

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

February 11, 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 February 11, 2021. Karen Lynch called the meeting to order at 5:06 PM. Present were Karen Lynch, Marty Andrews, Sammi Durdle, Harlan Cook, Angela Petersen, Christina King, and Sally Fischell. 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, COO; Dr. Rubnich, Dental Director; and Tina Jockisch Administrative Clerk. Absent: Therese Shelton, Bill Butts, Annadoria Ledbetter, and Hunter Chernin.

ADDITIONS TO AGENDA

There are no additions to agenda.

APPROVAL OF MINUTES

A motion to approve the minutes of the January 14, 2021 meeting with as circulated was made by Sally Fischell and seconded by Sammi Durdle. The motion was adopted unanimously.

PRESIDENT'S COMMENTS

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

EXECUTIVE DIRECTOR'S

In the first item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating we are seeing a decline in positivity for COVID in the community, we are back into phase 4 as the state overall, the Health Department and Health Center both continue to do all the activities we have been doing, with the addition of vaccinations. The Health Center continues to test, we have seen a slowdown in testing due to colder weather where we have not had staff outside and overall desire from public wanting testing at the present time. Michele stated the IDPH State test site has come to Galesburg several times in January and will continue in February and March, we continue to bring the State testing into the area, it supplements the testing going on. Michele continued stating our phones and emails are ramping up and are extremely busy, we have a COVID-19 email and an extension where phone calls and questions are sent to and email address where questions are sent to, distributed out and returned as soon as we can, many of the questions are about vaccines, vaccine phases and the clinics. Michele stated there is a lot going on at the Health Department, majority of our services remain curbside, the Health Center is seeing more patients coming in, we did see in the month of January a jump in patients as we were not doing as much testing, so more patient came in for Dental, Medical and Behavioral Health is alternating between inpatient and phone patient.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on staffing, stating we hired Patient Service Representatives Dena Heath, Emily Foster, Myneka Warner, Cheyenne Teel, Medical Assistants Nicole Courtright and Kasarah Riden, and Contact Tracer Roxanna Stegens, Anna Pendergast was promoted to Public Health Supervisor, Interim COO Reina Reyes accepted the full time COO position for the Health Center. Michele stated we are looking for a Clinical Nurse Coordinator, Environmental Health Specialist, Emergency Response Coordinator, two Behavioral Health Counselors, two Contact Tracers, and we have some pending hires too.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on 2020 UDS Report and Numbers, stating Angel, Reina and Heather have been working on the UDS (Unified Data Set) Report the Health Center does every year, for the calendar year 2020 we had 2,890 unique users and 7,849 encounters in 2019 we had 4,632 unique users and 12,083 encounters. Michele noted the Behavioral Health staff seen patients all year, whether over the phone or teleconference.

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 February 2021 Financial Statements. Michele reported a current net revenue over expenditures of \$1,397.16 for the period ending January 31, 2021, actual net revenue over expenditures year to date is \$5,950.71. A motion was made by Angela Petersen to approve the February 2021 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 January 2021 CHC Capacities Report, stating Medical had 117 completed appointments (18.6%) and 22.5% no show rate; Behavioral Health had 209 completed appointments (64.5%) and 20.8% no show rate; Dental had 154 completed appointments (38.1%) and 15.8% no show rate; and Hygiene 137 completed appointments (39.1%) and 17.5% no show rate. A motion was made by Marty Andrews to approve the January 2021 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 January 2021 Provider Activity Reports through January 31, 2021 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 619. A motion was made by Marty Andrews to approve the January 2021 Provider Activity Reports as presented and seconded by Christina King. The motion was adopted unanimously.

In the next 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 670 tests for month of January 2021. A motion was made by Marty Andrews to approve the January 2021 COVID-19 Testing Report 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, Governance Board Recruitment Activity, Staci reported to be compliant with HRSA the Board members that are patients need to be seen within two years. Staci stated she will be reaching out to current patients to see if they are interested in being on the Governance Board and asked Board members if they knew of someone to email or call her.

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 January 2021 for the Knox Community Health Center, stating Breast Cancer Screenings, and Depression Remission were added and removed Asthma Medication and High Blood Pressure. A motion was made by Sally Fischell to approve the Performance Measures Report January 2021 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 Peer Reviews Master Board Reports for 3rd Quarter 2020. A motion was made by Sammi Durdle to approve the Peer Reviews Master Board Reports for 3rd Quarter 2020 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 Quarterly Audit Notification 4th Quarter 2020. A motion was made by Marty Andrews to approve the Quarterly Audit Notification 4th Quarter 2020 as presented and seconded by Harlan Cook. The motion was adopted unanimously.

In the final item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Annual HIPPA Risk Assessment 2020, stating there was only one finding, removal of former employee emails, it was determined if the emails were no longer being managed by the former employee supervisor that the email could be removed from server. A motion was made by Marty Andrews to approve the Annual HIPPA Risk Assessment 2020 as presented and seconded by Christina King. The motion was adopted unanimously.

OLD BUSINESS

There were no items on the agenda under Old Business.

NEW BUSINESS

In the first item on the agenda under New Business, Michele Gabriel presented to Board the FY20 Health Department Annual Report, stating we are required by the state code to complete an Annual Report each year and it must be complete and approved by County Board within 90 days after the end of our fiscal year. A motion was made by Marty Andrews to approve the FY20 Annual Report as presented; the motion was seconded by Sally Fischell. The motion was adopted unanimously.

The next item on agenda under New Business, Michele Gabriel presented to Board the CHC Program Sliding Fee Scale 3/1/2021-2/28/2022, stating this is the sliding fee scale used in the Health Center, every year the Federal Government publishes new poverty guidelines, and we adjust our sliding fee scale appropriately, this generally happens in February, so we make it effective 3/1/2021. Beginning 3/1/2021 the Community Health Center staff will renew sliding fee scale information for everyone that comes into the Health Center. A motion was made by Sammi Durdle to approve the CHC Program Sliding Fee Scale 3/1/2021-2/28/2022 as presented; the motion was seconded by Marty Andrews. The motion was adopted unanimously.

The final item on agenda under New Business, Michele Gabriel presented to Board the Sliding Fee Scale Policies and Procedures, stating these are reviewed every year along with the Sliding Fee Scale, Staci and Michele reviewed them and made language changes. A motion was made by Sally Fischell to approve the Sliding Fee Scale Policies and Procedures as presented; the motion was seconded by Marty Andrews. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the agenda under Executive Session.

ADJOURNMENT

A motion was made by Marty Andrews to adjourn the February 11, 2021 Governance Board meeting; the motion was seconded by Sammi Durdle. The motion was adopted unanimously. The meeting adjourned at 5:55pm.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary