

KNOX COUNTY BOARD OF HEALTH MINUTES OF MONTHLY MEETING

**December 12, 2019
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401**

The Knox County Board of Health meeting was held on December 12, 2019. President Dan Harris called the meeting to order at 6:30 PM. Present were Dan Harris, Doug Gibb, DuRae Fletcher, Sr, Carol Scotton, Robert Bondi, Bruce Bobofchak, DDS, and Clifford Martin, MD. Also present were Michele Gabriel, Public Health Administrator, Jerome Townsell, Director of Finance and Facilities Management, Wil Hayes, Assistant Public Health Administrator, Patrese Jackson, Director of Human Resources, Jessica Hart, Director of Family Health Services, Amy Anderson, Chief Operations Officer and Tina Jockisch Administrative Clerk. Not present: Kevin Satsky, MD and Elvith Santoyo- McNaught.

ADDITIONS TO AGENDA

The following item was added to the Agenda; under the Public Health Administrator's Report: Community Health Center Encounter Rate.

PUBLIC COMMENT

There were no items for Public Comment.

PRESIDENT'S BUSINESS

In the first item under President's Business, Dan Harris reported the New Slate of Officers were Seated and thanked everyone for their service.

In the final item under President's Business, Dan Harris updated the Board members regarding the completion of the annual performance evaluation for the Public Health Administrator. He stated the Committee have met a couple times and will have data to discuss in an Executive Session this evening.

BUSINESS MEETING

Approval of Minutes

A motion to approve the minutes of the November 14, 2019 meeting as circulated was made by Robert Bondi and seconded by Bruce Bobofchak. The motion was adopted unanimously.

Treasurer's Report

In the first item under the Treasurer's Report, Doug Gibb reported on revised expenses for the month of December 2019 totaling \$372,864.16. He went on to note that additional expenses since the mailing of the agenda included: Dental Repairs, Translation Services, Travel, Client Services, IT Services, Supplies and Background Check totaling \$1,562.81. Doug Gibb noted that the LIHEAP expenses were \$277,904.00 this month, that is why the expenses are so high for December. A motion was made by Clifford Martin to approve payment of the December bills; the motion was seconded by Dan Harris. The motion was adopted unanimously.

In the final item under the Business Meeting, Michele Gabriel, Public Health Administrator, turned it over to Jerome Townsell, Director of Finance & Facilities Management. Jerome presented the Financial Statements for the period ending November 30, 2019 reporting a current revenue over expenditures of (\$358,189.00) for the period and (\$350,934.02) for the fiscal year. Jerome Townsell, noted the \$350,934.02 deficit was due to the \$342,000 LIHEAP payment was not posted until after the end of the fiscal year on December 1, 2019, which is in the next year's budget.

PUBLIC HEALTH ADMINISTRATOR'S REPORT

In the first item added to the agenda under the Administrator's Report, Michele Gabriel presented to the Board the Health Center Encounter Rate. The Community Health Center is paid by Medicaid according to encounter rates, which are updated annually.; these rates are solely for Medicaid billing only. The rates were set with a 1.9% increase and are as follows; Medical Rate \$136.12, Dental Rate \$108.88 and Behavioral Health Rate \$62.01.

In the next item on the agenda under the Administrator's Report, Michele Gabriel discussed with the Board on the Annual Report Format. She stated that historically the Department has developed it and mailed it to everyone in Knox County, noting it's expensive and difficult to track who reads it. She went on to remind the Board that the State of Illinois requirements are to put an Annual Report together, make it available to the Public and have it approved by the County Board. She suggested the Board consider if there is a more cost effective, modern way to complete the document and distribute it, so it reached more individuals; perhaps relying more on a social media format. It was also suggested by Carol Scotton, for those who do not have access to computers, to call Knox County Health Department and ask to have a copy mailed to them. Dr. Clifford Martin requested that cost information for printing and mailing post cards be brought to the January 2020 meeting. Ms. Gabriel stated further information would be provided at the January meeting.

In the final item under the Administrator's Report, Michele Gabriel read to the Board a letter she received from Representative Dan Swanson, thanking Ms. Gabriel and Wil Hayes, Assistant Public Health Administrator for attending the Public Health Summit in Woodhull on December 4, 2019. Ms. Gabriel stated that Representative Dan Swanson is a big supporter of Public Health and had hosted a summit to gather feedback from the 5 Health Departments in the 74th District to gain a better understanding so he can represent them in Springfield. Ms. Gabriel stated that the primary main concerns expressed by Health Departments was funding and Behavioral Health concerns.

DIVISION DIRECTOR REPORTS

In the first item on the agenda under Division Director Reports, Jessica Hart, Director of FHC, informed the Board that effective March 31, 2020 Illinois Health Departments will no longer have the Healthworks Program; part of the Family Case Management program. Ms. Hart stated that DCFS awarded the contract to the Medicaid MCO Illini Care. Wil Hayes, Assistant Public Health Administrator, stated the Healthworks Grant for Family Case Management Program is about \$30,000. Mr. Hayes stated at this time he does not foresee any staffing changes in the Family Case Management Program; however, it would be something that may be reviewed in the future.

In the final item on the agenda under Division Director Reports, Patrese Jackson, Director of Human Resources, informed the Board that a Personnel Committee had been created to review

the current Knox County Health Department Personnel Manual. Ms. Patrese Jackson reviewed the areas of the policies with proposed revisions; including: Personal Appearance (Dress Code) for each department and Vacation Time (Flex Time), to have the 90-day approval window removed and changed to immediate approval to help with coverages. Ms. Jackson stated that it was easier to keep track of Flex Time if they use it within a 2-week window. Ms. Jackson noted that she had received great feedback from the Personnel Committee, and felt it was a beneficial experience. Ms. Jackson stated there are items that need revised such as longevity due to pay increases, once the changes are made there will be a legal review completed to assure the Department is in compliance. The revisions will be brought to the January 2020 Board of Health meeting for approval.

POPULATION HEALTH MANAGEMENT REPORTS

There were no items on the Agenda under Population Health Management Reports.

PERFORMANCE MANAGEMENT REPORTS

In the only item on the agenda under Performance Management Report Michele Gabriel updated the Board on Community Health Center Provider Capacities Project FY2020. Ms. Gabriel presented information outlining what the potential provider capacities could be after calculating time off and no shows; noting that the initial goal is for all providers to schedule at 75% capacity. Ms. Gabriel noted that at this rate the Community Health Center should have capacity to provide 19,075 visits in 2020. Ms. Gabriel noted that as of October 31, 2019 the Health Center had 9,991 Encounters with average reimbursement of \$94.04; applying this to the 2020 Budget is the Community Health Center would need an estimated 17,290 patient visits to break even.

WORK SESSION

There were no items on the Agenda under Work Session.

OLD BUSINESS

In the only action item on the agenda under Old Business, Michele Gabriel reviewed with the Board the 2020 Knox County Health Department Strategic Plan, stating the priorities and strategies were presented at the November 2019 meeting and that the plan is fluid. Ms. Gabriel stated the Board will receive updates Quarterly. A motion was made by Robert Bondi to approve 2020 Knox County Health Department Strategic Plan and seconded by Bruce Bobofchak. The motion was adopted unanimously.

NEW BUSINESS

There were no items on the Agenda for New Business.

UPCOMING BUSINESS

President Dan Harris reviewed Upcoming Business; including, the Knox County Board Finance Committee meeting on December 18, 2019 beginning at 6:30 p.m. at the Knox County Annex, the Knox County Board meeting on December 30, 2019 at 6:00 p.m. at Galesburg City Hall, and the next Board of Health Meeting on January 9, 2020 beginning at 6:30 p.m. at the Knox County Health Department.

COUNTY BOARD LIAISON

Robert Bondi, Knox County Board Liaison, stated the Budget was completed and approved.

BOARD MEMBER COMMENTS

There were no comments by Board members for the December 12, 2019 Board of Health meeting.

EXECUTIVE SESSION

A motion was made by Doug Gibb to go into Executive Session at 7:35 p.m. to discuss Personnel Concerns, Public Health Administrator Performance Evaluation and Salary, and seconded by Robert Bondi. Role Call to go into Executive Session was unanimous: Dan Harris-yes, Doug Gibb-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

A motion was made by Carol Scotton to return to Open Session at 8:05 p.m. and seconded by Robert Bondi. Role Call to return to Open Session was unanimous: Dan Harris-yes, Doug Gibb-yes, DuRae Fletcher, Sr-yes, Carol Scotton-yes, Robert Bondi-yes, Bruce Bobofchak, DDS-yes, and Clifford Martin, MD-yes.

ADJOURNMENT

Upon returning to Open Session a motion was made by Doug Gibb to adjourn the December 12, 2019 Board of Health meeting; the motion was seconded by Robert Bondi. The motion was adopted unanimously. The meeting adjourned at 8:10 p.m.