

# GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

May 13, 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 May 13, 2021. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Bill Butts, Sally Fischell, Sammi Durdle, Marty Andrews, Harlan Cook, Christina King, Angela Petersen, Tara Hillier, and Annadoria Ledbetter. 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; William Barnes Behavioral Health and Tina Jockisch Administrative Clerk. Absent: Gary Lishman.

## **ADDITIONS TO AGENDA**

There is an amendment to the agenda is under Compliance/Performance Management, need action on Spring Patient Survey.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the March 5, 2021 Special meeting with as circulated was made by Christina King and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Christina King-yes; Angela Petersen-yes; and Tara Hillier-yes. Absent: Marty Andrews, Harlan Cook, Annadoria Ledbetter, and Gary Lishman.

A motion to approve the minutes of the April 8, 2021 meeting with as circulated was made by Angela Petersen and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Christina King-yes; Angela Petersen-yes; and Tara Hillier-yes. Absent: Harlan Cook, Annadoria Ledbetter, 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 updated the Board on COVID-19 vaccination efforts, noting a total of 37,468 vaccines had been provided to Knox County residents: 17,742 (35.4%) of residents fully vaccinated; 8,315 65 years and over; 9,427 ages 16-64. Ms. Gabriel went on to comment on the statewide slowdown of vaccine uptake, including Knox County. Additionally, Michele noted was that the Janssen is available again and the Health Department has held clinics, the Pfizer vaccine was approved yesterday for use in individuals 12 and older, so the Health Department be working to acquiring additional Pfizer vaccine to work with schools to hold clinics targeted toward individuals 12 and older, as well both hospitals will have Pfizer vaccine for use in their clinics. Michele closed stating that IDPH has amended its view of acceptable waste of COVID 19 vaccine, noting that they are redefining what is an acceptable waste of vaccine, to get more individuals vaccinated and to encourage more physician offices to provide vaccine; if you need to open a vile of vaccine for two people and waste three doses, that is considered an acceptable waste. Michele continued to report that there have been 5,553 cases in Knox County and 145 deaths, the County continues to struggle with new cases per 100,000. Governor Pritzker did confirm Illinois will be entering the bridge phase on May 14, 2021, it loosens up some guidelines and allows a few more people into establishments. Michele went on to report that the CDC announced late this afternoon that anyone who is fully vaccinated can participate in indoor/outdoor activities

large or small without wearing a mask or physically distancing, and that IDPH had sent a memorandum confirming that they would be working to update their own guidance to be in agreement with the CDC announcement.

The next item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on HRSA CARES/ECT Funding Extension, stating that HRSA had approved the extensions for one full year; ECT funds are paying for the upgrade to website, CARES funds are to be used to for HVAC and Ionization systems on the roof to improve air circulation through the building which would allow for more patients in the Community Health Center. Ms. Gabriel closed noting that the Health Department will go out for bid over the next couple months and will bring bids to the Board of Health for approval; CARES funds also include monies to pay for upgrades to secure the rear entrances with a swipe to unlock the back doors, additional lighting, overhead awnings, as well as the medication disposal room and sample medication rooms security.

The next item on the agenda under the Executive Director's Report, Michele Gabriel discussed with Board the HRSA Capital Funding Application, Michele stated we received capital money, this is the first capital money that HRSA released, it is part of the American Rescue Plan we were given an award \$547,916 for construction and capital improvements. We are looking at what we can do in the building with this money, it is enough to do some amendments within the building that we think may need to be done, Reina the COO was looking at assuring one medical room and one dental room are completely ADA accessible, we have a dental chair that will drop and allow someone to transfer if they need to transfer; looking at some rooms seeing if they can be constructed to improve patient flow; looking at signage affixed to the building, this is through March 2024. Michele closed saying this grant is due at the end of June, so the Board will vote on this next month.

In the final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Staffing, noting that herself and the Director of Human Resources Patrese Jackson created a spreadsheet listing of staff and various indicators about staffing levels and position openings. It is anticipated that this will be shared with the Board quarterly; the Health Department is currently looking to hire for fifteen positions and the health center is looking for five people.

### **CHIEF FINANCIAL OFFICER**

The only item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the May 2021 Financial Statements. Michele reported a current net revenue over expenditures of (\$28,548.21) for the period ending April 30, 2021, actual net revenue over expenditures year to date is (\$19,463.84). A motion was made by Angela Petersen to approve the May 2021 Knox Community Health Center Financial Reports as presented and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

### **CHIEF OPERATIONS OFFICER**

The first item on the agenda under Chief Operations Officer Report, Reina Reyes presented to Board the April 2021 CHC Capacities Report, stating Medical had 134 completed appointments (16.3%) and 19.3% no show rate; Behavioral Health had 220 completed appointments (61.1%) and 23.9% no show rate; Dental had 157 completed appointments (48.8%) and 16.5% no show rate; and Hygiene 151 completed appointments (43.1%) and 23.4% no show rate. A motion was made by Sally Fischell to approve the April 2021 CHC Capacities Reports as presented and seconded by Bill Butts. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

The final item on the agenda under Chief Operations Officer Report, Reina Reyes discussed with Board the Patient Outreach Activities, stating we recognize we need to get more patients in, our targets are over double that we had for patients last year, we have inserted our flyers about our services, we have been handing them out when we do testing and at the vaccine clinics, to let the community know we provide Medical, Dental and Behavioral Health services, we are looking at getting a list of patients that have health plans we work with.

### **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 provided the April 2021 Provider Activity Reports through April 30, 2021 to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 660. A motion was made by Marty Andrews to approve the April 2021 Provider Activity Reports as presented and seconded by Bill Butts. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: 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 567 tests for month of April 2021. A motion was made by Bill Butts to approve the April 2021 COVID-19 Testing Report as presented and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

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 one of the candidates she sent an application to has started a new job and works until 5pm, so at this time she is unavailable to be on the Governance Board.

### **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 April 2021 for the Knox Community Health Center. A motion was made by Sammi Durdle to approve the Performance Measures Report April 2021 as presented and seconded by Harlan Cook. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

The next action item on agenda under the Director of Compliance and Performance Management's Report, Angel Wright updated the Board in the Strategic Plan for 2021. A motion was made by Sammi Durdle to approve the Strategic Plan for 2021 as presented and seconded by Harlan Cook. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes;

Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

The final item on agenda was amended and needs action under the Director of Compliance and Performance Management's Report, Angel Wright updated the Board on Spring Patient Survey, stating herself and Reina met with the Patient Survey Committee consisting of Marty Andrews, Sally Fischell and Angela Petersen on Wednesday May 12, 2021 to discuss patient survey, they will focus on patient wait time. A motion was made by Sammi Durdle to approve the Spring Patient Survey as presented and seconded by Harlan Cook. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

### **OLD BUSINESS**

The only item on the agenda under Old Business, Michele Gabriel discussed with Board the H8F Funding Submission, stating we were awarded \$1,190,750, this is a two-year grant from April 1, 2021 through March 31, 2023. The funds are intended to continue COVID activities, work to bring patients back into the clinic, as well as completing outreach and enrollment efforts and recruitment of providers. Ms. Gabriel noted that the budget is a forecast of what the next two years may look like, since the Health Department is working under many assumptions regarding what the next two years will be like related to the COVID 19 virus activity. The budget is made up primarily of staff, we are picking up staff that are not previously covered in the health center, picking up staff to do work with outreach and enrollment, picking up some of the contact tracers after that grant expires, picking up staff that are doing testing after that grant expires; the leases for the other two buildings would be picked up after the other grants expires; dental equipment that needs repaired or replaced; have a dental chair that will drop and allow someone to transfer if they need to transfer; and trying to get LED sign inserted in this grant so when we go out to bid again it will be covered. A motion to approve H8F Funding Submission was made by Bill Butts and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

### **NEW BUSINESS**

The first item on the agenda under New Business, D-9 Hospitalization Tracking Policy for Review. A motion to approve D-9 Hospitalization Tracking Policy for Review. was made by Harlan Cook and seconded by Angela Petersen. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

The next item on the agenda under New Business, D-10 Referral Tracking Policy for Review. A motion to approve D-10 Referral Tracking Policy for Review. was made by Sammi Durdle and seconded by Sally Fischell. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

The final item on the agenda under New Business, D-11 Diagnostics Tracking Policy for Review. A motion to approve D-11 Diagnostics Tracking Policy for Review. was made by Sally Fischell and seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: 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 Sammi Durdle to adjourn the May 13, 2021 Governance Board meeting at 6:18pm; the motion was seconded by Sally Fischell. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Christina King-yes; Angela Petersen-yes; Tara Hillier-yes; and Annadoria Ledbetter-yes. Absent: Gary Lishman.

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**Michele Gabriel, MPH Administrator/CEO**

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**Sammi Durdle, Secretary**