

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

August 11, 2016

**Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on August 11, 2016. Carol Scotton called the meeting to order at 7:05 p.m. Present were Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satsky, M.D., DuRae Fletcher, Sr., Kimberly DeSutter, Samuel Fox, M.D., Pam Davidson, and Dan Harris. Also present were Michele Gabriel, Administrator/CEO; Jerome Townsell, Director of Facility and Finance; Sam Jarvis, Director of Health Protection; Kathy Crafton, Director of Human Resources.

Guests: Farm Bureau Representative and WGIL Representative.

ADDITIONS TO AGENDA

Patients Centered Medical Home Status Announcement under Administrator's Report.

APPROVAL OF MINUTES

A motion to approve the July 14, 2016 minutes was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton introduced Dan Harris to the Board and asked all Board Members to introduce themselves to Mr. Harris.

Ms. Scotton recommended the Board review the Board of Health By-Laws and asked for volunteers to help revise them with any changes the Board might recommend. Ms. Scotton went on to say the last time the By-Laws had been revised was in 1999 and explained that we have changed and grown since then with the addition of the Community Health Center, as well as how we act as a Board and our relationship with the County Board. Bruce Bobofchak, D.D.S. and Dan Harris volunteered to review the By-Laws along with Ms. Scotton.

Ms. Scotton reminded Board Members of the need to have a volunteer from the Board of Health who can attend the Governance Board Meeting each month at 5:00 P.M. prior to the Board of Health Meeting.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the July 2016 numbers as \$43,811.95, with tonight's numbers being \$55,109.04, a difference of \$11,297.09. Mr. Gibb went on to say the largest expenses for the month was the Software Upgrade at \$4,200.00, Supplies at \$2,316.56, Vaccine at \$1793.71, and Dues at \$590.52.

A motion to approve the Treasurer's Report was made by Bruce Bobofchak, D.D.S. and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote with Pam Davidson abstaining.

Administrator's Report – Michele Gabriel

Ms. Gabriel reported to the Board that Renee Elmer, APN was hired as the new Medical Director in the Community Health Center. She will start on October 3, 2016 and comes to us with over 25 years of experience as an APN, working with Internal Medicine and Family Practice. Ms. Gabriel feels Ms. Elmer will be a good fit in the Community Health Center and will be a good mentor to Kelly Mixon, APN and Hillary Searles, APN.

Ms. Gabriel went on to say that Dr. West will stay on as a collaborative physician until we can find a more permanent relationship with a contracted Doctor, or one of the local hospitals or Medical Groups. Ms. Gabriel added, the collaborative physician will need to be available here at least once a month or so to review patient's charts, as well as do the Doctor's quarterly Peer Reviews, and be available via telephone.

Ms. Gabriel updated the Board regarding the FY16-17 Grant Funding stating that we have received and completed all of our grant applications for FY17, but are still waiting on applications for Dental Sealants and Tobacco. We have received word that Tobacco will be funded at \$20,000.00. Ms. Gabriel added that we have seen a slight decrease in grant funding, including IBCCP and Komen Grants. In the past we have returned funding to both of these programs.

Ms. Davidson presented a question to the Board on why we have returned funding to the IBCCP and Komen programs in the past. Ms. Gabriel stated that more women are able to get Mammograms through the Affordable Care Act, but also mentioned we are seeing more

women with high insurance deductibles being covered under the IBCCP. Ms. Kusler and the WIC staff are trying to get the word out to the community regarding this.

Ms. Gabriel explained to the Board that the Dental Sealant Funding is small but we use it to do outreach for the Dental Clinic by backing the Miles of Smiles Program, which goes into area schools to do cleanings once a year and with that we are able to get referrals to our Dental Clinic.

Ms. Gabriel informed the Board that we have just received word that we will be housing another Public Health Associate from the CDC who will be replacing Duane Young, our current Public Health Associate who will be done in October 2016. This salary will be paid by the Federal Government and she will participate in Family Health and our Education Programs in October.

Ms. Gabriel thanked the Board for completing the recent Board Survey and told them she received good feedback. Ms. Gabriel shared one of the most common responses from Board Members, which was to watch the agenda in order to keep the meetings from running over time.

Ms. Gabriel informed the Board that Ms. Anderson our Director of Quality and Compliance has applied for additional funding that was made available through our Community Health Center Grant in the amount of \$35,000.00, which will help to move us toward Patients Centered Medical Home Status. Under this funding we will purchase a computer program that sets on top of the new Electronic Health Record system we will soon be upgrading to in the Community Health Center and funding will cover staff training, as well as the monthly fee for one year. Ms. Gabriel added this new software program is a population management system that will allow us to better case manage our patients, it will also allow us to gather more accurate data and it has a financial dashboard on it.

Ms. Gabriel also suggested to the Board that eventually HRSA will mandate Patient Centered Medical Home Status, because currently they have been awarding agencies that have been certified for the past three to four years. Also Ms. Gabriel stated that by having Patient Centered Medical Home Status, reimbursements from insurance companies for managing patients care are higher.

Ms. Gabriel reported to the Board that per HRSA's request we have made some changes to the Organizational Structure in the Community Health Center, starting with removing herself out from under the Finances for the Community Health Center. Ms. Gabriel added that Mr. Townsell will now be heading the Finance and Billing Department. Another request from HRSA was to have a fulltime Medical Director, which we now have Renee Elmer hired for that

position. Ms. Gabriel went on to say HRSA recommended a Dental Director and recommended having medium level management in both Medical and Dental.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis informed the Board of the need to approve the annual Flu Shot pricing at a cost of \$30.00 for the Regular Dose and \$50.00 for the High-Dose Flu Shot. Mr. Jarvis added, Flu Shot Season here at the Health Department will start on September 24, 2016 with our annual Drive-up Flu Clinic at Hinchliff-Pearson-West from 7:00 A.M. to 10:00 A.M. In closing Mr. Jarvis stated that there will be no Flu Mist available this season and when asked by Dr. Bobofchak how the Flu Vaccine is ordered, Mr. Jarvis stated we preorder in bulk in January or February for the kick off of Fall Flu Season.

A motion to approve the Flu Shot price of \$30.00 and the High Dose Flu Shot Price of \$50.00 was made by Kimberly DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Mr. Jarvis informed the Board that included in their Board Packets is the Reportable Statistics Review, which includes information regarding Health Protection Programs, such as Food, Water, Sewage, Tanning, and Body Art. These programs are broken down as either a required service, a core service, or a performance indicator for the State. A majority of stakeholders involved are listed, as well.

Ms. Gabriel added that she would like to have a Health Protection staff member do outreach to provide the community with the correct information regarding the Food Inspection Process.

OLD BUSINESS – Michele Gabriel

Ms. Gabriel reminded the Board of the Organizational Chart changes as discussed earlier under the Administrator's Report and stated that action needed to be taken on the new Community Health Center Job Descriptions.

Ms. Gabriel informed the Board that the Medical Billing Coordinator will oversee the billing of insurance and patients for services and eventually the Health Department Medicaid billing as well. The position will oversee the Billing Clerks and report to Mr. Townsell.

A motion to approve the Medical Billing Coordinator Job Description was made by Kimberly DeSutter and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board that the Dental Hygienist Coordinator will oversee the Dental Assistants and Hygienists by assuring the clinic is fully staffed, doing training, ordering supplies, assigning duties, as well as completing other daily responsibilities.

A motion to approve the Dental Hygienist Coordinator Job Description was made by Doug Gibb and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel informed the Board that the Clinical Nurse Coordinator will oversee the nurses that work in the clinic, also make sure daily jobs are completed and the clinic schedule is being followed.

A motion to approve the Clinical Nurse Coordinator Job Description was made by Kimberly DeSutter and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

A motion to approve the 2017 Holiday Calendar was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell updated the Board regarding the FY17 Budget. Adding that we are at \$4,300,000.00, which is about \$100,000.00 short of where we were this time last year. Mr. Townsell added we went with a one percent salary increase, which is the same amount Knox County went with. We anticipate most grants will remain level, but did budget some a little lower due to the State's financial troubles. The Property Tax request stayed level at \$605,000.00. In closing Mr. Townsell informed the Board there will be a finalized FY17 Budget for review at next month's Board Meeting after consideration on whether we contract a collaborative physician or hire one, also the new Coordinator position salaries will be added to the Budget.

Ms. Gabriel addressed Board discussion regarding the cost of a Collaborative Physician and the amount of hours they would be expected to be available in the Community Health Center by stating, she plans to discuss these things in depth with Dr. West. Ms. Gabriel did say she would like to see a Collaborative Physician here quarterly for Peer Reviews, also every other week. It was suggested by Board Members to contact other Health Centers who have a Collaborative Physician contracted to inquire about salaries and schedules.

Ms. Gabriel informed the Board that the process Mr. Townsell and she uses to estimate a Budget has been refined to where each year we are getting better at estimating our actual Budget. Ms. Gabriel also noted that we have not had to pull from reserves this year, nor has

the Community Health Center. Ms. Gabriel went on to say that there were two positions that were not included in this Budget, a Health Protection Position and an Educator Position. In closing Ms. Gabriel stated the Finalized FY17 Budget is due to the Knox County Finance Committee after our September 2016 Board of Health Meeting.

Comments from Visitors

A representative from the Knox County Farm Bureau expressed his appreciation on behalf of the Knox County Farm Bureau to the staff and for the work that is done here at the Knox County Health Department.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Kimberly DeSutter; the motion was unanimously adopted by a voice vote at 8:17 p.m.

Respectfully Submitted By: Pam Reiber

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