

# **KNOX COUNTY BOARD OF HEALTH**

## **MINUTES OF MONTHLY MEETING**

July 9, 2015

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

The Knox County Board of Health meeting was held on July 9, 2015. Jackie Turner called the meeting to order at 7:03 p.m. Present were Carol Scotton, Doug Gibb, Kevin Satisfy, M.D., Kimberly DeSutter, Du Rae Fletcher, Sr., Samuel Fox, M.D., and Pam Davidson, Knox County Liaison. Also present were Michele Fishburn, Administrator/CEO; Heather Kusler, Director of Family Health Services; Kathy Crafton, Director of Human Resources; Jerome Townsell, Director of Facility and Finance; Erin Olson, Director of Wellness Promotion; Kerry Howard, Director of Operations; and Sam Jarvis, Director of Health Protection. Not present was: Bruce Bobofchak, D.D.S.

Guests: Media Representatives from WGIL, Knox County Farm Bureau and Tom Loewy from The Register Mail.

### **ADDITIONS TO AGENDA**

Knox County Hiring Freeze under Presidents Comments.

### **APPROVAL OF MINUTES**

A motion to approve the June 11, 2015, minutes was made by Pam Davidson and seconded by Doug Gibb; 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 June 2015 numbers as \$47,519.27, with tonight's number being \$49,419.20, a difference of \$1,899.93. Mr. Gibb went on to say the largest expenses for the month were Travel/Training Expenses at \$1,004.35, Lawn Care at \$340.00, Dues at \$321.50, as well as Supplies at \$320.19.

Ms. Davidson asked a question regarding the power bill showing a past due balance each month. Mr. Townsell explained that there is a lapse in the time from when the bill is due to when the check is actually issued by the county and that is why it looks like there is a past due balance.

Mr. Gibb asked Mr. Townsell to explain the new system now being used by the county to pay bills. Mr. Townsell informed the Board that we now have a computer and scanner set up that is tied to the county system that we will use to enter our bills each month. Mr. Townsell added that after entering our bills into the new system we were unable to print vouchers, but now it is our understanding that the county will be responsible for printing the vouchers and we will pick them up at the courthouse each month. These changes are a result of the new accounting system implemented by the county.

A motion to approve the Treasure's Report was made by Samuel Fox, M.D. and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

#### **President's Comments**

Ms. Turner informed the Board that both seats for Kevin Satsky, M.D. and Bruce Bobofchak, D.D.S. have been confirmed and voted on by The County Board.

Ms. Turner reported to the Board that she still had not spoken with the Knox County State's Attorney regarding the use of his services for all Health Department legal matters. Ms. Davidson added that she was unable to print out the information that explained this policy.

Ms. Turner informed the Board of the Knox County Hiring Freeze by stating that as far as the current openings and recent hires here go, those positions are all included in our current budget and are funded by grant money and are ok to hire.

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

Ms. Fishburn reported to the Board that we recently had some landscaping done, which involved removing some bushes, trimming some trees, and the spraying of several trees to treat a fungus. Ms. Fishburn added that Mr. Townsell has been in contact with Galesburg Sign Company to create a new sign with the addition of the Community Health Center on it.

Ms. Fishburn informed the Board regarding the Medicaid MCO meeting she recently attended with Cathy Pearson in Springfield, IL, stating they met with many representatives from Medicaid the Managed Care Organization, such as Meridian, Molina, and Health Alliance. Ms. Fishburn added the meeting went well and we connected with a Molina representative regarding a possible pilot program for telehealth. In closing Ms. Fishburn stated we are currently working on collecting around \$80,000.00 in outstanding dental payments from Health Alliance as well as one other insurance carrier, but insurance issues have been resolved.

Ms. Fishburn had no new information to report to the Board regarding the FY16 State Budget except what has been reported in the media. Ms. Fishburn added that the IL Dept. of Public Health has encouraged us to continue with our programs even though we do not have actual agreements in places effective July 1, 2015. In closing Ms. Fishburn stated that we did receive information on FCM and WIC, so we were able to sign off on these programs, which basically guarantees us that once the programs were in place we would get paid back to July 15, 2015.

Ms. Fishburn addressed several questions brought to her from Board Members regarding the possibility of cuts to state grant funding. Ms. Fishburn informed the Board that we carry a three to four month cash reserve and that Jerome and herself will be monitoring the state grant funding and Health Department Expenses for as long as the state goes without a budget. Mr. Townsell added that we still have money coming in each month from our Health Protection Department and the money that comes in through the FQHC funding.

Ms. Fishburn updated the Board about the FY16 Department Budget and Grant Funding stating that we have heard back regarding all of our grants and are not anticipating any problems getting the funding. Ms. Fishburn added that Jerome and she are working on the FY16 Department Budget and hope to have a preliminary budget for the Board's review at the next Board of Health Meeting.

Ms. Fishburn informed the Board of the HRSA CHC Target Population Project stating that a requirement when writing for this grant is to project a target number of patients for the Community Health Center. We are currently at 50 percent of our projected number of approximately 6,900 patients. Ms. Fishburn went on to say that our next Service Area Competition will be at the end of 2016. At this point we will need to review our patient load, see where we are at, see what we can do, and provide HRSA with a realistic number. Ms. Fishburn added we are working on marketing ideas in hopes of acquiring more patients and with Dr. Potter starting in September, we will have media starting on her this month.

#### **Family Health Services Report – Heather Kusler**

None.

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

Mr. Jarvis reported to the Board that in late May 2015 Becky Moss and he traveled to Virginia for training on the online submission site for documentation through the Public Accreditation Board. Mr. Jarvis said he was happy to report that we have recently started to upload documentation and this process should be completed by March or April 2016.

Mr. Jarvis informed the Board that the IL Dept. of Public Health has provided us with several hundred Rapid Hepatitis C tests to give to people who are considered high risk or were born between the years of 1945-1965, for a birth cohort study they are conducting. Mr. Jarvis added that he will be working with Ms. Olson on marketing for this program.

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

Ms. Olson informed the Board that we had our first ever free Rapid HIV Testing day on June 25, 2015. Ms. Olson added that we had three people come in for testing and with the procedures we had in place the process went very well. In closing Ms. Olson said we were very pleased with the event and the amount of awareness we were able to get out to the community with fliers, radio ads, and news articles.

### **Director of CHC Operations – Kerry Howard**

Mr. Howard reported to the Board regarding the FTCA Redeeming Application by stating we just received confirmation that we have been awarded this grant, which provides malpractice insurance for our doctors through the Federal Government.

Mr. Howard informed the Board that Community Health Center Week this year is August 9 -15 and we are now in the process of planning for it. Some of the events planned so far are radio interviews, media print releases, social media releases, as well as banners being hung in the Health Center. Ms. Fishburn added we will also start media releases this month regarding the September 2015 arrival of Dr. Potter to the Community Health Center.

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

Ms. Fishburn informed the Board of the IL Wisewoman Program stating she had received a call from the IL Dept. of Public Health informing her of this program which works in cooperation with the IBCCP that we currently offer here. Ms. Fishburn added that the IL Wisewoman program targets women who are currently participating in the IBCCP, by offering them access to cardio vascular and cholesterol screenings, as well as help with weight loss programs and transportation to appointments.

A motion to approve the IL Wisewoman Program was made by Kimberly DeSutter and seconded by Pam Davidson; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn reported to the Board that we are eligible for a FY15 CHC Expanded Service Grant again, which could be up to \$231, 000.00. We were able to bring in our second medical provider, a case manager, and expand our hours of service when we received funding from this grant previously. Ms. Fishburn added that any time you propose to expand services you have to propose to increase patients. Ms. Fishburn went on to say that Mr. Howard and she talked about this and decided to make the argument that we will increase patients by streamlining what we are already doing, whether that is hiring more front desk staff, nurses, or care coordinators we will be providing more patient access to our providers.

A motion to move forward with the CHC Expanded Services Opportunity was made by Pam Davidson and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

### **COUNTY BOARD LIAISON REPORT**

Ms. Davidson informed the Board that she will remain on the Board of Health as County Board Liaison per Knox County Board Chairman Brian Frederich.

### **ADJOURNMENT**

A motion to adjourn was made by Kim DeSutter and seconded by Samuel Fox, M.D.; the motion was adopted unanimously by a voice vote at 8:30 p.m.

Respectfully Submitted By: Pam Reiber  
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