

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

July 12, 2018

Knox County Health Department

1361 W. Fremont St.

Galesburg, IL 61401.

The Knox County Board of Health meeting was held on July 12, 2018. Carol Scotton called the meeting to order at 7:00 p.m. Present were Doug Gibb, Dan Harris, Bruce Bobofchak, D.D.S., DuRae Fletcher, Sr., and Elvith Santoyou-McNaught. Also present were Michele Gabriel, Administrator/CEO; Wil Hayes, Assistant Public Health Administrator; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Amy Anderson, CHC Chief Operations Officer; Erin Olson, Director of Wellness Promotion; and Maggie Acosta, CDC Public Health Associate. Not present: Kevin Satisfsky, M. D., David Amor, and Samuel Fox, M.D.

Guest: Karen Lynch, Governance Board President

BUSINESS MEETING

Approval of Minutes

A motion to approve the June 14, 2018 Minutes with corrections, which include Amy Anderson's title to CHC Chief Operations Officer and the transposition of the FCM and WIC dollar amounts under the FY19 Administrator's Grant 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.

Treasurer's Report - Doug Gibb

Mr. Gibb reported to the Board the July 2018 numbers at \$62,901.12, with tonight's numbers being \$74,424.29, a difference of \$11,523.17. Mr. Gibb went on to say the largest expenses for the month were Dental Supplies at \$5,276.82, Advertising at \$3,462.92, and Client Services at \$974.64.

A motion to approve the July Treasure's Report was made by Dan Harris and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Ms. Gabriel reported to the Board that for the period ending June 30, 2018 the Actual Net Revenue over Expenditures is \$32,000.00 and for the Current Actual Year Revenue is over Expenditures \$143,554.00. We are within Budget, with no grants outstanding.

Ms. Gabriel presented the FY18 2nd Quarter CHC Business Plan to the Board stating reports are included in Board Member Packets for review. The CHC Expenses for the Current Period through May 31, 2018 is the first report. It also shows how expenses are allocated to one of the three Cost Centers, Dental, Medical, or Behavioral Health. Ms. Gabriel continued saying Medical is in the red for the FY18 ending May 31, 2018, but Dental and Behavioral Health is not. We have seen a large improvement in Accounts Receivable from the past year, with a majority under 90 days. This Quarter, only 27 percent Accounts Receivable is over 90 days, which is down from 52 percent last Quarter. Ms. Gabriel mentioned that HRSA likes to see the Grant Revenue as close to 30 to 35 percent of Revenue as possible and we are seeing improvement there. Also included in Board Packets is the report that shows what is budgeted for the year per visit compared to the previous year, as well as the Payer Mix Report that helps us know our Patient Mix and helps us more accurately budget for our payer mix.

PUBLIC HEALTH ADMINISTRATOR'S REPORT – Michele Gabriel

Ms. Gabriel updated the Board regarding Staffing changes, introducing Wil Hayes as the new Public Health Assistant Administrator and stating Amy Anderson is the new Chief Operating Officer in the Community Health Center. The new Director of Compliance and Quality is Angel Wright who will be starting on August 6, 2018. Erica Baumgardner is our CHC Outreach Specialist and Danielle Kroll was hired as Health Educator.

Ms. Gabriel reported to the Board the FY19 Grant Status stating all Family Health Grants are in and ready to go. We are still waiting for the Health Protection Grants, which should come to us as six grants bundled together.

Ms. Gabriel informed the Board that we have applied for and received the Oral Health Needs Assessment and Planning Grant for \$2,000.00 put out through the Department of Public Health. There is a model that is used to assess what the Dental Health needs are in the community. We are working on what the process will be and who will be leading this project to gather information from local providers, as well as community members regarding what type of Dental Services are needed in our community.

DIVISION DIRECTOR REPORTS

CHC Chief Operating Officer Report – Amy Anderson

Ms. Anderson reported to the Board that an additional \$100,000.00 in grant funding has been applied for to be added to the base grant for a Certified Substance Use Disorder Counselor and LCSW, also a Medical Assistant to help with scheduling and treatment. We have received a onetime \$150,000.00 in funding to make minor renovations to the outer conference room in order for the new staff to have confidential office space, new equipment, and training.

Ms. Olson reported to the Board that Health Center Week is August 12-18, 2018 and will have a Hero Theme this year. A Hero themed video set to music will be made for that week, with all

staff participating and then be submitted to the National Health Center Video Contest. Events are being planned for both patients and staff.

POPULATION HEALTH MANAGEMENT REPORTS

Public Health Associate – Maggie Acosta

Ms. Acosta presented the Board with the Knox County STD Assessment, stating a Rockford group was hired in 2009 to do some research on STD's and STI's in Knox County, so we have recently updated that assessment. Ms. Acosta touched on the key findings in the County compared to the State of Illinois and the Nation. Board Members were reminded that the entire assessment was included in Board Packets for review. Ms. Gabriel added now that we have a CDC Coordinator we are hoping to have a stronger presence in the community, by doing more education, more off site testing, and then sharing information such as this assessment with our community partners.

WORK SESSION

Mr. Hayes gave the Board a brief overview of the local Public Health Ordinances, touching on Article number two in particular, the Food Safety Ordinance. Article two was last amended in 2011 and fees have not been changed since 2009. With the State Food Code changing January 1, 2019 it is imperative that we have a new County Food Ordinance in place by the end of 2018. With that being said we are proposing repealing the old ordinance and adopting a new ordinance, one that is easier to read and understand. We will need to get the okay from the States Attorney's Office to proceed. Mr. Hayes continued by saying the new ordinance will have a new layout, which will allow for a better flow of information. We are looking at adding definitions, information regarding Plan Reviews, and what is required for Plan Reviews. We are wanting to adopt Enforcement Procedures and Temporary Food Procedures by reference in the ordinance and then the Board of Health will adopt those procedures, as they will be our procedures moving forward as to how we handle things in house. We would like to have a better Variance Plan in place, as well. We would like to see an Appendix at the end of the ordinance outlining all fees. Proposed fee changes include Vending Machine Compliance Inspections, Permit Reinstatements, Compliance Inspections, and Plan Reviews. We are recommending a Fee Study be done before increasing any existing fees and Board Approval will be needed before sending to the County Board no later than September or October 2018. In closing Mr. Hayes stated that a Food Advisory Group will be in place before we approve any policies and procedures moving forward.

Board Members expressed concern regarding additional fees put on business owners by increasing their cost of doing business. Other concerns were in regards to business owners and their employees getting the proper training with the implementation of the State's new Food Codes. Mr. Hayes also wanted Board Members to consider charging Non-Profit Organizations,

Free Food, such as Food Pantries, and Private Schools. Another consideration for Board Members is to have all Food Permit Applications renew annually on January 1, or continue to have them renew on a yearly basis.

NEW BUSINESS – Michele Gabriel

Ms. Gabriel reported to the Board that included in Board Member Packets are the start of a Performance Management Plan for their review. This plan will be the start of our organized improvements working toward Accreditation. The outline included with Board Packets shows what the plan looks like and the Turning Point Model we are using. This model works around the idea of selecting Performance Standards, completing Performance Measurements, doing Quality Improvement, and reporting progress. All of this is intended to create a structure that will be in place as a regular process, integrated with the regular Board of Health reporting, and integrated with the regular staff reporting. It will highlight and outline the measures we pick from all of our different plans starting with IPlan, Strategic Plan, and moving all the way through to the Employee Performance Improvement Plan. Then linking all measures together and setting up a schedule to report on them regularly in an effort to look at what we do and how to improve on what we do. Some of the measures we select will be more oriented to improving the health of the community through the IPlan, with goals and objectives underneath there looking more at program goals internally. Some of which are directly associated with the Program Operational Plan, such as the Local Protection Grant already has several Performance Measures built in to the actual program that we are already required to do. In closing Ms. Gabriel stated she would start to meet with Leadership Staff to begin going through the Performance Measures and eventually set up schedules for how we are going to report the data we gather during this process. This is the actual start of becoming compliant with all those Accreditation Standards. Ms. Gabriel informed the Board that their input and involvement will be required during this whole process as well.

Board discussion followed regarding the use of a laptop computer or iPad to view Board Member packets due to the shuffling of paper and the confusion of the order of the packet.

ADJOURNMENT

A motion to adjourn was made by Doug Gibb and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 8:43 p.m.

Respectfully Submitted By: Pam Reiber
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