

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

August 12, 2021 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 August 12, 2021. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Bill Butts, Sally Fischell, Marty Andrews, Angela Petersen, Tara Hillier, Annadoria Ledbetter, Sammi Durdle, Harlan Cook. Also, in attendance were Michele Gabriel, CEO; Wil Hayes, Assistant Administrator; Reina Reyes, COO; Angel Wright, Director of Compliance and Performance Management; Staci Simpson, Director of Operations; and Tina Jockisch Administrative Clerk. Absent: Amber Miles, Christina King, and Gary Lishman.

ADDITIONS TO AGENDA

There are three additions to the agenda the first item under Old Business, action needed on Revised 1st Quarter 2021 Peer Review Master Board Report, second item under Chief Financial Officer, Business Plan Reports and third item under Chief Operation Officer, National Health Center Week Update.

APPROVAL OF MINUTES

A motion to approve the minutes of the July 8, 2021, meeting with as circulated was made by Marty Andrews and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

PRESIDENT'S COMMENTS

There were no items on the agenda under President's Comments.

EXECUTIVE DIRECTOR'S

The first item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the Staffing Update Report, Michele stated she asked Human Resources to keep this report up to date for the Directors and the Board and will be presented to the Board quarterly. Michele stated the Health Center hired Barbara Mullins as the Clinical Nurse Coordinator.

The next item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the Governance Board Self-Assessment Form, stating the Board usually fills out the Self-Assessment Form every three years, Michele asked Tina to mail the Self-Assessment Forms to the Board with a self-addressed stamped envelope to return them in.

The final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Partner MOU (Memorandums of Understanding) Reviews, stating the Health Center has MOU (Memorandums of Understanding) with both Hospitals, Bridgeway, and are currently working on getting them renewed.

CHIEF FINANCIAL OFFICER

The first item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the August 2021 Financial Statements and TSI Collections Report. Michele reported a current net revenue over expenditures of (\$52,086.57) for the period ending July 31, 2021, actual net revenue over expenditures year to date is \$35,655.50. A motion was made by Angela Petersen to approve the August 2021 Knox Community Health Center Financial Reports as presented and seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

The next item on the agenda under the Chief Financial Officer's report, Michele Gabriel reported to Board the FY20 Audit, stating the Health Department did not have any findings this year, and that Knox County overall only had one finding this year. A motion to approve the FY20 Audit Report was made by Bill Butts and seconded by Marty Andrews. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

The final item was an addition to agenda under the Chief Financial Officer's report, Michele Gabriel presented the Business Plan Report, stating the Health Center's Quarterly Business Plan consists of FY2021 Quarterly Accrued Data Report: Patients & Visits, FY2021 Accrued Data Report: Cost per Patient & Visit, FY2021 Quarterly Accrued Data Report: Revenue Source, FY2021 Quarterly Accrued Data Report: Revenue Per Users and Encounters, Knox County Health Department Statement of Revenues and Expenditures, Medical Clinic Statement of Revenues and Expenditures, Behavioral Health Statement of Revenues and Expenditures, Dental Clinic Statement of Revenues and Expenditures, and Knox Community Health Center FY 2021 340B Program. A motion to approve the Business Plan Report was made by Marty Andrews and seconded by Sammi Durdle. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

Quality Management

The only item on agenda under Quality Management of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Performance Measures Report July 2021 for the Knox Community Health Center. A motion was made by Bill Butts to approve the Performance Measures Report July 2021 as presented and seconded by Marty Andrews. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

Risk Management

There were no items on the agenda under Risk Management.

CHIEF OPERATIONS OFFICER

The first item on the agenda under Chief Operations Officer Report, Reina Reyes presented to Board the July 2021 CHC Capacities Report, stating Total Clinic had 573 completed appointments (36.1%) and 22.5% no show rate; Medical had 190 completed appointments (22.5%) and 20.2% no show rate; Behavioral Health had 188 completed appointments (60.1%) and 24.2% no show rate; Dental had 87 completed appointments (57.0%) and 17.9% no show rate; and Hygiene 108 completed appointments (38.6%) and 26.5% no show rate. A motion was made by Sally Fischell to approve the July 2021 CHC Capacities Reports as presented and seconded by Sammi Durdle. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

The next item on the agenda under Chief Operations Officer Report, Reina Reyes reviewed with Board the Medical Patient Outreach Plan Activity, stating two columns were added to the report, Status/Comments and Completion Rating, to help the Health Center to track activity for the Medical Patient Outreach Plan.

The final item was an addition to the agenda under Chief Operations Officer Report, Reina Reyes updated the Board on National Health Center week, stating this week is National Health Center Week, it gives the Health Center a chance to bring to light the health needs of our community. Reina stated

due to COVID, the Health Center is celebrating in a smaller capacity this year. Reina closed by stating today was Stake Holder Day and in appreciation Reina thanked all Board members for their participation and support of the Health Center.

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

The only item on agenda under her report, Staci Simpson, Director of Operations for the Knox Community Health Center, Staci provided the July 2021 Provider Activity Reports through July 31, 2021, and July COVID 19 Testing Volumes to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 573 and stated the Knox County Health Center did 164 tests for month of July 2021. A motion was made by Bill Butts to approve the July 2021 Provider Activity Reports and July COVID 19 Testing Volumes as presented and seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

OLD BUSINESS

The only item on the agenda under Old Business, Angel Wright, Director of Compliance and Performance Management, presented to Board the Revised 1st Quarter 2021 Peer Review Master Board Report, Angel asked the Board for action on this report. A motion was made by Marty Andrews to approve the Revised 1st Quarter 2021 Peer Review Master Board Report as presented and seconded by Harlan Cook. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

NEW BUSINESS

The first item on the agenda under New Business, Michele Gabriel, CEO, presented to Board the Adopt KCHD Emergency Response Plan, stated the Health Center is required to have and Emergency Response Plan, this is an agreement the Health Center utilizes the Health Departments Emergency Response Plan. A motion was made by Bill Butts to approve the Adopt KCHD Emergency Response Plan as presented and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

The final item on the agenda under New Business, Michele Gabriel, CEO, presented to Board the Billing & Accounts Receivable Policy Review, stated the policy is reviewed every year or every two years, primarily cosmetic changes, adding a little bit of language to clarify. A motion was made by Bill Butts to approve the Billing & Accounts Receivable Policy Review as presented and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Annadoria Ledbetter-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Christina King, Amber Miles, and Gary Lishman.

EXECUTIVE SESSION

There were no items on the agenda under Executive Session.

RETURN TO OPEN SESSION

There were no items on the agenda under Return to Open Session.

ADJOURNMENT

A motion was made by Sally Fischell to adjourn the August 12, 2021, Governance Board meeting at 6:05pm; the motion was seconded by Sammi Durdle. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; Sammi Durdle-yes; Harlan Cook-yes; Karen Lynch-yes. Absent: Annadoria Ledbetter, Christina King, Amber Miles, and Gary Lishman.

Michele Gabriel, MPH, Administrator/CEO

Sammi Durdle, Secretary