

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

January 14, 2016
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on January 14, 2016. Carol Scotton called the meeting to order at 7:00 p.m. Present were Jackie Turner, Doug Gibb, Kevin Satisfsky, M.D., Pam Davidson, Samuel Fox, M.D., and DuRae Fletcher, Sr. Also present were Michele Fishburn, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Heather Kusler, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kerry Howard, Director of Operations; and Sam Jarvis, Director of Health Protection. Not present was: Bruce Bobofchak, D.D.S., and Kimberly DeSutter.

Guests: Media Representative

ADDITIONS TO AGENDA

Under Administrators Report State Budget update.

Under Presidents Comments Board Members Replacement.

Under Treasures Report from Administrators Report FY2015 Budget Analysis.

APPROVAL OF MINUTES

Ms. Scotton advised of a correction to Dr. Potter's last day of employment under Administrator's Report. The final day of employment for Dr. Potter should be changed from January 30, 2016 to January 20, 2016.

A motion to approve the December 10, 2015 minutes was made by Doug Gibb and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the December 2015 numbers as \$41,736.68, with tonight's numbers being \$51,954.70, a difference of \$10,218.02. Mr. Gibb went on to say the largest

expenses for the month were Supplies at \$4,438.17, Advertising at \$2,939.74, and Website Design at \$1,600.00.

A motion to approve the Treasure's Report was made by DuRae Fletcher, Sr. and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell reported to the Board the FY2015 Budget Analysis stating that we received 85 percent of the revenue we budgeted for, we spent 81 percent of the expenses we budgeted for, and with that we were able to add \$165,000.00 to reserves. Mr. Townsell added that because the state cannot hold onto Federal Pass-through money we did receive grant funds for WIC, Farmers Market, IBCCP, and Emergency Preparedness. Mr. Townsell also noted that at the end of FY2015 the state owed us \$58,000.00 in grant funds.

Mr. Townsell addressed a question from the Board regarding what the percentage amount was that they budget for when creating the yearly budget. Mr. Townsell explained that the target is 90 percent and the reason we didn't spend as much this past year was due to not receiving Fringe Money from the County until November 2015, so we did not move forward with any of the renovations that we were wanting to do.

Mr. Townsell informed the Board that they were now seeing Transfer Summaries under Revenue and Expense Summaries on the chart, because it has been added to the Financial Statement. When asked about Program Services, Mr. Townsell stated that Program Service Fees were at \$707,000.00 in 2015, which was up \$280,000.00.

President's Comments – Carol Scotton

Ms. Scotton thanked Ms. Turner for her years of service as the Board of Health President and informed the Board that Ms. Turner will retire as a Board Member in June 2016, so we need to think about attracting individuals who could possibly fill Ms. Turner's vacancy.

Ms. Fishburn explained to the Board that Ms. Turner is considered a Member-at-Large and in the past our Member-at-Large has been a community member who was involved or volunteered with one of the programs we oversee. Ms. Fishburn went on to say that it has been recommended that we do this again and possibly with someone who is involved in the restaurant business. With that being said, there was discussion on possibly putting an ad in the newspaper and advertising on the radio to recruit the new Board Member.

Ms. Scotton thanked Mr. Jarvis and Mr. Young for their work on the Board of Health Orientation Manuel and expressed her pleasure at what good reference material it will be for current members, as well as any future members.

Ms. Scotton ask the Board for volunteers to sit in on the Governance Board Meetings. Ms.

Turner volunteered to sit in on at least three meetings, Mr. Fletcher, Sr. volunteered for the Month of March, and Dr. Fox will try to attend the April Governance Board Meeting.

Administrator's Report – Michele Fishburn

Ms. Fishburn updated the Board regarding the State of Illinois Budget saying she was sad to report that the last word she had was possibly January 2017 before we have a state budget, so Mr. Townsell and herself have decided to move forward with a Contingency Plan along with the Strategic Plan. Ms. Fishburn went on to say that she has decided not to pursue the Dental Project that was discussed at the previous Board Meeting and stated her disappointment with this decision, because the Community Foundation had recently contacted her regarding partnering with us on this project. Ms. Fishburn added that she hopes to eventually work on this project, but the timing is just not appropriate now.

Ms. Fishburn explained to the Board that the HRSA Site Visit will be the last two weeks in April this year. This happens once every three year funding cycle for the Federal Qualified Health Center and before the visit they send us a list of documents that they like us to have prepared for them. Once the HRSA person and their team of volunteers arrive they check our policies and records to see how we do things. Ms. Fishburn also stated that all Board Members are encouraged to attend and share their input during the HRSA Site Visit.

Ms. Fishburn gave the Board the Staffing Update stating that with the exit of the Chief Medical Officer and the recruiting of a new Chief Medical Officer, we will also be pursuing another APN to replace Pam Bloomfield. We have a second APN currently working here that has indicated she would like to take a permanent position here that we will be in discussions with. In closing Ms. Fishburn stated with board consensus we will offer the same benefit package that we offered Dr. Potter while searching for a new Chief Medical Officer.

Ms. Fishburn reported to the Board regarding the IL Children's Health Care Foundation Grant for children's mental health saying that there is an opportunity for funds to expand access to mental health, so we have come up with a plan that we hope they will successfully want. We are required to first write a letter of interest and if we hear back then we will write the grant. Ms. Fishburn continued saying the plan is to make a Mental Health Wing by converting storage areas in the back of the building into office space and then having an external building for storage instead.

Ms. Fishburn updated the Board regarding Strategic Planning Activities first by thanking the Board for their participation on this project, then explaining that it was too much to go through at tonight's meeting, but asked Board Members to review the Vision and Mission Statements in advance, so any discussion can be done at a future Board meeting. Ms. Fishburn also explained that the Suggested Value Statement exercise was done by Management, as well as Board

Members and after review of these statements Ms. Fishburn hopes with Board help, we can narrow it down to 5 or 6 statements that we can then vote on. Ms. Fishburn said this is all part of the requirement for us to have a full Strategic Plan for Accreditation. In closing Ms. Fishburn informed the Board that she asked Division Directors to come up with goals and objectives for 2016 and would like Board Members to review them as they will be integrated into The Strategic Planning.

Family Health Services – Heather Kusler

Ms. Kusler informed the Board of the \$1,300.00 that was received through the WIC Caseload Improvement Plan Grant for outreach, education, and media. Our standard claim participation is 1,226 clients we currently have a caseload of 1,100, so we developed a letter providing information about WIC that has been sent out to 82 community organizations. In closing, Ms. Kusler added that reminder calls are being made regarding the Walk-In Clinic we provide.

Ms. Kusler reported to the Board regarding Language Line improvements saying that three additional telephone handsets have been purchased for use by our non-English speaking clients when calling the Language Line. This allows the client and the WIC Clerk to both be on the telephone at the same time.

Ms. Kusler updated the Board regarding the Komen Grant, stating this grant is through the Susan B. Komen Foundation and helps cover clients that may not be covered by the IL Breast and Cervical Cancer Program. We have submitted our request for \$20,000.00 and should know in the next few months if we will receive this funding.

Ms. Kusler reported to the Board regarding the IL Breast and Cervical Cancer Program saying part of the \$83,000.00 we received in 2015 for this program was reallocated to outreach material for Knox, Warren, and Henderson Counties. Ms. Kusler explained that it is likely we will not use all of the funding we receive this year either, but are aware of some Health Departments where there is a need for these funds, who have women on priority waiting lists.

Ms. Kusler informed the Board that January is Cervical Cancer Awareness Month and in conjunction with Ms. Olson we are doing outreach and education regarding this topic. We have attended basketball games at some of the local high schools to bring attention to this topic and will continue with outreach for the remainder of this month. Ms. Davidson asked if outreach is ever done at any of the local colleges. Ms. Olson informed the Board that yes we do set up a table with information to educate at the college level as well.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis informed the Board that as part of the Accreditation Plan the Health Department is required to do an assessment of our cultural competencies and linguistics of limited English

speaking people who we help and provide our programs to. Management did an assessment in March 2015, and when analyzing the results in June 2015 noticed that we are doing these things, but there wasn't one policy plan that covered this topic, so to insure that the programs we offer are culturally competent we have created the Linguistic and Cultural Competency Plan.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson updated the Board regarding the Annual Report stating that we will be going with Christina Landon again this year to design the Annual Report using the same style as the 2015 Annual Report and for a cost of \$1,000.00. Ms. Olson went on to say The Register Mail has quoted a price of \$50.00 per 1,000 copies, which will be a total of \$500.00 for the 10,000 copies we will require and Tucker Printing has quoted us \$2,838.00 for the printing cost. In closing Ms. Olson said Board approval will be needed at the February 11, 2016 Board of Health Meeting in order to be approved by the Knox County Board the following week to ensure the February 28, 2016 distribution.

Director of CHC Operations – Kerry Howard

Mr. Howard reported to the Board that the Community Health Center Web Page is now up and running. It has a new address but is linked to the Knox County Health Department's Web Page also. Mr. Howard went on to say that the Patient Portal is now working, which allows patients to access their medical records, request medication refills, request appointments, and pay their bills. Mr. Howard invited all Board Members to try out the new Patient Portal, stating that all requests are verified with staff before that request is actually granted. In closing Mr. Howard told the Board that staff members will help educate patients when they come in on how to create an account on the Patient Portal and we will also have brochures printed to give to patients explaining the Portal sign-on procedures.

Compliance Improvement – Becky Moss

Ms. Moss informed the Board that included in their packets were some graphs indicating 2014 to 2015 numbers, one of which shows how User Totals increased to 783. Visits went up to 1889. The Dentist accounted for 69 percent of total patient visits, Medical Providers accounted for 22 percent of patient visits, and Behavioral Health Providers accounted for 8.5 percent of patient visits. Ms. Moss added that Patient Volumes grew by 20 percent and Encounters grew by 24 percent.

Ms. Moss also informed the Board of some changes that have taken place over the past year, such as appointment times going from 50 minute to 40 minute time slots. This has increased access to our Dentist by 34 percent. Ms. Moss added that the new Reception Area design in

the Community Health Center has improved patient flow. In closing Ms. Moss stated that from 2014 to 2015 Payer Mixes showed Private Pay getting stronger.

OLD BUSINESS – Michele Fishburn

Ms. Fishburn advised the Board that the Salary Schedule has not been increased since 2013 and in order to stay competitive in the marketplace she recommended increasing the Salary Schedule by two percent, which was the same percent that was given to staff with the most recent COLA increase.

A motion to approve the Salary Schedule was made by Doug Gibb and seconded by Jackie Turner; the motion for approval was unanimously adopted by a voice vote.

EXECUTIVE SESSION

At 8:35 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Jackie Turner; followed by a roll call vote of Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Pam Davidson, Jackie Turner and Carol Scotton.

At 9:30 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Jackie Turner; followed by a roll call vote of Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Pam Davidson, Jackie Turner and Carol Scotton.

A motion to approve Ms. Fishburn's contract was made by Doug Gibb, seconded by Jackie Turner; the motion was adopted unanimously by a voice vote.

ADJOURNMENT

A motion to adjourn was made by Kevin Satisfsky, M.D. and seconded by Du Rae Fletcher, Sr.; the motion was adopted unanimously by a voice vote at 9:55 p.m.

Respectfully Submitted By: Pam Reiber

S:\Administration\Board of Health\BOH Minutes\BOH Minutes 2016