

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

October 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 October 14, 2021. Karen Lynch called the meeting to order at 5:00 PM. Present were Karen Lynch, Sally Fischell, Sammi Durdle, Marty Andrews, Harlan Cook, Angela Petersen, Tara Hillier, Amber Miles, and Christina King. 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. Absent: Bill Butts, Annadoria Ledbetter, and Gary Lishman.

ADDITIONS TO AGENDA

There were no additions to the agenda, but Michele asked Karen under President Comments to briefly discuss how the Board will take action according to the Governance Board Bylaws.

APPROVAL OF MINUTES

A motion to approve the minutes of the September 9, 2021, meeting as circulated was made by Christina King 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, Karen Lynch reminded the Board the next Governance Board Meeting will be Wednesday November 10,2021 at 5:00pm.

The final item on the agenda under President's Comments, Appoint Committee to Nominate 2022 Governance Board Officers, President Lynch asked for volunteers for the nominating committee, Angela Petersen and Sammi Durdle volunteered. Michele stated the officers needed to be voted on in the December meeting, because they are seated in January.

Michele discussed the Governance Board Bylaws, for Telephone meetings the Board opens and closes meeting with a roll call vote and every other vote can be a voice vote yay or nay.

EXECUTIVE DIRECTOR'S

The first item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the Budget Progress Report, stating this is the annual noncompetitive application that the Health Center completes, is due to be completed and turned in by December 6, 2021, this will need to be approved at the November meeting.

The next item on the agenda under the Executive Director's Report, Michele Gabriel presented to Board the NOA ARPA Health Center Infrastructure Support, stating the Health Center received Capital Grant Funding they applied for in the amount of \$502,725, this money was designated to improve the entrance into the Health Center side of the building, to make it more handicap accessible. Michele stated there was signage included in the grant application and the reconfiguration of a small amount of footprint of a couple rooms to try to make more room for a lab if there is money left. Michele stated Jerome put the \$502,725 in the Health Center's budget.

The next item on the agenda under the Executive Director's Report, Michele Gabriel discussed with Board the Vaccine/Testing Team, stating the Health Department has staff they hire for vaccine and testing, a team of four or five that are in the budget that are either LPN's, Medical Assistants, and Patient Service Representatives that test here Monday, Wednesday, and Friday and cover vaccine

clinics at the other building on Tuesdays and Thursdays. Michele stated she wanted to create a temporary division that oversees vaccine and testing so she can stop allocating Public Health and Health Center staff to those duties and let them get back to their original jobs.

The next item on the agenda under the Executive Director's Report, Michele Gabriel discussed with Board the COVID-19 Testing, stating testing is a Health Center function, it is a program that is funneled into the Health Center through the State so everything is done free of charge, then the labs go into Reditus, any staff that is hired to do that is paid through Health Center dollars, and there are still funds available to continue supporting that program.

The final item on the agenda under the Executive Director's Report, Michele Gabriel updated the Board on Provider Recruitment, stating the Health Center is looking at some deficiencies regarding Providers, they are down to one Dentist and one Behavioral Health Counselor. Michele stated the Health Center lost one of their APN Health Care Providers and they are not looking to replace the APN at this time unless a need arises. Michele continued stating the Health Center is currently looking for a Dentist, she will review the Dental salary to make sure it is competitive to bring in a new Dentist. Michele stated the Health Center has been actively looking to recruit more Behavioral Health Counselors, Michele directed Reina, Health Centers COO to look at information regarding Telehealth Services to see if that is a reasonable temporary or permanent solution. In closing Michele stated the Health Center has funding in the HHF or ARPA money for outreach and bringing patients back in and supporting COVID, there is money that can be used for recruitment.

CHIEF FINANCIAL OFFICER

The first item on the agenda under the Chief Financial Officer's report, Michele Gabriel presented to Board the FY22 CHC Annual Budget, stated the only changes to the budget are addition of the Capital Grant Funding and some of the buildings for Contact Tracing and vaccine clinics were moved back to the Health Department budget. A motion was made by Angela Petersen to approve the FY22 CHC Annual Budget as presented pending the addition of the approved increase to the Administrator/CEO salary and seconded by Harlan Cook, the motion for approval was unanimously adopted by a voice vote.

The final item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the October 2021 Financial Statements and TSI Collections Report. Michele reported a current net revenue over expenditures of \$68,962.36 for the period ending September 30, 2021, actual net revenue over expenditures year to date is \$64,755.52. A motion was made by Sally Fischell to approve the October 2021 Knox Community Health Center Financial Reports as presented and seconded by Sammi Durdle, 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 September 2021 and 3rd Quarter 2021 for the Knox Community Health Center. A motion was made by Christina King to approve the Performance Measures Report September 2021 as presented and seconded by Sally Fischell. 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 Results of the Patient Survey for the Knox Community Health Center, stating the patient survey data was collected randomly via phone calls, the patients were told their answers were anonymous.

RISK MANAGEMENT

The only item on agenda under Risk Management, of the Director of Compliance and Performance Management's Report, Angel Wright presented to Board the Mater Peer Review for 2nd Quarter 2021. A

motion was made by Angela Petersen to approve the Mater Peer Review for 2nd Quarter 2021 as presented and seconded by Sammi Durdle, 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 September 2021 CHC Capacities Report, stating Total Clinic had 592 completed appointments (37.8%) and 22.2% no show rate; Medical had 131 completed appointments 19.9% and 24.7% no show rate; Behavioral Health had 190 completed appointments 55.6% and 26.1% no show rate; Dental had 102 completed appointments 49.0% and 22.1% no show rate; and Hygiene 169 completed appointments 46.9% and 15.1% no show rate. A motion was made by Sally Fischell to approve the September 2021 CHC Capacities Reports as presented and seconded by Sammi Durdle, 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 September, stating the Health Center has been getting out to pop up clinics to spread the word and try to get new patients, working on job description for the Outreach worker, working on getting certified counselors for enrolling Health Center patients and other area residents in insurance which is very important and bring people into the Health Center and help them to be aware of what services we provide.

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 September 2021 Provider Activity Reports through September 30, 2021, and September COVID 19 Testing Volumes to the Board for approval. Staci reviewed the preliminary report showing a total visit productivity number of 592 and stated the Knox County Health Center did 957 tests for month of September 2021. A motion was made by Sammi Durdle to approve the September 2021 Provider Activity Reports and September COVID 19 Testing Volumes as presented and seconded by Angela Petersen. 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.

BEHAVIORL HEALTH DIRECTOR

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

OLD BUSINESS

The only item on agenda under Old Business, Angel Wright, Director of Compliance and Performance Management presented to Board the Quality Management Plan and Calendar for 2022, stating there were some additions of PSDA to page three of Calendar, PSDA: Clerical Audits (Patient Financial Information) and PSDA: Patient No Show Rates. A motion was made by Harlan Cook to approve the Quality Management Plan and Calendar for 2022 as presented and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS

The first item on the agenda under New Business, Michele Gabriel, CEO presented to Board the COVID-19 Healthcare OSHA ETS, Michele stated as a Community Health Center we are required to comply to the COVID-19 Healthcare OSHA ETS (Emergency Temporary Standard), this document was developed with a team and reviewed by non-management staff, followed all the requirements there in, it is primarily things the Health Department has been doing the entire time, just needed updated policies put

into place. Michele stated this document contains Environmental standards, cleaning standards, go back to screening staff daily, PPE requirements, Human Resource functions about paying staff who become ill after receiving vaccine, have COVID or close contact to someone with COVID, record keeping, training all staff, and respiratory plan. In closing Michele stated these are things the Health Department has been doing, just needed to put policies and practices in place. A motion was made by Sammi Durdle to approve the COVID-19 Healthcare OSHA ETS 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 Lynch presented to Board the 2022 KCHC Holiday Schedule, A motion was made by Angela Petersen to approve the 2022 KCHC Holiday Schedule as presented and seconded by Sally Fischell, the motion for approval was unanimously adopted by a voice vote.

The final item on the agenda under New Business, President Lynch presented to Board the 2022 Governance Board Meeting Schedule, A motion was made by Angela Petersen to approve the 2022 Governance Board Meeting Schedule as presented and seconded by Sally Fischell, the motion for approval was unanimously adopted by a voice vote.

EXECUTIVE SESSION

A motion was made by Christina King to go into Executive Session at 6:15pm and seconded by Sammi Durdle. Roll Call vote was unanimous: Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Tara Hillier-yes; Christina King-yes; Karen Lynch-yes. Absent: Amber Miles, Bill Butts, Annadoria Ledbetter, and Gary Lishman.

RETURN TO OPEN SESSION

After discussion of items XVII A & B, a motion was made by Christina King to return to Open Session at 6:25pm and seconded by Sally Fischell. Roll Call vote was unanimous: Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Tara Hillier-yes; Christina King-yes; Karen Lynch-yes. Absent: Amber Miles, Bill Butts, Annadoria Ledbetter, and Gary Lishman.

The first item upon returning to Open Session, a motion was made by Christina King to approve FY22 CEO Compensation and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

The final item upon returning to Open Session, a motion was made by Sally Fischell to approve FY22 CEO Performance Evaluation and seconded by Angela Petersen, the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion was made by Marty Andrews to adjourn the October 14, 2021, Governance Board meeting at 6:30pm; the motion was seconded by Angela Petersen. Sally Fischell-yes; Sammi Durdle-yes; Marty Andrews-yes; Harlan Cook-yes; Angela Petersen-yes; Tara Hillier-yes; Christina King-yes; Karen Lynch-yes. Absent: Amber Miles, Bill Butts, Annadoria Ledbetter, and Gary Lishman.

Michele Gabriel, MPH, Administrator/CEO

Sammi Durdle, Secretary