

GOVERNANCE BOARD MINUTES OF MONTHLY MEETING

April 14, 2022 via Hybrid Meeting (In-Person & Teleconference)

5:00 p.m.

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox Community Health Center Governance Board monthly meeting was held via Hybrid Meeting (In-Person & Teleconference) on April 14, 2022. President Karen Lynch called the meeting to order at 5:00 PM. Governance Board members present in-person were Karen Lynch, Bill Butts, Sammi Durdle, and Tara Hillier. Also attending in-person were Michele Gabriel, CEO; Reina Reyes, COO; Tina Jockisch Administrative Clerk, and members of the public Diane Munson and Gayle Keiser. Governance Board members present via teleconference were Marty Andrews, Angela Petersen, and Amber Miles. Also attending via teleconference were Dr. Andrea Miller-Finch, Dental Director, and Bill Barnes, Behavioral Health Director. Absent: Harlan Cook, Christina King and Annadoria Ledbetter.

ADDITIONS TO AGENDA

There was no addition to the agenda.

APPROVAL OF MINUTES

A motion to approve the minutes of the March 10, 2022, meeting as circulated was made by Bill Butts and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

A motion to approve the minutes of the April 6, 2022, Special meeting as circulated was made by Angela Petersen and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS

The only item on the agenda under President's Comments, Governance Board member Sammi Durdle facilitated the discussion on Governance Board Training: Chapter 3: Strategic Planning and Strategic Thinking, and Appendix 11. Sammi pointed out this chapter outlines the Governance Board ensures the mission, vision and values are relevant and that decision making is in alignment with these key statements. Each Community Health Center must undertake a needs assessment to understand critical needs in the community at least once every three years as required by HRSA (Health Resources and Services Administration). Additionally, each Community Health Center must conduct long-range/strategic planning at least once every three years, which at a minimum addresses financial management and capital expenditure needs as required. President Lynch stated the board is accountable for the Community Health Center's long-term success in meeting the health care needs of the community it serves. In closing Ms. Gabriel noted throughout this chapter it was discussed the patient's voice is prominent in the Community Health Center's strategic plan.

STANDARD MONTHLY OPERATIONAL REPORTS

The only item on agenda under Standard Monthly Operational Reports, Michele Gabriel, CEO, presented the March 2022 Standard Monthly Operational Report, A motion to approve the Standard Monthly Operational Report as presented was made by Marty Andrews and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

EXECUTIVE DIRECTOR'S

The first item on the agenda under the Executive Director's report, Michele Gabriel, CEO, discussed with Governance Board the BPR Approval, stating every year the Community Health Center completes a competitive application or budget progress report, noting they are operating in their tenth year as a FQHC. Ms. Gabriel stated the Community Health Center was awarded \$1,278,566 and noted there is \$426,188 of unawarded balance for current's year funds, making the total authorized financial assistance for this period \$1,704,754.

The next item on the agenda under the Executive Director's report, Michele Gabriel, CEO, updated

Governance Board on HVAC Project, stating we are waiting on the HVAC units due to twenty-week lead-time. Michele and Jerome asked permission to extend the CARES Funding grant again and were approved to file an extension through the end of 2022, they are currently working on the extension, noting there is approximately \$90,000 left in the grant to move over to the HVAC Project. Michele stated there was a change order for Trane Controls upgrade on the HVAC Project, noting there are seven thermometers that read the temperatures in the seven different zones throughout the building. Michele stated with the Trane Controls upgrade they would be able to control the HVAC units inside or outside via laptop, cell phone, tablet, etc. In closing Michele noted an advantage was being able to control the HVAC system from home and not having to come into the office if the temperature needed adjusted.

The next item on the agenda under the Executive Director's report, Michele Gabriel, CEO, updated the Governance Board the KCHD OSHA COVID-19 ETS Amendment, stating the Board approved the KCHD OSHA COVID-19 ETS several months ago, but currently it's not in effect, OSHA was asked to come up with a more permanent document, but it has not been released. Michele stated the Health Department is purposing a flexible plan that will allow us to change based on community exposure, included in your packet is a map of non-patient areas where employees would be able to go mask free including the Boardroom which is also being used as a lunchroom.

The next item on the agenda under the Executive Director's report, Michele Gabriel, CEO, updated the Governance Board on the Workforce Recovery Employee Retention and Recruitment Plan, stating the Health Department received the COVID-19 Crisis Grant Workforce Recovery Retention and Recruitment Grant. Ms. Gabriel stated IDPH had encouraged local health departments to consider retention and recruitment bonuses for Public Health staff. Ms. Gabriel went on to note that the Public Health Workforce, in Illinois and across the United States, has been impacted heavily by its tremendous role in response to COVID 19 throughout 2020, 2021, and into 2022, and that this grant, whose purpose is to fund local health departments to aid in rejuvenating Public Health. In closing Ms. Gabriel noted this was being presented to the Board of Health for approval at their meeting tonight.

The next item on the agenda under the Executive Director's report, Michele Gabriel, CEO, discussed with Governance Board the Governance Board Binder Orientation/Annual Review of Service Area Meeting and Governance Board on Governance Board Trainings Feedback and Discussion, Ms. Gabriel stated she would be sending out emails with survey monkey to get feedback from the Governance Board to identify what dates work for you and if the Board wants to do a special orientation meeting to review data which will take approximately ninety minutes. Additionally, Ms. Gabriel stated she will be asking the Board's opinion on how the trainings are going and if they want to continue with trainings at the monthly Governance Board meetings or have a special quarterly training meeting?

The final item on the agenda under the Executive Director's report, Michele Gabriel, CEO, presented to Governance Board the Review/Revision of Co-Applicant Agreement for Section 330 Grant, stating this is the legal agreement between Governance Board and the Board of Health, which outlines who is responsible for what in the operation of the Community Health Center, they apply as a public entity and has a co-application that goes in. Michele asked the Governance Board to review the co-applicant agreement over the next month and make sure it fits the Community Health Center needs, stating it is set up the way HRSA wants for public entities so there is not a lot of change that can go into it. Michele stated this is the document that states the Board of Health oversees personnel and finances and Governance Board oversees the operations within the Community Health Center.

CHIEF FINANCIAL OFFICER

The first item on the agenda under the Chief Financial Officer's report, Michele Gabriel reviewed with the Governance Board the April 2022 Financial Statements, TSI Collections Report, Month End & eCW. Ms. Gabriel reported a current net revenue over expenditures of (\$40,099.58) for the period ending March 31, 2022, actual net revenue over expenditures year to date is (\$82,831.02). A motion was made by Sammi Durdle to approve the April 2022 Knox Community Health Center Financial Reports as presented and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

Angela Petersen suggested two or three Governance Board members bag groceries at Hy-Vee some weekend and donate the tips to a local charity, to help raise awareness of the Community Health Center and what services they offer. President Lynch stated they would discuss it more at another Governance Board meeting.

The final item under the Chief Financial Officer's report, Michele Gabriel presented the 1st Quarter FY2022 Business Plan Reports, stating these reports are used to monitor the financial activity in the Knox Community Health Center. Michele stated the first page monitors actual visits compared to budgeted visits and HRSA targeted visits. Michele noted she put an explanation at the bottom of page 163 stating the numbers are from Knox Community Health Center FY22 Budget and numbers from Service Area Competition Application for 5/1/2020-4/30/2024. Community Health Center numbers remain low for actual visits and patients, noting there is outreach work going on. Michele went on to review the actual cost per patient and per visit for Medical, Dental, and Behavioral Health patients, the numbers are reported in the UDS report when they are finalized and compared to State and National numbers. Michele stated overall there has been significant improvement in the accounts receivable for the Knox Community Health Center; however, they are clearing out COVID claims related to billing for test administration and writing some of them off because the COVID money for the uninsured has been discontinued. Michele noted that HRSA would like to see grant revenues as less than thirty percent of total revenues; however, the CHC is generally higher than thirty percent, due to COVID grants the grant revenues as a percentage of total revenues is near seventy percent. Michele stated the financial statements are broke down by Medical, Dental, and Behavioral Health to show how each division is doing and what their cost are. Michele closed noting the 340b program report is how the Community Health Center monitors how much they are paying out for pharmaceuticals to Cardinal Health and what revenue comes in from Walgreens for the 340b program. A motion to approve the 1st Quarter FY2022 Business Plan Reports as presented was made by Bill Butts and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

QUALITY MANAGEMENT

There were no items on the agenda under Quality Management, there were moved to the Standard Monthly Operational Reports.

RISK MANAGEMENT

The first item on the agenda under Risk Management, Reina Reyes, COO, presented the 4th Quarter 2021 Compiled Peer Review Report, stating this report is the 4th Quarter Compiled Peer Review Chart Audits for Behavioral Health, Dental, and Medical. Reina stated someone of the same discipline would review each other's charts to make sure they are practicing within the scope and documenting correctly in the records. Reina noted this is very important for the Community Health Center's credentialing and privileging process. A motion to approve the 4th Quarter 2021 Compiled Peer Review Report as presented was made by Angela Petersen and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

The final item on the agenda under Risk Management, Reina Reyes, COO, presented the 1st Quarter 2022 Risk Management Report, at the January Governance Board Meeting, Risk Management presented its yearly Risk Management Report, included in that report was a new dashboard of things the Community Health Center would be measuring for risk. Reina stated she has taken those areas and put together a dashboard, presented are the standard things audited such as sample medications were audited, in lab audit making sure all the lab checks were done throughout the month, 340b audit Walgreens sends a list of all the prescriptions filled through the 340b program, environmental safety walk through to make sure the environment is safe, security risk audit was ran to make sure all HIPAA regulations are being followed, and required monthly backgrounds checks of staff members, board members, and contractors. A motion to approve the 1st Quarter 2022 Risk Management Report as presented was made by Sammi Durdle and seconded by Bill Butts, the motion for approval was unanimously adopted by a voice vote.

CHIEF OPERATIONS OFFICER

The only item on the agenda under Chief Operations Officer Report, Reina Reyes, COO, presented to Governance Board the Strategic Plan Update Report and Summary, stating this Strategic Plan was written

before COVID, provided is a different view of first, second and third year for each of the goals. A motion was made by Bill Butts to approve the Strategic Plan Update Report and Summary, as presented, and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

DIRECTOR OF OPERATIONS

There were no items on the agenda under Director of Operations, there were moved to the Standard Monthly Operational Reports.

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 presented to Governance Board the Revised Policy and Procedures: D-9 Hospitalization Tracking, Reina stated these policies were reviewed and updated as part of the FTCA (Federal Tort Claim Act), they ensure the Community Health Center has malpractice insurance for the providers. Reina noted there were few changes to any of the policies as far as the processes they follow, the policies have not been reviewed or updated since the Community Health Center switched to a new electronic health record. In closing Reina stated the changes included in the updates is the change in language from one EHR to the other EHR and removing Cottage Hospital from D-9 Hospitalization Tracking. A motion was made by Marty Andrews to approve Revised Policy and Procedures: D-9 Hospitalization Tracking as presented and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

The next item on the agenda under New Business, Reina Reyes, COO presented to Governance Board the Revised Policy and Procedures: D-10 Referral Tracking, A motion was made by Angela Petersen to approve Revised Policy and Procedures: D-10 Referral Tracking 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 New Business, Reina Reyes, COO presented to Governance Board the Revised Policy and Procedures: D-11 Diagnostics Testing & Follow Up Tracking, A motion was made by Sammi Durdle to approve the Revised Policy and Procedures: D-11 Diagnostics Testing & Follow Up Tracking 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.

BEHAVIORL HEALTH DIRECTOR

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

EXECUTIVE SESSION

Before going into executive session President Lynch asked the potential Governance Board applicants Diane Munson and Gayle Keiser if they were still interested in joining the Governance Board and both stated they were still interested.

A motion was made by Bill Butts to go into Executive Session at 6:08pm; the motion was seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sammi Durdle-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; and Amber Miles-yes.
Absent: Harlan Cook, and Christina King.

RETURN TO OPEN SESSION

A motion was made by Bill Butts to return to Open Session at 6:20pm; the motion was seconded by Sammi Durdle. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sammi Durdle-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; and Amber Miles-yes.
Absent: Harlan Cook, and Christina King.

The first item upon returning to Open Session, a motion was made by Angela Petersen to Approve New Governance Board Candidate Diane Munson and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

The next item upon returning to Open Session, a motion was made by Bill Butts to Approve New Governance Board Candidate Gayle Keiser and seconded by Marty Andrews, the motion for approval was unanimously adopted by a voice vote.

The next item upon returning to Open Session, a motion was made by Angela Petersen to not Recredential Dr. Mark Wiechert and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

The final item upon returning to Open Session, a motion was made by Angela Petersen to not Reprivilege Dr. Mark Wiechert and seconded by Sammi Durdle, the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion was made by Sammi Durdle to adjourn the April 14, 2022, Governance Board meeting at 6:26pm; the motion was seconded by Marty Andrews. Roll Call vote was unanimous: Karen Lynch-yes; Bill Butts-yes; Sammi Durdle-yes; Marty Andrews-yes; Angela Petersen-yes; Tara Hillier-yes; and Amber Miles-yes.
Absent: Harlan Cook, and Christina King.

Michele Gabriel, MPH, Administrator/CEO

Sammi Durdle, Secretary