

MINUTES OF MONTHLY MEETING

Oct. 12, 2017

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401

The Knox County Board of Health meeting was held on October 12, 2017. Carol Scotton called the meeting to order at 7:06 p.m. Present were, Bruce Bobofchak, D.D.S., Doug Gibb, DuRae Fletcher, Sr., David Amor, Samuel Fox, M.D., and Elvith Santoyou-McNaught. Also present were Michele Gabriel, Administrator/CEO; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility & Finance; Sam Jarvis, Director of Health Protection, Erin Olson, Director of Wellness Promotion; and Staci Simpson, Interim Director of Operations. Not present: Kevin Satsky, M.D. and Dan Harris.

Guests: Linda Ledbetter of Wataga, IL and Farm Bureau Representative.

ADDITIONS TO AGENDA

Add Hy-Vee Gift, TB Isolation, and HRSA Grant opportunity all under Administrators Report.
Remove Division Goals under New Business.

COMMENTS FROM VISITORS

Ms. Ledbetter expressed her concern to the Board regarding moldy hay that is located near her property in Wataga and the problems it has been causing for her and her family, as well as the surrounding neighbors.

APPROVAL OF MINUTES

A motion to approve the September 14, 2017 Minutes 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.

PRESIDENT'S COMMENTS – Carol Scotton

Ms. Scotton updated the Board regarding the Administrator's Contract and Evaluation process stating Mr. Harris, Mr. Fletcher, and two Governance Board Members have been working on this. DuRae Fletcher, Sr. informed Board Members that a one- page survey will be distributed to them, as was to the Governance Board Members and a second one page survey will be

distributed to all Directors, to be filled out anonymously. The Board asked that the surveys be returned by October 20, 2017, so results can be compiled when they meet on October 27th. The results will then be presented to Mr. Siems and Ms. Scotton for discussion at the November 2017 Board Meetings.

Ms. Scotton informed Board Members that our new year starts December 1, 2017, so it is time to select a new slate of officers. Ms. Scotton asked for volunteers to form a Nominating Committee in order to present those names at the November 2017 Board Meeting. The Nominating Committee consists of Bruce Bobofchak, D.D.S., Elvith Santoyo-McNaught, and Carol Scotton.

REPORT OF OFFICERS

Treasurer's Report – Doug Gibb

Mr. Gibb reported to the Board the September 2017 numbers as \$77,114.72, with tonight's numbers being \$95,160.40, a difference of \$18,045.68. Mr. Gibb went on to say the largest expenses for the month was the Floor Tile (four rooms) at \$10,411.55, Board Room Install at \$2,162.50, Medical Director at \$3,125.00, Training/Travel at \$791.24, and Client Services at \$736.11.

A motion to approve the Treasure's Report was made by David Amor and seconded by Sam Fox, M.D.; the motion for approval was unanimously adopted by a voice vote.

Administrator's Report – Michele Gabriel

Ms. Gabriel informed the Board of the new 25 Year Anniversary Logo that will be replacing the regular logo next year in celebration of our Anniversary and will be on the Annual Report, our letterhead, staff shirts, window clings, etc., pending Board approval.

Ms. Gabriel updated the Board regarding the Accreditation Process stating Mr. Jarvis recently received an update from PHAB saying they have completed our review and have given it to their Board to be reviewed at their December 2017 Board Meeting. We should find out our status after that.

Ms. Gabriel informed the Board that the employees from the Starbucks, located in the East Main St. Hy-Vee Store, have again donated their tips to our Breast Cancer Program. This year it was in the amount of \$400.00. Ms. Gabriel expressed her gratitude for this gesture and said that a thank you has been sent to those employees.

Ms. Gabriel informed Board Members that the Community Health Center Third Quarter Business Reports were included in their packets for review, but went on to say that there were

a couple items to point out. There is a large amount of cash in Accounts Receivable at this time, but soon we should start to see payments coming in from Insurance Companies now that all of our providers are credentialed and those pending claims are being released. Ms. Gabriel stated another reason for the large Accounts Receivable balance is due to Dr. Eitan Schwarz the Tele-Psychiatrist not being recorded as being credentialed by Insight until September 14, 2017, which was the day he resigned from the Community Health Center. We have been in touch with Insight and we are expecting a reimbursement for claims from them for roughly \$25,000.00. In closing Ms. Gabriel stated we are getting closer to our goals for Visits and Patients and should end the year on a positive note.

Ms. Gabriel reported to the Board that we have been working with the State and Hospital to isolate a person with active TB. With this case, it has made us aware of the need for an isolation residence in our area that has proper ventilation and accommodations for any future active TB cases. Currently we have the family who was living with the active TB patient, staying at the Fairfield Inn here in Galesburg.

Ms. Gabriel reported to the Board the possibility of some grant opportunities, including a Mental Health Project through the Children's Health Care Foundation called "Building Systems of Care Community by Community." This funding is to create a system of care that involves Behavioral Health, as well as General Health and Well Being in the school systems. The Grant is in two phases. The first phase, a one year grant of approximately \$200,000.00 and after reapplying for the second phase, which is a six year grant, there is the potential to be rewarded a maximum of \$3.2 million by the end of the seven years. The application is due February 1, 2018 and would involve us partnering with community members, forming a committee, and Board approval before we would apply.

Ms. Gabriel reported to the Board another grant possibility through HRSA. The "Rural Healthcare Services Outreach Program," which is a three year grant with a \$200,000.00 maximum. It is meant to fund an evidence based program from May 1, 2018 through April 30, 2021. Ideas for this funding coincide with what is in our IPLAN, but must also focus on one key clinical priority, such as serious mental illness, substance abuse, or childhood obesity. One idea for this funding would be to hire a coordinator to work with various County entities to incorporate more public health policies into their policies. Another idea is similar to the first idea in regards to hiring a coordinator who would work with County entities concerning the Opioid Epidemic after referring to the States plan on the Opioid problem and referring with our Community Partners. This coordinator would make connections and help to fill in the gaps of care for addicted individuals.

Ms. Gabriel updated the Board regarding the ongoing search for a Medical Provider stating we have not had any potential candidates to date and we are still looking for a Nurse Practitioner, so with that being said we are suggesting hiring a recruiter again. We will try to find a recruiting company that would not get paid until after they provided us with a qualified candidate.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis updated the Board on Flu Activity stating currently we have given 294 Flu Shots with 120 of those given at the Hinchliff-Pearson-West Drive-Through Clinic. To date approximately 60 percent of the shots given have been High Dose Flu Shots. We did reduce the amount of Flu vaccine we ordered this year since availability is prevalent in our area. The State has reported sporadic Flu activity thus far. In closing Mr. Jarvis expressed his appreciation to Hinchliff-Pearson-West for another successful Drive-Through Clinic.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson reported to the Board that Nurse Nelson and she had recently attended a training in Tazewell County for a pilot project on FIT (Fecal Immunochemical Testing) for colorectal cancer screenings. The American Cancer Society is doing a big push to get screening rates up. The tests kits are available for 50 to 75 year- old individuals. If a test shows signs of cancer those individuals will be encouraged to schedule a colonoscopy. We have a goal to do 50 tests by the end of June 2018 and we will be doing quarterly reporting with Fayette County on this project.

Community Health Center – Staci Simpson

Ms. Simpson reported to the Board that she will be attending a Dental Job Fair at UIC in Chicago next month. By attending this Job Fair and others like it we are hoping to start a Dental/Medical Residency Program, as mentioned in our Strategic Plan.

Ms. Simpson informed the Board she applied for Change of Scope in order to do psychiatry in-house with our new Psych APN. The Psych APN will now be able to order meds, meet with patients for counseling, and refer patients to the Tele-psychiatrist if needed. The next Scope we will be working on is setting up group therapy with alternative schools.

Quality Improvement – Amy Anderson

Ms. Olson reported on the Quality Improvement Report to the Board stating Maggie Acosta and she attended a QI training through Illinois Public Health Institute in August 2017. The project being done now is with eight other Health Departments. The QI Committee meets here monthly and presents to the other Health Departments via conference call. The current project is looking at reducing the number of days that bills are in Accounts Receivable to what the industry standard is. Currently our Accounts Receivable is 179 days out and we would like that to be at 90 days or less.

OLD BUSINESS – Michele Gabriel

Mr. Townsell updated the Board regarding the FY18 Budget stating there has been a few changes after speaking with the County Treasurer. This Budget reflects changes to Property and Liability. Also there will be 27 pay periods instead of 26, so salaried individuals pay will be spread out to compensate the extra pay period. The Budget has been adjusted to cover the extra pay period for hourly employees. It was recommended to transfer from Reserves for the Community Health Center to avoid doing as many Line Item Adjustments in the future.

There was Board discussion on the FY18 Budget. Questions were addressed regarding appropriations. Mr. Townsell said no appropriations will be made unless it is an emergency. Also discussed were adjustments to Salaries and Fringe, where Mr. Townsell stated the Budget reflects the Salary for a Medical Director, LPN, Health Educator, and current staff that has moved up, as well as staff longevity. Mr. Townsell stated that the Administrator's Salary has been budgeted higher than Ms. Gabriel actually makes to allow for a week's vacation that can be bought at the end of the year if she so desires. In closing Mr. Townsell stated the large dollar amount taken out of Reserve is to avoid Line Item Adjustments as much as possible, but it is our intention to not use it unless we absolutely have to.

A motion to approve the FY18 Knox County Health Department Budget was made by Bruce Bobofchak, D.D.S. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

COUNTY BOARD LIAISON

Mr. Amor updated the Board stating that County Budget negotiation are still ongoing, as well as union discussions with the Knox County Nursing Home and the County Board Meetings will now be taking place each month in Galesburg City Hall.

EXECUTIVE SESSION

At 8:45 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Bruce Bobofchak, D.D.S.; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Du Rae Fletcher, Sr., David Amor, Samuel Fox, M.D., and Elvith Santoyo-McNaught.

At 9:05 p.m. the Board moved to return to open session. Doug Gibb made a motion to return to open session seconded by David Amor.; followed by a roll call vote of Bruce Bobofchak, D.D.S., Doug Gibb, Du Rae Fletcher, Sr., David Amor, Samuel Fox, M.D., and Elvith Santoyo-McNaught.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by David Amor; the motion was adopted unanimously by a voice vote at 9:06 p.m.

Respectfully Submitted By: Pam Reiber

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