

SPECIAL GOVERNANCE BOARD MEETING MINUTES

**March 5, 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 March 5, 2021. Karen Lynch called the meeting to order at 12:00 PM. Present were Karen Lynch, Marty Andrews, Sammi Durdle, Harlan Cook, Angela Petersen, Annadoria Ledbetter, Bill Butts, and Sally Fischell. Also, in attendance were Michele Gabriel, CEO; and Tina Jockisch Administrative Clerk. Absent: Therese Shelton, Christina King, and Hunter Chernin.

ADDITIONS TO AGENDA

There are no additions to agenda.

APPROVAL OF MINUTES

There were no items on the agenda.

PRESIDENT'S COMMENTS

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

EXECUTIVE DIRECTOR'S

There were no items on the agenda under the Executive Director's Report.

CHIEF FINANCIAL OFFICER

There were no items on the agenda under the Chief Financial Officer's Report.

CHIEF OPERATIONS OFFICER

There were no items on the agenda under Chief Operations Officer's Report.

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

There were no items on the agenda under Director of Operations Report.

DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT

There were no items on the agenda under the Director of Compliance and Performance Management Report.

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 discussed with Board the ECT Grant Budget Changes, stating the Health Center received word that we would be allowed to ask for no cost extensions to the grants we were issued less than a year ago. Michele stated we have two

grants, the ECT (Expanded Capacity Testing) Grant, who has a remaining balance \$114,707 and CARES Grant which has a remaining balance \$279,984, both of those have projects remaining in them. Michele stated if we want to maintain a good number of patients in the building, we need to fix our air filtration system, so they are looking at how quickly air is exchanged throughout your Health Center, so it is an infection control measure. Michele and Jerome did a lot of homework with Chanda our program director for HRSA, she wants to do a budget adjustment to both grants, it will be a four step process to make this happen, a budget adjustment to both grants with Jerome, do a request for a no cost extension for both grants, at the same time Michele is asking the Board to consider making these changes to the building to allow this quicker movement of air throughout the Health Center, will have to send a proposal to the capital people at HRSA so they can look at that proposal and approve it on their end before they approve the budget adjustment. Michele stated what was left in the ECT grant was the website upgrade, and the transportation vehicle. Michele said they are looking at moving the salaries and some supplies from CARES grant into ECT grant, and for now we would not purchase the transportation vehicle at this time. A motion was made by Sally Fischell to approve the ECT Grant Budget Changes as presented; the motion was seconded by Bill Butts. The motion was adopted unanimously.

The final item on agenda under New Business, Michele Gabriel discussed with Board the CARES Grant Budget Changes, stating there was \$279,984 remaining in this Grant. Michele stated what was left on the CARES grant was mobile Dental equipment, salaries, and security upgrade to the rear door entrances with key fob or key cards. Michele said they are looking at moving the salaries from CARES grant into ECT grant, remove mobile Dental equipment, leave in securing the back doors, and adding the proposal to adjust the buildings HVAC system and air exchange so we can bring patients into the Health Center in a more reasonable manner. A motion was made by Bill Butts to approve the CARES Grant Budget Changes as presented; the motion was seconded by Sammi Durdle. The motion was adopted unanimously.

EXECUTIVE SESSION

There were no items on the agenda under Executive Session.

ADJOURNMENT

A motion was made by Bill Butts to adjourn the March 5, 2021 Governance Board meeting; the motion was seconded by Sally Fischell. The motion was adopted unanimously. The meeting adjourned at 12:20pm.

Michele Gabriel, MPH Administrator/CEO

Therese Shelton, Secretary