

# **KNOX COUNTY BOARD OF HEALTH**

## **MINUTES OF MONTHLY MEETING**

March 12, 2015

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

The Knox County Board of Health meeting was held on March 12, 2015. Jackie Turner called the meeting to order at 7:03 p.m. Present were Carol Scotton, Doug Gibb, Kevin Satisfy, M.D., Du Rae Fletcher, Sr., Samuel Fox, M.D., and Pamela Davidson, Knox County Liaison. Also present were Michele Fishburn, Administrator/CEO; Rhonda Peterson, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Sam Jarvis, Director of Health Protection; and Becky Moss, Quality Improvement Coordinator. Not present was: Bruce Bobofchak, D.D.S., Kimberly DeSutter, and Russell Nelson, Jr.

Guests: Farm Bureau Representative

### **ADDITIONS TO AGENDA**

Info Structure Investment Program

### **APPROVAL OF MINUTES**

A motion to approve the February 12, 2015, minutes was made by Doug Gibb and seconded by Du Rae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

### **REPORT OF OFFICERS**

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

Mr. Gibb reported to the Board the February 2015 numbers as \$34,433.32, with tonight's number being \$62,889.65, a difference of \$28,456.33. Mr. Gibb went on to say the largest expenses for the month were Travel/Training at \$14,451.19, Software Fees at \$4,616.90, Dental Supplies at \$3,761.96, as well as Advertising and Vaccines purchased.

A motion to approve the Treasurer's Report was made by Carol Scotton and seconded by Samuel Fox, M.D.; the motion for approval was unanimously adopted by a voice vote, with Pamela Davidson abstaining.

## **President's Comments**

Ms. Turner introduced Pamela Davidson, Knox County Board Liaison to the Board, who was in attendance for Russell Nelson, Jr. who was absent.

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

Ms. Fishburn updated the Board regarding the Legislative Report by stating the new governor has released his preliminary budget and there are some cuts that will be affecting the Health Center, one is a cut to adult Dental Benefits. Ms. Fishburn mentioned that she hasn't heard any discussion as to whether there will be any reimbursement for emergency dental services like the state has done in the past; adding that Medicaid patients will now have to fall under the Sliding Fee Scale. Ms. Fishburn also mentioned these changes will affect us greatly by reducing the reimbursement amount we receive from Medicaid.

Another possible cut Ms. Fishburn discussed with the Board was regarding the Four Prescription Limit and exemptions from that for Medicaid. What this means is no one can go over four prescriptions a month without prior approval. This will require the Doctors here to submit paperwork in order to get approval for patients in need of more than four prescriptions a month.

Ms. Fishburn informed the Board that the IBCC Program will be cut by 70% because of the ACA and the changes to insurance; adding that we will be keeping an eye on this due to the fact that a lot of health insurance benefits do not match up with what they are proposing.

Ms. Fishburn reported to the Board regarding Senate Bill 1464, which is the Hygiene Program that allows hygienist to still see patients for hygiene visits even when there is not a dentist present in the building at the time and even if they had not had an exam in the past year. Ms. Fishburn went on to say this bill has passed the House of Representatives and is now in the Senate.

Ms. Fishburn explained to the Board what the Medical Reserve Corp Liability Program consisted of by saying that through this program health departments accept volunteers that could be called upon in case of a public health emergency. Ms. Fishburn added that this bill provides is liability coverage for those people who volunteer, so there would have to be a formal declaration then those volunteers would be covered under what is commonly known as the Good Samaritan Act.

Ms. Fishburn gave the Board an update regarding staffing by saying we are currently looking for a second Behavioral Health Counselor, a Chief Operations Officer, a Chief Medical Officer and a Medical Assistant. We have had contact with a couple candidates and we still have the recruiters we are working with.

Ms. Fishburn informed the Board of the Capital Expenditures Grant recently released through HRSA by saying this grant is an opportunity for infrastructure investment that she, with the help of Mr. Townsell will be applying for. Ms. Fishburn went on to say if we were to receive this million dollar grant we would look at possibly adding on to our building or adding another structure outside the building for storage. This would free up the current storage areas in the building, so those areas could be used as office space.

#### **Family Health Services Report – Rhonda Peterson**

Ms. Peterson announced to the Board she will be retiring on June 30, 2015, after 21 years at the Knox County Health Department.

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

Mr. Jarvis informed the Board that Becky Moss will be attending the Community of Practice of Public Health by National Network of Public Health Institutes in San Antonio, TX in mid-March, funded by a scholarship earned through the Public Health Quality Improvement Exchange. Mr. Jarvis added this is a conference where QI coordinators and accreditation coordinators go to share best practices and pave the way for QI efforts and new accreditation efforts.

Mr. Jarvis informed the Board that Josh Pikora will be attending the 2015 Medical Reserve Corps Conference by NACCHO in Atlanta, GA. Mr. Jarvis added that this was made possible by a scholarship award through NACCHO and gives Josh the opportunity to learn what other Medical Reserve Corps units do throughout Illinois and the nation.

#### **Wellness and Health Promotion Report – Erin Olson**

Ms. Olson informed the Board that the 2014 Annual Report will be going out in the Register Mail on Sunday March 15, 2015, and we have started to distribute copies out into the community, as well as being distributed to the schools when we go for outreach. Ms. Olson also mentioned how pleased she was with the way the Annual Report turned out.

Ms. Olson reminded the Board that this year National Public Health Week falls between April 6<sup>th</sup> and April 10<sup>th</sup> and we will be celebrating this year by doing radio press releases, recognizing staff, organizing a potluck and games. Ms. Olson added that this year is all about wellness in the community and the realization we cannot do it alone; we need a partnership with our partners in order to provide the best education and care for the community.

#### **NEW BUSINESS – Michele Fishburn**

Ms. Fishburn explained to the Board how she has reallocated job responsibilities in the Health Department. With that being said the Compliance and Quality Management position that was held by Ms. Fishburn was not replaced as well as the position of CFO in the Health Center that

was held by Dave Adcock, so as a result of these two eliminations we have reallocated and readjusted the Administrative Division.

A motion to approve the Human Resource Director Job Description was made by Samuel Fox, M.D. and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote, with Pam Davidson abstaining.

A motion to approve the Facility and Finance Director Job Description was made by Samuel Fox, M.D. and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote, with Pam Davidson abstaining.

Ms. Fishburn informed the Board regarding the Budget Revision by saying Mr. Townsell revised the budget by adding the Behavioral Health Integration Grant money of approximately \$110,000.00, as well as \$16,000.00 for QI on the Health Center side; adding that this money came to us after the original budget was approved.

A motion to approve the Budget Revision was made by Carol Scotton and seconded by Doug Gibb; the motion for approval was adopted unanimously by a voice vote.

## **COUNTY BOARD LIAISON REPORT**

Pamela Davidson informed the Board that she will be replacing Russell Nelson, Jr. as county liaison due to Russell Nelson, Jr. being out of the country for the next two years.

## **EXECUTIVE SESSION**

At 7:55 p.m. the Board moved to executive session. Doug Gibb made a motion to go into executive session seconded by Carol Scotton; followed by a roll call vote of Doug Gibb, Kevin Satsky, M.D., Carol Scotton, Du Rae Fletcher, Sr., Samuel Fox, M.D., Pamela Davidson and Jackie Turner.

At 9:06 p.m. Doug Gibb made a motion to return to open session seconded by Samuel Fox, M.D.; followed by a roll call vote of Doug Gibb, Kevin Satsky, M.D., Carol Scotton, Du Rae Fletcher, Sr., Samuel Fox, M.D., Pamela Davidson and Jackie Turner.

## **ADJOURNMENT**

A motion to adjourn was made by Carol Scotton and seconded by Samuel Fox, M.D.; the motion was adopted unanimously by a voice vote at 9:07 p.m.

Respectfully Submitted By: Pam Reiber

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