

# GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

November 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 November 10, 2021. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Bill Butts, Sammi Durdle, Marty Andrews, Harlan Cook, Angela Petersen, and Amber Miles. Also, in attendance were Michele Gabriel, CEO; Reina Reyes, COO; Angel Wright, Director of Compliance and Performance Management; Staci Simpson, Director of Operations; William Barnes, Behavioral Health Director and Tina Jockisch Administrative Clerk. Absent: Sally Fischell, Tara Hillier, Christina King and Annadoria Ledbetter.

## **ADDITIONS TO AGENDA**

There were two additions to the agenda under New Business, HHS CMS Vaccine Mandate and HHS No Surprise Act.

## **APPROVAL OF MINUTES**

A motion to approve the minutes of the October 14, 2021, meeting as circulated was made by Angela Petersen and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

## **PRESIDENT'S COMMENTS**

The first item on the agenda under President's Comments, Reappoint Board Member Christina King, A motion to Reappoint Board Member Christina King was made by Harlan Cook and seconded by Bill Butts, the motion for approval was adopted by a voice vote with 6 yes and 1 no vote by Angela Petersen.

The first item on the agenda under President's Comments, Accept Board Member Sally Fischell Resignation, A motion to accept Board Member Sally Fischell Resignation was made by Angela Petersen and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

The final item on the agenda under President's Comments, Accept Board Member Gary Lishman Resignation, A motion to accept Board Member Gary Lishman Resignation was made by Sammi Durdle and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

President Lynch asked the nominating committee, Angela Petersen and Sammi Durdle to find a new Treasurer and let the Board know at the December meeting. Michele stated the officers needed to be voted on in the December meeting, because they are seated in January.

## **EXECUTIVE DIRECTOR'S**

The first item on the agenda under the Executive Director's Report, Michele Gabriel updated Board on Staffing, with the addition of the COVID-19 Vaccine/Testing division the Health Department has 13 openings for a 20% employee vacancy, Health Center has 8 openings for a 23% employee vacancy. Michele stated that Jerome advised employee recruitment is one of the Health Department's larger expenses, it will continue to be an ongoing expense. Michele stated the Health Center has been actively looking to recruit more Providers, they are down to one Dentist and one Behavioral Health Counselor.

The next item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the Illinois Minimum Wage and Salary Schedule 2022, stating when the County Board approved the Health Department budget it did include incremental increases for staff, still moving forward with State's requirement to make it to \$15 an hour by 2025.

The next item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the 2020 UDS: Service Area Needs Assessment Data Presentation; Part 1, stating UDS Summary Report is for

the Board to see what services the Health Center is providing, it compares the Health Center to State and National numbers. Michele noted this was the year the Health Center was closed for a period due to COVID-19 and implemented some strict measures for Dental as well as other services.

The final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Ongoing COVID Testing Activities, stating the Health Center currently has staff to test three days a week, Monday, Wednesday, and Friday.

### **CHIEF FINANCIAL OFFICER**

The only item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the November 2021 Financial Statements and TSI Collections Report. Michele reported a current net revenue over expenditures of (\$30,495.69) for the period ending October 31, 2021, actual net revenue over expenditures year to date is \$34,259.83. A motion was made by Bill Butts to approve the November 2021 Knox Community Health Center Financial Reports as presented and seconded by Angela Petersen, the motion for approval was unanimously adopted by a voice vote.

### **DIRECTOR OF COMPLIANCE AND PERFORMANCE MANAGEMENT**

#### **Quality Management**

The first item on agenda under Quality Management of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Performance Measures Report for October 2021 for the Knox Community Health Center. A motion was made by Sammi Durdle to approve the Performance Measures Report October 2021 as presented and seconded by Bill Butts the motion for approval was unanimously adopted by a voice vote.

The final item on agenda under Quality Management of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board for informational purposes the Governance Board Quality Committee Meeting Minutes, stating the Quality Committee has met four times this year, May 13, June 23, August 26, and September 30, 2021, at the last meeting the Committee discussed the 2022 risk Management Plan.

#### **RISK MANAGEMENT**

The first item on agenda under Risk Management of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Risk Management Plan and Training Plan. A motion was made by Marty Andrews to approve the Risk Management Plan and Training Plan as presented and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

The final item on agenda under Risk Management of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Annual Contract Review Report. A motion was made by Angela Petersen to approve the Annual Contract Review Report as presented and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

### **CHIEF OPERATIONS OFFICER**

The first item on the agenda under Chief Operations Officer Report, Reina Reyes presented to Board the October 2021 CHC Capacities Report, stating Total Clinic had 396 completed appointments 36.7% and 26.0% no show rate; Medical had 107 completed appointments 24.5% and 21.3% no show rate; Behavioral Health had 62 completed appointments 55.1% and 36.1% no show rate; Dental had 86 completed appointments 44.9% and 24.6% no show rate; and Hygiene 141 completed appointments 41.5% and 25.0% no show rate. A motion was made by Angela Petersen to approve the October 2021 CHC Capacities Reports as presented and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

The final item on the agenda under Chief Operations Officer Report, Reina Reyes updated with Board the Medical Patient Outreach Plan Activity for October, stating this plan is to recruit new medical patients and to retain the current medical patients to help with the overall capacity report.

## **DIRECTOR OF OPERATIONS**

The only item on agenda under her report, Staci Simpson, Director of Operations for the Knox Community Health Center, Staci provided the October 2021 Provider Activity Reports through October 31, 2021, and October COVID 19 Testing Volumes to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 396 and stated the Knox County Health Center did 815 tests for month of October 2021. A motion was made by Sammi Durdle to approve the October 2021 Provider Activity Reports and October COVID 19 Testing Volumes as presented and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

## **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.

## **BEHAVIORAL HEALTH DIRECTOR**

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

## **OLD BUSINESS**

The first item on agenda under Old Business, Michele Gabriel, CEO presented to Board to Reaffirm use of Knox County Health Department Personnel Policies. A motion was made by Bill Butts to Reaffirm use of Knox County Health Department Personnel Policies as presented and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

The next item on agenda under Old Business, Michele Gabriel, CEO presented to Board the Submission of BPR (Budget Progress Report) to HRSA, Michele stated this is the annual budget report that is done in between the competitive grant applications for the Community Health Center, the amount of the base grant for funding is \$1,704,754, the total for the Community Health Center is \$4,638,254. Michele stated the Community Health Center must do a narrative update that goes with the BPR, the Community Health Center is required to report what has happened over the past year, what changes have been made, how we have been impacted by COVID-19, what if any concerns we have, and how we plan to move forward over the next year. A motion was made by Marty Andrews to approve Submission of BPR (Budget Progress Report) to HRSA as presented and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

The final item on agenda under Old Business, Michele Gabriel, CEO presented to Board the Annual Fee Schedule Review, stating this is not the sliding fee scale, it is the Knox Community Health Center schedule of fees charged for services rendered must be based on Health Center costs and locally prevailing rates (for example, operating costs for service delivery, relative value units (RVUs) or other relevant data sources, Medicare/Medicaid cost reports). A motion was made by Sammi Durdle to approve Annual Fee Schedule Review as presented and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

## **NEW BUSINESS**

The first item on the agenda under New Business, President Karen Lynch presented to Board for approval the Memo to Recredential Heather Frakes, April Miller and Credential Laura Olivas, Jannet Andrade. A motion was made by Sammi Durdle to approve the Memo to Recredential Heather Frakes, April Miller and Credential Laura Olivas, Jannet Andrade as presented and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

The next item on the agenda under New Business, President Karen Lynch presented to Board for approval the Memo to Reprivilege Heather Frakes, April Miller and Privilege Laura Olivas, Jannet Andrade. A motion was made by Sammi Durdle to approve the Memo to Reprivilege Heather Frakes, April Miller and Privilege

Laura Olivas, Jannet Andrade as presented and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

The next item on the agenda under New Business, Michele Gabriel, CEO presented to Board for approval the Revised After-Hours Patient Access to Care Policies and Procedures, Michele stated during the normal policy review, Behavioral Health was added to the After-Hours Patient Access to Care Policies and Procedures. A motion was made by Marty Andrews to approve the Revised After-Hours Patient Access to Care Policies and Procedures as presented and seconded by Angela Petersen, the motion for approval was unanimously adopted by a voice vote.

The next item on the agenda under New Business, Michele Gabriel, CEO presented to Board for approval the Revised Procurement Policies and Procedures, Michele stated the Procurement Policies and Procedures were revised to bring it in line with the County requirements. A motion was made by Bill Butts to approve the Revised Procurement Policies and Procedures as presented and seconded by Marty Andrews the motion for approval was unanimously adopted by a voice vote.

The next item was an addition to the agenda under New Business, Michele Gabriel, CEO presented to Board for informational purposes, HHS CMS Vaccine Mandate published in the Federal Register on November 5, 2021, stating the CMS Federal Vaccine Mandate is tied to Medicare certification and does not include a weekly testing option. It is a full mandate which includes all employees, Board members, and volunteers to be fully vaccinated or qualify for and receive a medical or religious exemption. Michele stated there are two deadlines, 1<sup>st</sup> dose or one-dose vaccine by December 6, 2021, and received all shots for full vaccination by January 4, 2022, the Health Department must have policies in place that assure the vaccination and how records are kept by the December 6, 2021 deadline. Michele stated she will have a committee of Directors to review any request for an exemption and she contacted the County's labor attorney to see if it was appropriate to have him review any exemptions the committee potentially ruled on. Michele stated the Health Department currently has sixteen employees that are not fully vaccinated.

The final item was an addition to the agenda under New Business, Michele Gabriel, CEO presented to Board for informational purposes, HHS No Surprise Act, stating it will require the Health Center/Health Department to provide self-pay or uninsured patients with a good faith estimate of their total out of pocket cost for their services before they actually receive care, so in advance of any of our patients receiving care we must provide them a form telling them what they will be receiving and how much it will cost. Michele stated as of now the HHS No Surprise Act is supposed to go into effect January 2022.

#### **EXECUTIVE SESSION**

There were no items on the agenda under Executive Session.

#### **RETURN TO OPEN SESSION**

There were no items on the agenda under Open Session.

#### **ADJOURNMENT**

A motion was made by Bill Butts to adjourn the November 10, 2021, Governance Board meeting at 6:17pm; the motion was seconded by Marty Andrews. Bill Butts-yes; Sammi Durdle-yes; Harlan Cook-yes; Angela Petersen-yes; Amber Miles-yes; Marty Andrews-yes; Karen Lynch-yes. Absent: Sally Fischell, Tara Hillier, Christina King, and Annadoria Ledbetter.

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**Michele Gabriel, MPH, Administrator/CEO**

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**Sammi Durdle, Secretary**