

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

August 13, 2015

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

The Knox County Board of Health meeting was held on August 13, 2015. Carol Scotton called the meeting to order at 7:12 p.m. Present were Doug Gibb, Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Kimberly DeSutter, Du Rae Fletcher, Sr., 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: Jackie Turner and Samuel Fox, M.D.

Guests: Media Representatives from WGIL.

ADDITIONS TO AGENDA

Line item adjustment under Treasures Report. Marketing Plan and Dr. Potter under CHC Operations Report. State's Attorney Opinion remove from President's Comments. FY16 Health Dept. Budget changed to informational under New Business. EZEMRX changed to informational under Health Protection Report.

APPROVAL OF MINUTES

A motion to approve the July 9, 2015, minutes was made by Pam Davidson 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 advised the Board that approval was needed for a FQHC Line Item Adjustment to cover new equipment that was added in the Health Center. Mr. Gibb added that everything is being transferred within budget.

A motion to approve the FQHC Line Item Adjustment was made by Kimberly DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion for approval was unanimously adopted by a voice vote.

Mr. Townsell advised the Board that approval was needed for a Line Item Adjustment to transfer from the Health Department Reserve to the FQHC to cover a negative balance of \$152,000.00.

A motion to approve the Reserve Transfer Line Item Adjustment was made by Bruce Bobofchak, D.D.S. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

Mr. Gibb reported to the Board the July 2015 numbers as \$56,512.15, with tonight's number being \$76,032.56, a difference of \$19,520.41. Mr. Gibb went on to say the largest expenses for the month were Vaccines purchased at \$4,453.34, Dental Server at \$4,324.96, Software Fees at \$2,745.00, as well as Advertising at \$2,373.45.

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

Administrator's Report – Michele Fishburn

Ms. Fishburn reported to the Board that the Department of Public Aid will continue to pay bills even though the state is in its second month without a budget, so we should start to receive July payments from Public Aid anytime now.

Ms. Fishburn informed the Board regarding Senate Bill 2042 stating that this bill is back in the Senate now for some changes, but what this bill will do is allow Federal dollars to pass through to the appropriate state programs. Ms. Fishburn added that WIC, IBCCP, and Emergency Preparedness are all examples of programs that could receive Federal pass through money.

Ms. Fishburn informed the Board that there is a Financial Contingency Plan in place to use reserve money if needed to operate during the State's Budget crises. Ms. Fishburn added that we could pull up to \$68,000.00 a month through December 2015, if needed and still only use approximately 33 percent of our reserve funds.

Ms. Fishburn updated the Board regarding staffing changes stating that Aundra Pacheco was hired as a Medical Assistant in the Health Center, starting on August 12, 2015. Sydney Wright is leaving us on August 28, 2015, to continue her education and Tammy Healey-Leaf resigned on July 20, 2015, as receptionist. Ms. Fishburn went onto say that Dr. Potter will be starting on September 1, 2015, and we are still looking to hire another Behavioral Health Counselor, as well as another Medical Assistant.

Family Health Services Report – Heather Kusler

Ms. Kusler informed the Board that a visit from the FCM site reviewer is scheduled for next month on the 15th and 16th. What we can expect is the site reviewer spending time reviewing administrative duties, clinical duties, and conducting a computer audit of our client files.

Ms. Kusler reported to the Board that in celebration of National Breastfeeding Week one of our Health Educators and our Breastfeeding Coordinator attended the Big Latch-On Community Event in Knoxville on August 1, 2015. There were 25 families in attendance as well.

Ms. Kusler informed the Board of the WIC Caseload Improvement Challenge Grant that is available. This grant is for \$1,300.00 and is offered to help with outreach cost involved in building up client case load. Ms. Kusler added that right now our client case load is at 79 percent of the 1,226 standard amount and they require at least 90 percent of that standard case load amount in order to qualify for this grant. Ms. Kusler also mentioned that work is being done to build our case load by reaching out to the French population by promoting our evening hours.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis informed the Board that new Electronic Billing –CDP, Inc. software is being considered for the Health Department. This software would allow us to go from the current five or six different systems we use to just one system, so over the next few weeks we will be getting prices to present to the Board. Ms. Fishburn added that grant money through the Public Health Association will cover a majority of the initial cost but there will be monthly fees that will not be covered under the grant, so we are looking at the additional income that might be possible by using this program for billing for our Public Health, WIC, and FCM programs.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson informed the Board that we will be writing a grant to the Galesburg Community Foundation to cover costs for a Teen Leadership Conference. We were unable to have this conference last year due to state budget cuts within the IL Department of Public Health, who previously offered the Teen Pregnancy Prevention Grant.

Director of CHC Operations – Kerry Howard

Mr. Howard reported to the Board regarding plans for Community Health Center Week and the arrival of Dr. Potter, saying we have several marketing events planned over the next few weeks. These include radio spots, newspaper ads, social media, and the use of Google to market the Community Health Center. Mr. Howard went on to say that a celebration/open house is being planned on September 24, 2015, to introduce Dr. Potter to our patients and the community. Mr. Howard added that the open house will be sponsored by Meridian, who will send out

invitations to people that are in need of wellness checks, so we are in hopes of picking up new patients in the process.

NEW BUSINESS – Michele Fishburn

A motion to approve the 2016 Holiday Schedule was made by Kimberly DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn informed the Board that a draft of the FY16 Budget was enclosed in their packets for their review. Ms. Fishburn went on to say that there was still no word regarding the pending Expanded Services Funding she told them about last month, but we have included that amount in the budget draft under Health Center and under Staff. Ms. Fishburn added that Expenses and Revenues are generally the same throughout the budget, but we did not receive In-Person Counselor funding or We Choose Health funding for 2016 and the other grant funding in the budget is what we have been told we will receive. In closing Ms. Fishburn stated that this budget is just a draft for now, but hopes that the finalized FY16 Budget will be ready to present at the September 10, 2015 Board Meeting.

A motion to request that the Knox County Hiring Committee approve the hiring of a Receptionist was made by Pam Davidson and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

ADJOURNMENT

A motion to adjourn was made by Kim DeSutter and seconded by Pam Davidson; the motion was adopted unanimously by a voice vote at 8:25 p.m.

Respectfully Submitted By: Pam Reiber

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