

# GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

January 14, 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 January 14, 2021. Karen Lynch called the meeting to order at 5:05 PM. Present were Karen Lynch, Marty Andrews, Sammi Durdle, Harlan Cook, Angela Petersen, Christina King, 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; Dr. Rubnich, Dental Director; and Tina Jockisch Administrative Clerk. Absent: Sally Fischell, 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 December 10, 2020 meeting with as circulated was made by Therese Shelton and seconded by Sammi Durdle. The motion was adopted unanimously.

## **PRESIDENT'S COMMENTS**

In the only item on agenda under President's Comments, Seat 2021 Governance Board Officers, Karen Lynch – President, formally seated Karen Lynch – President; Bill Butts – Vice President; Sally Fischell – Treasurer; and Therese Shelton – Secretary. Karen stated that she reached out to Hunter Chernin and he wanted to resign from the Board, so the Board will vote on his resignation at the February meeting.

## **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 the Health Department continues to test outside three days a week, Monday, Wednesday, and Friday, numbers were down, but we have seen it pick up after the holidays. Michele stated we are still receiving a lot of phones calls and doing outreach, contact tracing is ongoing but the numbers are decreasing, and all our metrics are improving, the governor will hold a press conference tomorrow and announce we will move to Tier 2 across the state, we are waiting on the guidelines to be posted for Tier 2. Michele stated Knox County should be turning blue again our metrics have been good and trending downward, so we are seeing a lot of positive things happening in the County.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the 2021 CHC Encounter Rates, stating the Community Health Center is a Federally Qualified Health Center so we are paid by encounter rates, so for every medical visit we get the same rate, for every Dental visit we get the same rate, and every Behavioral Health visit we get the same rate. The rates are adjusted each year by the Medicare Economic Index, the increase this year was 1.4%, Medical \$136.12 to \$138.03, Dental \$108.88 to \$110.40 and Behavioral Health \$62.01 to \$62.88. Michele stated earlier in the year the Illinois Primary Health Care Association took some action to push for a ten percent increase across the board for all Health Centers across the state, the information that was pushed out that this was approved and went through, it is sitting in HFS lap waiting for them to enact these increases, they will be effective 1/1/2021.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on 340B Program, stating the 340B program assist people without insurance to receive prescriptions at a reduced rate, our lowest plan people receive theirs for free. Michele stated she

spoke previously about some legal issues and the pharmaceuticals companies were pushing back against the program by not providing drugs from certain companies or threatening to stop supply for 340B drugs. Michele continued stating about a month ago there was a lawsuit filed to get the government to take some action and it worked, they enacted some rules so now the other Health Centers can file lawsuits, so if the pharmaceutical companies are withholding drugs or predatory practices. Michele stated we ended the fiscal year with an overall expense for 340B program \$39,207 and revenue for program was \$76,401, this program was to make money so we can buy more drugs and help more people.

In the next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on FY20 Health Center Audit and FY20 Medicare/Medicaid Cost Reports, stating we have started getting preliminary information on our audit so Jerome is beginning to start seeing request for information from the auditors, it is WIPFLI we are using, they also do the cost reports for the Health Center it is a cost savings to use the same auditor to do the cost reports as the audit because it saves the rework of an auditor having to start over and pull information that the auditors have already presented.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on staffing, stating we are high up in numbers now, we are trying to hire some additional staff, we have some staff moving in and out, lost some contact tracers due to them finding permanent work, it is a temporary position, we are doing our best to keep those positions filled, regardless if they are busy doing contact tracing we always have plenty of other work for them to do that is related to COVID program, we have three openings for contact tracers. Michele stated we are looking for filler positions such as Medical Assistants, and Patient Service Representatives, we are looking for two Behavioral Health Counselors, she went on to say we are having a difficult time hiring people, we are spending a lot of money on advertising and doing a lot of outreach, we are having a difficult time finding filler people to help with testing, to help with phone calls, and people to help answer questions.

#### **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 January 2021 Financial Statements. Michele reported a current net revenue over expenditures of \$9,593.09 for the period ending December 31, 2020, actual net revenue over expenditures year to date is \$9,593.09. A motion was made by Therese Shelton to approve the January 2021 Knox Community Health Center Financial Reports as presented and seconded by Harlan Cook. 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 December 2020 CHC Capacities Report, stating Medical had 88 completed appointments (17.6%) and 14.4% no show rate; Behavioral Health had 214 completed appointments (45.7%) and 19.7% no show rate; Dental had 97 completed appointments (38.0%) and 12.7% no show rate; and Hygiene 65 completed appointments (37.1%) and 17.9% no show rate. A motion was made by Angela Petersen to approve the December 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**

The only item on the agenda under the Dental Director's Report, Public Health Dental Hygienist Policy, Procedures and Patient Consent, Kevin Rubnich stated both our Hygienist took courses to become Public

Health Dental Hygienist under direction of the KCHC Dental Director, this allows them to work independently of the Dentist in case one or both of the Dentist are out, they wouldn't have to cancel the appointments, they would still be able to work under the collaborated Dentist which is Dr. Rubnich. Dr. Rubnich stated they would be able to perform the following: oral prophylactic procedures, prophylactic cleanings, application for fluoride, and placements of sealants, the exposure and processing of x-ray film of the teeth and surrounding structures, without a previous exam by a KCHC Dentist, after which a dental exam must be performed by a Dentist of KCHC within 30 days. A motion was made by Marty Andrews to approve the Public Health Dental Hygienist Policy, Procedures and Patient Consent as presented and seconded by Christina King. The motion was adopted unanimously.

### **BEHAVIORAL 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 December 2020 Provider Activity Reports through December 31, 2020 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 459. A motion was made by Marty Andrews to approve the December 2020 Provider Activity Reports as presented and seconded by Sammi Durdle. 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 1180 tests for month of December. A motion was made by Marty Andrews to approve the December COVID-19 Testing Report as presented and seconded by Angela Petersen. 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 December 2020 for the Knox Community Health Center. A motion was made by Marty Andrews to approve the Performance Measures Report December 2020 as presented and seconded by Therese Shelton. 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 4<sup>th</sup> Quarter 2020 for the Knox Community Health Center. A motion was made by Marty Andrews to approve the Performance Measures Report 4<sup>th</sup> Quarter 2020 as presented and seconded by Therese Shelton. 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 1<sup>st</sup> Quarter 2020. A motion was made by Marty Andrews to approve the Peer Reviews 1<sup>st</sup> Quarter 2020 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 Peer Reviews 2<sup>nd</sup> Quarter 2020. A motion was made by Marty Andrews to approve the Peer Reviews 2<sup>nd</sup> Quarter 2020 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 Quarterly Audit Notification 3<sup>rd</sup> Quarter 2020. A motion was made by Marty Andrews to approve the Quarterly Audit Notification 3<sup>rd</sup> Quarter 2020 as presented and seconded by Angela Petersen. 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 Contract Review, A motion was made by Therese Shelton to approve the Contract Review as presented and seconded by Angela Petersen. 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 KCHC Patient Survey 2020, stating she mailed out 1921 surveys to patients and unfortunately so far have only received 172 back, the responses have been good and positive on telehealth, and received some good comments.

**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**

There were no items on the agenda under Executive Session.

**ADJOURNMENT**

A motion was made by Marty Andrews to adjourn the January 14, 2021 Governance Board meeting; the motion was seconded by Sammi Durdle. The motion was adopted unanimously. The meeting adjourned at 6:10pm.

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**Michele Gabriel, MPH Administrator/CEO**

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**Therese Shelton, Secretary**