

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

April 9, 2015

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

The Knox County Board of Health meeting was held on April 9, 2015. Jackie Turner called the meeting to order at 7:05 p.m. Present were Carol Scotton, Doug Gibb, Kimberly DeSutter, Bruce Bobofchak, D.D.S., Samuel Fox, M.D., and Pam Davis, 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: Du Rae Fletcher, Sr., and Kevin Satsky, M.D.

APPROVAL OF MINUTES

A motion to approve the March 12, 2015, minutes was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S.; 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 March 2015 numbers as \$43,735.53, with tonight's number being \$56,155.59, a difference of \$12,420.06. Mr. Gibb went on to say the largest expenses for the month were Vaccines purchased at \$3,095.21 Travel/Training at \$2,884.55, Advertising at \$1,730.34, as well as Equipment and Recruiting Fees.

A motion to approve the Treasure's Report was made by Samuel Fox, M.D. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote, with Pam Davidson abstaining.

President's Comments

Ms. Turner informed the Board that Ms. Fishburn and herself will be attending the Legislation Luncheon on April 13, 2015 at the Kensington.

Administrator's Report – Michele Fishburn

Ms. Fishburn updated the Board regarding staffing by stating we are still looking for a Chief Medical Officer, but did entertain a promising candidate last week from the Chicago area. Ms. Fishburn added that we are still in negotiations with this candidate and that there is a second candidate that we will be meeting if need be. Ms. Fishburn also mentioned we are still looking to fill the Operations Officer position. Ms. Fishburn went on to say that we have a second Behavioral Health Counselor starting on Monday, her name is Pamela Tippey-Herrick, as well as a Debora Hagan, who was hired as a Medical Assistant and will be responsible for integrating the care between the patient and the counselors. Debora Hagan is also capable of filling in for the nurses in the Health Center if needed. Ms. Fishburn stated we have also hired two Dental Assistants, Molly Kramer and Jacqueline Robbins, one position is new and the other is to replace an existing position. Finally Ms. Fishburn said we are in negotiations with a company who can provide an online licensed psychiatrist for eight hours a month to provide patient care and advise our two Behavioral Health Counselors.

Ms. Fishburn informed the Board regarding the Notice of Award by saying we did receive our notice of grant award for year four in the amount of \$1,003,537.00, which was more than we had originally anticipated due to the Behavioral Health Integration money. Ms. Fishburn added that there are no contingencies on this award except we do have to resubmit a revised budget in the next 45 days.

Ms. Fishburn reported to the Board regarding the HIIP Grant by stating that we are not in the position to file for this money currently. Ms. Fishburn went on to explain that Johnson Construction, who we always contracted in the past is no longer in business, so we are having to get estimates from several different types of contractors, where previously this was all handled by Johnson Construction. Ms. Fishburn added that this process is taking longer than previously thought.

Ms. Fishburn informed the Board of the release of the 2015 County Health Rankings saying this project has been done since 2010 and ranks counties according to a variety of health factors, all of which are intended to contribute to someone's quality of life. Ms. Fishburn was happy to inform the Board that our ranking did go up a few points from 2014.

Family Health Services Report – Rhonda Peterson

Ms. Peterson reported to the Board regarding the Lead Program Site Review saying that a state representative was here on April 1, 2015, who looked at 19 different objectives and requirements, which we met all 19. Ms. Peterson was pleased to say this was Jill Seiberlich's first review after taking over the Lead Program a year ago.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis reported to the Board that the Knox County Health Department was awarded the NACCHO Promising Practice Award for the work the entire department did last year with Quality Improvement. Joshua Pikora submitted the proposal of work we had done, we were accepted to their national data list and have been invited to apply again next year to become a model practice.

Mr. Jarvis informed the Board about the IDOT Yellow Dot Program stating people can now come into the Health Department to get a packet that contains the yellow sticker to be placed on the back of a car and the paper work that needs to be filled out with pertinent medical information then placed in the car's glove box. This program is designed to alert first responders that the person in the car may require special medical attention if an accident has occurred.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that we are celebrating National Public Health Week this week by having a potluck tomorrow with employees and recognizing employee's years of service, as well as doing media releases and outreach education throughout this week. Staff were also treated to hand massages courtesy of the Carl Sandburg College Cosmetology class. Ms. Olson added that another fun project for staff during Public Health Week was to create a wall space that told who was in their department and what their job was within that department. This gave staff a better idea of what job responsibilities their coworkers were responsible for.

Ms. Olson reported to the Board regarding the Tobacco Grant Award stating she attended the annual quarterly meeting in Springfield two weeks ago where cuts to the Tobacco Free Communities Grant was discussed. Ms. Olson went on to say we receive a base grant amount of \$24,247.00 for the Tobacco program, it was stated at the meeting that this program will be cut by approximately 25 percent this year. Ms. Olson added that currently Smoke Free Illinois Enforcement is a mandatory portion of the grant along with the Illinois Tobacco Quit Line. We then normally pick two enhancements, such as the referral program and media. With this year's funding cuts the core project area will be the Smoke Free Illinois Enforcement with the base funding and possibly only one grant enhancement, which can be the Referral Program or the Social Norms Campaign. Ms. Olson added that we can't use media as the enhancement as we have done in the past and this will really hurt us.

Quality Improvement – Michele Fishburn

Ms. Fishburn asked Becky Moss to present to the Board a summary of the Community Health Clinic's 2014 Annual Strategic Planning Report. Ms. Moss explained to the Board the four areas that were focused on for the Strategic Report. They were Patient Recruitment, Access to Health Care, Specialty Services, as well as Staff Retention.

For Patient Recruitment in 2013 we only had two contracted payers, we gained seven additional contracted payers in 2014. Ms. Moss next touched on the Outreach Service portion of the report by saying a lot of work had been done in this area with newspaper articles, brochures, flyers, advertising on city buses and benches, as well as the bus shelter in front of the Health Department. Ms. Moss added that Ms. Olson had much to do with the success of our Outreach Services.

Under the Access to Health Care portion, Ms. Moss informed the Board that we have seen an increase of 969 patients overall in both the Health and Dental Center in 2014; adding that some of this increase is due to implementing the Quick Sick hours with the addition of Pam Bloomfield, APN to the Health Center. We have also provided transportation vouchers for cab service and bus service for those patients who need assistance with transportation. Ms. Moss stated that one of the final parts of the Access to Health Care portion they focused on was the established Dental child patient no show rate, which went down over the past several months from 27.1 percent to 20.6 percent.

Ms. Moss informed the Board that two Licensed Social Workers as well as a Care Coordinator have been added under the Behavioral Health Expansion and we are looking at contracting a psychiatrist to have on staff for eight hours a month through the internet. These additions are all part of the Specialty Services we offer.

Under the Staff Retention portion of the Annual Strategic Planning Report, Ms. Moss said there was a lot done in 2014 in this area. All fulltime staff went through a QI Training and were then responsible for doing a QI Project. The QI Leaders as well as Mr. Jarvis and Ms. Olson completed the Leading Quality Improvement Essential Management series.

Ms. Moss finished by telling the Board what QI will be focusing on in 2015, which includes Patient Recruitment especially the pediatric medical patients, as well as the crossover patients with Health, Dental and now Behavioral Health. With Access to Health Care we will continue to work on no show rates and we have already started to focus on the language barrier with all of our Spanish and French speaking patients. For Specialty Services we will focus on diabetic care and in closing Ms. Moss said we will always work on staff retention, as well as networking and our reputation.

NEW BUSINESS – Michele Fishburn

Ms. Fishburn advised the Board of the need to approve the Director of Operation Job Description since it had never been formally approved by the Board only inside the grant application.

A motion to approve the Director of Operations Job Description was made by Kimberly DeSutter and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

EXECUTIVE SESSION

At 8:30 p.m. the Board moved to executive session. Bruce Bobofchak, D.D.S. made a motion to go into executive session seconded by Doug Gibb; followed by a roll call vote of Jackie Turner, Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Samuel Fox, M.D., Kimberly DeSutter, and Pam Davidson.

At 8:49 p.m. Bruce Bobofchak, D.D.S., made a motion to return to open session seconded by Carol Scotton followed by a roll call vote of Jackie Turner, Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Samuel Fox, M.D., Kimberly DeSutter, and Pam Davidson.

ADJOURNMENT

A motion to adjourn was made by Kimberly DeSutter and seconded by Samuel Fox, M.D.; the motion was adopted unanimously by a voice vote at 8:50p.m.

Respectfully Submitted By: Pam Reiber

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