

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

June 10, 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 June 10, 2021. Karen Lynch called the meeting to order at 5:04 PM. Present were Karen Lynch, Bill Butts, Sally Fischell, Marty Andrews, Harlan Cook, Christina King, Angela Petersen. 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. Guest: Amber Miles, Governance Board applicant. Absent: Sammi Durdle, Annadoria Ledbetter, Tara Hillier, and Gary Lishman.

ADDITIONS TO AGENDA

The first addition to the agenda under President's Comments, Reappoint of Members, the next addition to the agenda under New Business, Recredential Dr. Miller-Finch, and the next addition to agenda under Executive Session, short session to discuss New Board Member and add appointment of New Member once you return to open session if necessary. The final addition to the agenda under New Business, CHC Hours of Operation is for discussion only, no action needed.

APPROVAL OF MINUTES

A motion to approve the minutes of the May 13, 2021, meeting with as circulated was made by Sally Fischell and seconded by Christina King. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

PRESIDENT'S COMMENTS

The only addition to agenda under President's Business, Reappoint Board Members, President Karen Lynch stated there were three Board member seats up in July, Marty Andrews, Angela Petersen, and herself. President Lynch stated all three Board members wanted to remain on the Board. A motion to reappoint Karen Lynch to Governance Board. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

A motion to reappoint Marty Andrews to Governance Board. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

A motion to reappoint Angela Petersen to Governance Board. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

EXECUTIVE DIRECTOR'S

The first item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on COVID-19 Activities, stating that COVID-19 numbers for the County, Region and State are all looking good, regionally all metrics are where they are supposed to be, the Health Department continues to provide public information, take questions from the public, and is testing three days a week for COVID-19. Although the numbers are dropping significantly the public health feels it is important to offer it. Michele additionally stated that the Department is still providing vaccine and doing contact tracing, and the Health Department had a lot going on with vaccine clinics; including holding clinics in other areas to ensure adequate access for all populations in the County.

The next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Restore Illinois Phase 5 and CHC Activity, stating we will move into Phase 5 on Friday June 11, 2021, which means the State eliminates all capacities limits on businesses, large scale events, conventions, amusement parks and all their venues. The masking requirements for vaccinated and non-vaccinated individuals continue to align with CDC guidelines, which means if you are vaccinated you can go out in public without a mask except for certain venues such as health care providers, congregate living facilities, prisons and schools still mandate masking. Michele continued stating the Health Department and Health Center will fully open on Monday June 14, 2021, patients will come on into building and will be screened at the front desk, WIC and LIHEAP opted for us to remain outside, so the Health Department continues to provide curbside service for these programs.

The next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on CHC Medicaid Encounter Rate Changes, stating our Medical encounter rate is \$138.03, Dental \$110.40 and Behavioral Health is \$62.88, the encounter rates will increase 25.90% from April 1 to June 30, 2021, Medical will be \$173.78, Dental \$138.99 and Behavioral Health \$79.17, in October they will issue us the additional money in one check for the increased encounter rates from April 1 to June 30, 2021. Michele went on to say July 1 to December 31, 2021, the encounter rate drops to the 11.5% rate we will keep going forward, Medical \$153.90, Dental \$123.10 and Behavioral Health \$70.11.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel discussed with Board the CHC Base Grant Extension, stating this grant runs on a three-year period, so every third year we must do a competitive grant. The Department was notified that the CHC Base Grant has been extended for one year, so the competitive application until the end of 2023, and the grant period will end on April 30, 2024. Michele stated she was not sure at this time if the site visit will be delayed or if it will allow an additional year to meet the patient target.

CHIEF FINANCIAL OFFICER

The first item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the June 2021 Financial Statements. Michele reported a current net revenue over expenditures of \$135,002.06 for the period ending May 31, 2021, actual net revenue over expenditures year to date is \$115,349.01. A motion was made by Angela Petersen to approve the June 2021 Knox Community Health Center Financial Reports as presented and seconded by Bill Butts. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

The final item on the agenda under the Chief Financial Officer's report, Michele Gabriel discussed FY2022 Budget Development, Jerome noted that the Department is looking at expenses related to payroll and staffing, as well as looking at what grants are coming in for the upcoming fiscal year, as well as other grants the Health Department is has yet to hear about. Jerome continued stating this is a preliminary budget and he will be bringing this to the Board for the next couple months until the final budget is presented in the Fall. Michele stated that both the Governance Board and Board of Health will need to consider looking at the Health Center through the end of the year. Michele stated the Health Center received some H8F money that includes the ability to do significant outreach to draw patients back into the Health Center, historically the medical division has struggled with attracting and retaining patients and this continues to be a short fall in the Health Center. Michele stated she will continue to discuss with the Governance Board and Board of Health over the next six months while implementing concerted efforts to increase the number of medical patients utilizing the Community Health Center. Michele closed stating that the CHC staff will be developing a formal Outreach Plan for the next six months, and that close to the end of FY2021 the Boards may have to examine ongoing operations and staffing levels of the CHC.

CHIEF OPERATIONS OFFICER

The first item on the agenda under Chief Operations Officer Report, Reina Reyes presented to Board the May 2021 CHC Capacities Report, stating Total Clinic had 578 completed appointments (34.7%) and 20.2% no show rate; Medical had 122 completed appointments (15.8%) and 16.4% no show rate; Behavioral Health had 176 completed appointments (54.3%) and 24.8% no show rate; Dental had 117 completed appointments (51.4%) and 17.0% no show rate; and Hygiene 163 completed appointments (47.6%) and 19.7% no show rate. A motion was made by Angela Petersen to approve the May 2021 CHC Capacities Reports as presented and seconded by Marty Andrews. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

The final item on the agenda under Chief Operations Officer Report, Reina Reyes discussed with Board the Patient Outreach Activities and H8F Grant funds, stating the H8F funding allowed the Health Department to use a significantly amount of money to do outreach, we did patient education to help bring patients into our center, our Quality Improvement Committee is going to put together a smaller work group to work specifically on attracting and bringing in new Medical patients, they are working to get the rosters to find patients that have been assigned to us but perhaps have not come in to visit, to bring them in we are doing a direct mailing to households reminding people of annual visits, wellness checks and it is time to come back in to continue your medical care, we will be doing a lot of Facebook presence, social marketing and other information to get people into the clinic. The Health Center Staff will be putting together a more formalized plan over the next six months to increase those numbers, we will share with the Board next month after it is developed.

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 first item on agenda under her report, Staci Simpson, Director of Operations for the Knox Community Health Center, Staci provided the May 2021 Provider Activity Reports through May 31, 2021, to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 578. A motion was made by Marty Andrews to approve the May 2021 Provider Activity Reports as presented and seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

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 285 tests for month of May 2021. A motion was made by Sally Fischell to approve the May 2021 COVID-19 Testing Report as presented and seconded by Marty Andrews. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

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 May 2021 for the Knox Community Health Center. A motion was made by Marty Andrews to approve the Performance

Measures Report May 2021 as presented and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

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 2nd Quarter 2021. A motion was made by Marty Andrews to approve the Quarterly Audit Notification 2nd Quarter 2021 as presented and seconded by Bill Butts. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

The final item on agenda was amended and needs action under the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Spring Patient Survey – Final Draft. A motion was made by Angela Petersen to approve the Spring Patient Survey – Final Draft as presented and seconded by Marty Andrews. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

OLD BUSINESS

There were no items on the agenda under Old Business.

NEW BUSINESS

The first item on the agenda under New Business, Reina Reyes, COO, discussed with Board the HRSA Capital Funding Application, stating that, as part of the American Recovery Act funding, the CHC was provided access to \$531,779 in funds to complete capital projects for the Health Center facility. The CHC is proposing to complete a project to make the facility more ADA accessible, as well as to enlarge the lab area to accommodate patients instead of completing labs in an exam room. The third potential component if approved will cover costs to improve building signage. The money for the project thus far totals \$384,000 and the application is due June 24,2021. A motion to approve HRSA Capital Funding Application was made by Bill Butts and seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, and Gary Lishman.

The next item on the agenda under New Business, Michele Gabriel discussed with Board the CHC Hours of Operation, stating this was for discussion only tonight, and has questions out to the guarantor to see if it is possible for the Community Health Center to change its hours of operation. Michele stated she is requesting the Board to consider what the best hours of operation for the Community Health Center, in the past the hours were extended from 8:00am – 6:00pm, noting the hour between 5:00pm and 6:00pm surprisingly are not busy. Michele continued stating she wants a schedule to take advantage of the CHC providers, having the providers here when our patients are more likely to come in for their appointment, whether it is until 5:00pm every day, two evenings a month or one evening each week. In closing Michele stated for the last fifteen months we have operated from 8:00am to 4:00pm because the building was closed due to COVID-19.

The final item on the agenda under New Business, Karen Lynch presented to Board the Fitness for Duty Policy Revision. A motion to approve Fitness for Duty Policy Revision was made by Angela Petersen and seconded by Bill Butts. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

The only addition to agenda under New Business, Karen Lynch presented to Board for approval to Recredential Dr. Miller-Finch. A motion was made by Marty Andrews to approve to Recredentialing Dr. Miller-Finch and seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-

yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

President Karen Lynch asking the Board if they would like to resume holding the Governance Board meeting in person again beginning with the July meeting? After discussion the Board voted to resume in person Governance Board meetings starting in July, the Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

Before going into Executive Session, President Karen Lynch asked Governance Board applicant Amber Miles if she was still interested in joining the Governance Board and she responded that she thought it was very informative and wanted to become a Governance Board member.

EXECUTIVE SESSION

There was an addition to the agenda under Executive Session, short session to discuss New Board Member. A motion was made by Bill Butts to go into Executive Session at 6:05 pm and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

RETURN TO OPEN SESSION

There was an addition to the agenda under Return to Open Session, to add appointment of New Member is necessary. A motion was made by Bill Butts to return to Open Session at 6:14 pm and seconded by Angela Petersen. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

Upon returning to Open Session, no action was taken.

ADJOURNMENT

A motion was made by Angela Petersen to adjourn the June 10, 2021, Governance Board meeting at 6:15pm; the motion was seconded by Sally Fischell. Roll Call vote was unanimous: Bill Butts-yes; Sally Fischell-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Karen Lynch-yes. Absent: Sammi Durdle, Tara Hillier, Annadoria Ledbetter, Christina King, and Gary Lishman.

Michele Gabriel, MPH, Administrator/CEO

Sammi Durdle, Secretary