

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

October 13, 2016

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

The Knox County Board of Health meeting was held on October 13, 2016. Carol Scotton called the meeting to order at 7:00 p.m. Present were, Bruce Bobofchak, D.D.S., Doug Gibb, Kevin Satsky, M.D., DuRae Fletcher, Sr., Kimberly DeSutter, 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; Erin Olson, Director of Wellness Promotion; Heather Kusler, Director of Family Health Services; Andrea Jacobs, Director of Operations; and Amy Anderson, Director of Compliance and Quality; Renee Elmer, Medical Director; Maggie Acosta, CDC Public Health Associate. Not present was: Pam Davidson, and Samuel Fox M.D.

Guests: Farm Bureau Representative.

ADDITIONS TO AGENDA

Line Item adjustments for FQHC and Vaccine, both under Treasure's Report. Staffing Update moved from Administrator's Report to Community Health Center Report.

APPROVAL OF MINUTES

A motion to approve the September 8, 2016 Minutes was made by Dan Harris and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb informed the Board of two Line Item Adjustments coming from Public Health Clinic Supplies for \$5,000.00 to Vaccines, and also from PT FQHC Dental Salaries for \$6,000.00 to FQHC Rent, and for \$4,000.00 to FQHC Marketing and Promotion. Both transferred within budget.

A motion to approve the Line Item Adjustment for \$10,000.00 from PT FQHC Dental Salaries was made by Kimberly DeSutter and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

A motion to approve the Line Item Adjustment for \$5,000.00 from Public Health Clinic Supplies was made by Kimberly DeSutter and Seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the September 2016 numbers as \$80,085.97, with tonight's numbers being \$121,500.26, a difference of \$41,414.29. Mr. Gibb went on to say the largest expenses for the month was the Software at \$34,451.76, Training/Travel at \$4,775.89, Supplies at \$863.93, and Client Services at \$794.61.

A motion to approve the Treasurer's Report was made by Kimberly DeSutter and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton formed a committee for the Administrator's Review.

Administrator's Report – Michele Gabriel

Ms. Gabriel reported to the Board that on October 1, 2016 changes to the Vaccines for Children Program (VFC) went into effect. Children covered under "All Kids" the State of Illinois Child Health Insurance Program (CHIP), also referred to as Title XXI (21), will no longer receive vaccines through the VFC Program and must be given privately purchased vaccines. Ms. Gabriel went on to explain that State Medicaid children, through the age of 18 and referred to as Title XIX (19), are still eligible to receive vaccines through the VFC Program.

Ms. Gabriel informed the Board that the final draft for the Community Health Center's FY17 Budget is in their packets for review and if approved by them it will then go to the Knox County Board where it will be posted for thirty days; with final approval being at the November County Board Meeting. Expenses and Revenue in the new Budget are both down slightly from 2016 due to the end of the \$150,000.00 Quality Improvement Grant. Ms. Gabriel continued by saying the Community Health Center is \$3,000.00 in the red currently for the year, but we are expecting that to change once we draw down some grant money and receive some insurance payments. Ms. Gabriel was very excited to say that we are projecting that for the first time we will break even this year in the Community Health Center. Also the Health Department should end the year in the black. This is all due to watching our finances very closely and making cuts. Ms. Gabriel stated she is very proud of these accomplishments.

Family Health Services – Heather Kusler

Ms. Kusler updated the Board regarding three areas of focus that are linked to the Strategic Plan. One goal was to increase WIC participation by phoning clients based on when they are due back into the clinic. We are able to run a report that shows this information and then the WIC Frontline Staff and Administrative Assistant call clients to remind them to follow-up with us. Also we are updating our website and letters were sent to faith based organization, as well as area daycares regarding WIC.

The second area of focus is with the Illinois Breast and Cervical Cancer Program, which we have seen a decline in since the implementation of the Affordable Care Act. To help offset this decline in participants, last year IBCCP added assisting women who have high insurance deductibles for diagnostics that they otherwise would not complete. Similar to WIC there are reports that our IBCCP Nurse uses to contact participants about services. Ms. Kusler added that we have been working with other agencies, health departments, providers, and the community to inform them of the State changes, as well as sending letters to faith based organizations and area daycares educating them on the Illinois Breast and Cervical Cancer Program.

Ms. Kusler continued by saying the final area of focus is updating our WIC and Family Case Management local policy manual. This manual is a living document that changes as new guidance/rules are adopted by the State. Jill Seiberlich, RN and Carol Winbiger, RN have been instrumental in assisting with the WIC portion, as well as Penny Bollivar, RN and Nicole Brandenburg, RN in assisting with the FCM portion.

Ms. Kusler informed the Board of the Family Case Management yearly review that was completed in September 2016 by the Department of Human Services where the HWIL and APORS Programs were reviewed. Two areas that required a CAP dealt with home visits and immunizations. These are both areas that other State agencies struggle with, as well as being client focused, so if a client does not wish to have a home visit or it is cancelled it is out of our control. Ms. Kusler also explained that the same goes if an infant or child does not complete immunizations due to illness or prematurity, that is out of our control as well. What we will do is focus on education, promotion, and support. Penny Bollivar, RN was included on the exit review with the Department of Human Services and is the nurse who handles both the HWIL and APORS programs.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis reported to the Board the Hinchliff-Pearson-West Drive-Thru Flu Clinic held on September 24, 2016 was a success again this year; with numbers slightly down from last year. Mr. Jarvis expressed his thanks to everyone involved in making this year's Drive-Thru Clinic a

success and stated that in terms of the number of flu shots given at this point, we are right on track with previous years.

Mr. Jarvis updated the Board regarding our Health Protection Division's Goals and how they pertain to the Health Departments Strategic Plan by saying the Medical Reserve Corps has more than 15 active volunteers, also we have started a new Quality Improvement project to increase vaccination rates.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson reported to the Board that Maggie Acosta joined us here at the Health Department as our new CDC Public Health Associate on October 3, 2016. She is replacing Duane Young who was the past CDC Public Health Associate and like Mr. Young, Ms. Acosta will be housed here for the next two years.

Director of CHC Operations – Andrea Jacobs

Ms. Jacobs reported to the Board that Renee Elmer, Medical Director started on October 3, 2016. She attended a conference her first week here with us and is now settling in well this week in her new role. Ms. Jacobs went on to say that Wanda Rohl, LCSW started on September 13, 2016 as a Behavioral Health Counselor and was sad to announce the resignation of Dr. Lekeba Granger, Dentist in the Community Dental Center.

OLD BUSINESS – Michele Gabriel

A motion to approve the FY17 Budget Draft was made by Bruce Bobofchak, D.D.S. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

NEW BUSINESS – Michele Gabriel

A motion to accept the slate of new Board of Health Officers was made by Kimberly DeSutter and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

A motion to approve Carol Scotton as Board of Health President was made by Doug Gibb and seconded by Kevin Satsky, M.D.; the motion for approval was unanimously adopted by a voice vote.

A motion to approve Bruce Bobofchak, D.D.S as Board of Health Vice President was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

A motion to approve Keven Satisky, M.D. as Board of Health Secretary was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

A motion to approve Doug Gibb as Board of Health Treasure was made by Kevin Satisky, M.D. and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion to adjourn was made by DuRae Fletcher, Sr. and seconded by Kevin Satisky, M.D.; the motion was unanimously adopted by a voice vote at 8:05 p.m.

Respectfully Submitted By: Pam Reiber

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