

# **MINUTES OF MONTHLY MEETING**

**April 13, 2017**

**Knox County Health Department**

**1361 W. Fremont St.**

**Galesburg, IL 61401**

The Knox County Board of Health meeting was held on April 13, 2017. Carol Scotton called the meeting to order at 7:02 p.m. Present were, Doug Gibb, Kevin Satsky, M.D., David Amor, DuRae Fletcher, Sr., Dan Harris, Bruce Bobofchak, D.D.S., Samuel Fox M.D., and Kimberly DeSutter. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Sam Jarvis, Director of Health Protection; Catherine Ayres, Director of Family Health; and Renee Elmer, Medical Director.

Guests: Farm Bureau Representative and Emily Webel with the Clinton Foundation.

## **ADDITIONS TO AGENDA**

Wellness and Health Promotion Report and Community Health Center Report, both tabled until a later date.

## **APPROVAL OF MINUTES**

A motion to approve the March 9, 2017 Minutes was made by David Amor and seconded by Dan Harris; the motion for approval was unanimously adopted by a voice vote.

## **PRESIDENT'S COMMENTS – Carol Scotton**

Ms. Scotton updated the Board regarding Board Member Recruitment stating we are still looking for a Board Member to fill an upcoming vacancy. Ms. Scotton mentioned seeing the ads in The Register Mail and stated we have had a couple inquiries.

Ms. Scotton introduced Emily Webel with the Clinton Foundation to the Board.

Ms. Webel gave a brief presentation to the Board regarding the goals of the Clinton Foundation for this community. Ms. Webel informed Board Members that included in their packets was a copy of the Clinton Foundation Blue Print, which was launched on February 28, 2017 for our community. Some factors that were looked at when developing the Blue Print was what programs are already in place, what is missing, who is missing, and what is going to make an

impact. Ms. Webel went on to say that connectivity and communication is the common theme you will see throughout the Blue Print, with all goals crafted by members of the community, as well as executed by members of the community. Ms. Webel closed by thanking Health Department Staff and Board Members for their support and stated the Health Department Staff has been very engaged in the whole process.

## **REPORT OF OFFICERS**

### **Treasurer's Report – Doug Gibb**

Mr. Gibb reported to the Board the March 2017 numbers as \$80,989.26, with tonight's numbers being \$93,891.46, a difference of \$12,902.20. Mr. Gibb went on to say the largest expenses for the month was the purchase of a Copy/Fax Machine at \$7,300.00, Dental Supplies at \$2,300.00, with other expenses being comparable to previous months.

Mr. Townsell explained to the Board the reason we were in the Red this month was due to not being able to pull as much of the FQHC Grant money since we had used most of the base for the month of April, as well as not receiving any Local Health Protection Grant money. We will also be looking at receiving Property Tax money in July and again in October, so we are using reserve money for now to cover until other payments come in.

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

### **Administrator's Report – Michele Gabriel**

Ms. Gabriel updated the Board with the Legislative Report stating she was recently in attendance for the IL Department of Public Health Legislative Event in Springfield along with Dan Harris. Mr. Harris and Ms. Gabriel attended a reception for Senators and Representatives on Wednesday evening April 12, 2017, along with a training the next morning. They then meant with Senators Tracy and Weaver, as well as Representatives Hammond and Swanson at the Capitol. Representative Swanson is set to tour the Health Department and discuss the importance of Public Health, and Prevention in the community on May 5, 2017.

Ms. Gabriel updated the Board regarding Staffing saying we have hired Rachel Williams for the position of Physic APN. Ms. Williams will start in July 2017, by visiting other Community Health Centers with Behavioral Health Programs, with the intention of setting up our Behavioral Health Program. Ms. Williams can prescribe medicine and will fill the role of Psychiatrist along with our Tele-Psychiatrist.

Ms. Gabriel updated the Board regarding the HRSA Site Visit, which was just under one year ago, by saying we had some issues we had to correct from the Site Visit Report. Some issues

were corrected quickly while others took more work, such as the Contractual Affiliation Agreements, and adding the Billing and Collections Department, along with the Business Plan that was presented to the Board last month. Ms. Gabriel continued by stating she was very pleased to announce that all the corrected issues have been approved by HRSA and our SAC Grant has been awarded to us for the next three years at the amount we requested.

Ms. Gabriel informed the Board that we have received a subpoena for all the Lead Program information we have in our facility dating back to 1992 from a Chicago Law Firm that has a class action lawsuit against a paint company. All Health Departments in the state had requests for their Lead Program information as well. Ms. Gabriel continued by stating the requested information was sent to the States Attorney's office, but we were later advised by the IDPH that under Section Seven of the lead Poisoning Prevention Act all State Health Departments were protected from having to submit the subpoenaed information.

Ms. Gabriel informed the Board that on March 28, 2017 the EzEMRx Software Program went in on the Public Health side. Staff are excited to be working out of one program now instead of the six they previously had to use. Ms. Gabriel also stated the new software program will be very helpful in obtaining financial information on the Public Health side.

Ms. Gabriel explained to the Board that as Part of the Community Health Center Business Plan she will be reporting their quarterly reports to the Board of Health. Included in their Board packets were the Monthly Provider Report showing how many encounters each provider has monthly, as well as projecting how many encounters they may have for the year, versus what we budgeted for. Next is the HRSA Target Report, which shows the target number of 5,643 patients for our HRSA requirement. We are currently at twenty percent of that target. The next report shows what the cost is per visit and per patient in all departments. Another report shows Revenue sources and how much Revenue comes from grant money. Other reports include the Accounts Receivable Report, the Net Collections Rate Report, Provider Productivity Report, and the No Show Report. Dr. Bobofchak, D.D.S. suggested receiving the reports quarterly.

#### **Family Health and WIC Report – Catherine Ayres**

Ms. Ayres informed the Board that she attended her first conference in Springfield as Director of Family Health and was inspired by the number of woman, as well as the speakers in attendance for the Women's Health Conference. Ms. Ayres continued stating the WIC Staff will start to help clients with the barriers associated when new mothers return to the workforce as part of the WIC process.

Ms. Ayres reported to the Board that Linda Volker, RN started on March 27, 2017 as a Part time Public Health Nurse. She will be working 10:30 a.m. to 3:30 p.m. Monday through Thursday.

### **Health Protection Services Report – Sam Jarvis**

Mr. Jarvis reported to the Board that on April 11, 2017 the Health Department held a Mass Dispensing Clinic Exercise where an Instant Action Plan was developed for a mock dispensing clinic exercise. Where antibiotics were dispensed due to an anthrax exposure attack. Mr. Jarvis credited Julie Corbin our Emergency Preparedness Coordinator for the successful exercise.

### **OLD BUSINESS – Michele Gabriel**

Ms. Gabriel informed the Board that language has been changed in the Personnel Policy to reflect “Legally Married Person” instead of “Spouse” under the Sick Leave, (Article 7.1.4) and Bereavement Policies, (Article 7.1.5).

A motion to accept the language changes to the Personnel Policy was made by David Amor and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

### **COUNTY BOARD LIAISON**

Mr. Amor reported to the Board that the ongoing County Labor negotiations is still ongoing. Also the Mental Health Board Referendum was approved in the March election. The County will now have 60 days to put a Board in place. In closing Mr. Amor stated that if anyone was interested in serving on the Mental Health Board, they should send a resume to Scott Erickson, County Clerk.

### **EXECUTIVE SESSION**

At 8:30 p.m. the Board moved to executive session. Dan Harris made a motion to go into executive session seconded by David Amor; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisky, M.D., David Amor, Kimberly DeSutter, Dan Harris, and Carol Scotton.

At 9:00 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Samuel Fox, M.D., Du Rae Fletcher, Sr., Kevin Satisky, M.D., David Amor, Kimberly DeSutter, Dan Harris, and Carol Scotton.

### **ADJOURNMENT**

A motion to adjourn was made by Doug Gibb and seconded by Kimberly DeSutter; the motion was adopted unanimously by a voice vote at 9:01 p.m.

Respectfully Submitted By: Pam Reiber

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