTHLY MEETING**

**September 10, 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 September 10, 2020. Marty Andrews called the meeting to order at 5:10 PM. Present were Marty Andrews, Sally Fischell, Angela Petersen, Sammi Durdle, Therese Shelton, Bill Butts, 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 Karen Lynch, Hunter Chernin and Annadoria Ledbetter.

## **ADDITIONS TO AGENDA**

There were three removals from the agenda, first under Executive Session, CEO Employment Evaluation Discussion and CEO Employment Contract and Salary Discussion, there won't be an Executive Session; next under New Business, Programs Revenue Comparisons; and final under Chief Operation Officer, August 2020 CHC Capacities Report.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the August 13, 2020 meeting with the addition of Harlan Cooks name being present at August 13, 2020 meeting was made by Therese Shelton and seconded by Bill Butts. The motion was adopted unanimously.

## **PRESIDENT'S COMMENTS**

In the first item on agenda under President's Comments, Michele Gabriel discussed CEO Performance Evaluation and Employment Contract, stating Karen Lynch, Marty Andrews and Dan Harris will be meeting to discuss CEO Performance Evaluation and Employment Contract.

In the next item on agenda under President's Comments, Michele Gabriel discussed the Board Member Boot Camp, Sally Fischell, Therese Shelton and Marty Andrews thought it was informative, learned a lot and really enjoyed it. Michele stated she thought we should do this every year or every other year. Sally Fischell volunteered to discuss what she learned at October meeting.

In the final item on agenda under President's Comments, Michele Gabriel discussed Governance Board Officers Nominating Committee, Michele stated Tina would send an email out to Board to form a Committee to Nominate Board Officers.

## **EXECUTIVE DIRECTOR'S**

In the first item on agenda under the Executive Director's Report, Michele Gabriel presented to Board the FTCA Application Request for Additional Information, stating we received information back from HRSA on FTCA (Federal Tort Claims Act) Tort application, which we do every year is heavily weighted in Risk Management and Quality Management activities, they found one area they wanted us to improve in before they will provide us with Tort coverage, it had to do with Credentialing and Privileging our providers. Michele stated we made adjustments and will send application back in.

In the next item on agenda under the Executive Director's Report, Michele Gabriel presented to Board the HRSA Quality Improvement Award Announcement, stating we received our Quality Improvement Award Announcement and we also received second year Behavioral Integration

money. Michele stated we received \$52,612 for Quality Improvement efforts and \$167,000 towards Behavioral Health Integration program, they will be added into next year's FY21 budget.

In the next item on agenda under the Executive Director's Report, Michele Gabriel updated the Board on 340b Program Ongoing Concerns Information, stating Federally there are several changes going on, we will be talking about this for the next few months.

In the next item on agenda under the Executive Director's Report, Michele Gabriel updated the Board on FQHC Alternative Payment Methodology Information, stating Primary Health Care Association is looking to develop one with Medicaid Managed Care Organizations prior to them bringing their own version out. Michele stated it looks like an old HMO, we would be paid per member per month fee to take care of a patient. In return for that fee, we are expected to take care of that patient.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel presented to the Board the HRSA COVID 19 Funding Budget Approvals Announcement, stating all three of the budgets for the COVID money went through and were approved, we are starting to move through some of the bigger projects. Michele continued stating the new phone system is installed and working, flooring is installed, and a lot of our LED lighting is installed in the building, we are receiving some reimbursement from Ameren for the LED upgrades.

### **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 August 31, 2020. Michele reported a current net revenue over expenditures of \$14,521.60 for the period ending August 31, 2020, actual net revenue over expenditures year to date is (\$38,350.43). A motion was made by Angela Petersen to approve the September 2020 Knox Community Health Center Financial Reports as presented and seconded by Sally Fischell. The motion was adopted unanimously.

### **CHIEF OPERATIONS OFFICER**

Reina discussed bring in more clients to the Health Center, Dental has limitations with having to leave a room set for 30 minutes after cleaning it, they continue to try building the client numbers. Medical Providers are doing COVID testing Monday, Wednesday and Friday, the schedule has been adjusted to allow the Providers to bring in patients on Tuesdays and Thursdays and the hours when they are not doing COVID testing. There are three testing teams that switch off each day to allow the Providers to provide services to our patients at a higher rate. Behavioral Health continues to do appointments over the phone and telehealth as they have through the pandemic, offices are preparing to bring those patients back in for Behavioral Health.

The first item on the agenda under Chief Operations Officer Report, Reina Reyes, Reina discussed with Board the School/Sports Physicals Activity, stating they are working with Carl Sandburg College to provide sport physicals, today we provided a special sports physicals day, the fee was \$20 and we had 14 athletes coming through with one provider providing those sports physicals. We have another day planned on Monday September 14, 2020 to finish up the athletes that will begin practice on September 15, 2020, these are athletes that have been through our Health Center for COVID testing, so they are repeat patients.

The final item on the agenda under Chief Operations Officer Report, Reina Reyes, Reina discussed Concerns Related to non-Collection of Patient Information, stating when COVID hit we began to mail out paperwork for the patients to fill out since they could not come in building. We were having trouble with the patients returning the filled-out papers, so there are gaps in some of the paperwork

for our clients. Reina continued stating we are currently looking at the list of clients that are missing the data and sending out letters to inform them they have options to get the information to us so we can stop their accounts being flagged as incomplete and being audited.

### **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 August 2020 Provider Activity Reports through August 31, 2020 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 704. A motion was made by Christina King to approve the August 2020 Provider Activity Reports as presented and seconded by Angela Petersen. 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 1368 tests for month of August. A motion was made by Therese Shelton to approve the COVID-19 Testing Report as presented and seconded by Bill Butts. 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 August 2020 EHR for the Knox Community Health Center. A motion was made by Christina King to approve the Performance Measures Report August 2020 EHR as presented and seconded by Sally Fischell. 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 2<sup>nd</sup> Quarter 2020 EHR for the Knox Community Health Center. A motion was made by Bill Butts to approve the Performance Measures Report 2<sup>nd</sup> Quarter 2020 EHR as presented and seconded by Angela Petersen. 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 Risk Management Audit 2<sup>nd</sup> Quarter 2020. A motion was made by Angela Petersen to approve the Risk Management Audit 2<sup>nd</sup> Quarter 2020 EHR as presented and seconded by Therese Shelton. The motion was adopted unanimously.

In the final action item on the agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented the Office of Inspector General (OIG) Verification Letter for 2<sup>nd</sup> Quarter. A motion was made by Therese Shelton to approve the Office of Inspector General (OIG) Verification Letter for 2<sup>nd</sup> Quarter as presented and seconded by Bill Butts. The motion was adopted unanimously.

## **OLD BUSINESS**

In the first action item under Old Business, Michele presented to the Board for approval the Updated Risk Management Policy. A motion to approve Updated Risk Management Policy as presented was made by Harlan Cook and seconded by Sally Fischell. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented to the Board the Knox County 2021 Holiday Schedule, a motion was made by Bill Butts to approve the Knox County 2021 Holiday Schedule as presented and seconded by Christina King. The motion was adopted unanimously.

The next action item on the agenda under New Business, Michele Gabriel presented the Governance Board 2021 Meeting Schedule, a motion was made by Sally Fischell to approve the Governance Board 2021 Meeting Schedule as presented and seconded by Angela Petersen. The motion was adopted unanimously.

The final action item on the agenda under Old Business, Michele Gabriel, presented the FY21 CHC Draft Budget Approval, a motion was made by Angela Petersen to approve the FY21 CHC Draft Budget Approval as presented and seconded by Bill Butts. The motion was adopted unanimously.

## **NEW BUSINESS**

In the only action item under New Business, Michele presented to the Board for approval the Credentialing and Privileging Policies and Procedures. A motion to approve Credentialing and Privileging Policies and Procedures as presented was made by Christina King and seconded by Harlan Cook. The motion was adopted unanimously.

## **EXECUTIVE SESSION**

There were no items on the agenda for Executive Session.

## **ADJOURNMENT**

A motion was made by Therese Shelton to adjourn the September 10, 2020 Governance Board meeting; the motion was seconded by Sally Fischell. The motion was adopted unanimously. The meeting adjourned at 6:07 p.m.

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**Michele Gabriel, MPH Administrator/CEO**

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**Therese Shelton, Secretary**