

KNOX COUNTY BOARD OF HEALTH

MINUTES OF MONTHLY MEETING

December 10, 2015
Knox County Health Department
1361 W. Fremont St.
Galesburg, IL 61401

The Knox County Board of Health meeting was held on December 10, 2015. Jackie Turner called the meeting to order at 7:00 p.m. Present were Carol Scotton, Doug Gibb, Kevin Satsky, M.D., Bruce Bobofchak, D.D.S., Pam Davidson, Kimberly DeSutter, and DuRae Fletcher, Sr. Also present were Michele Fishburn, Administrator/CEO; Kathy Crafton, Director of Human Resources; Heather Kusler, Director of Family Health Services; Erin Olson, Director of Wellness Promotion; Kerry Howard, Director of Operations; and Sam Jarvis, Director of Health Protection. Not present was: Samuel Fox, M.D. and Jerome Townsell, Director of Facility and Finance.

Guests: Media Representative

ADDITIONS TO AGENDA

Under Administrator's Report Dental Expansion and Strategic Plan.

APPROVAL OF MINUTES

A motion to approve the November 12, 2015 minutes was made by Doug Gibb and seconded by DuRae 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 November 2015 numbers as \$26,845.02, with tonight's numbers being \$37,361.63, a difference of \$10,516.61. Mr. Gibb went on to say the largest expenses for the month were Software Expenses at \$3,801.45, Vaccine at \$3,188.67, Client Services at \$1,913.21, as well as Training and Travel at \$603.36.

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

President's Comments – Jackie Turner

Ms. Turner informed the Board that there is a slate of new officer nominees that pending approval, will be taking over in January 2016. They are as follows: Carol Scotton as President, Bruce Bobofchak, D.D.S. as Vice-President, Kevin Satsky, M.D. as Secretary, and Doug Gibb as Treasurer.

A motion to accept Carol Scotton as President was made by Doug Gibb and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

A motion to accept Doug Gibb as Treasurer was made by Kimberly DeSutter and seconded by DuRae Fletcher, Sr.; the motion for approval was unanimously adopted by a voice vote.

A motion to accept Bruce Bobofchak, D.D.S. as Vice-President was made by Doug Gibb and seconded by Carol Scotton; the motion for approval was unanimously adopted by a voice vote.

A motion to accept Kevin Satsky, M.D. as Secretary was made by Carol Scotton and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Administrator's Report – Michele Fishburn

Ms. Fishburn updated the Board with the Legislative Report saying there is still not a state budget, but recently there have been reports saying there could be a budget as soon as January 2016, instead of March 2016, which was first reported. Ms. Fishburn added that there is talk of the General Assembly possibly passing an eighteen month budget, a two year budget, or two 2-year budgets simultaneously. In closing Ms. Fishburn said even without state funding we still have not had to use any money from our reserves to cover expense.

Ms. Fishburn addressed questions from the Board regarding the Financial Report stating that for November 2015, Cost exceeded Revenue, but the previous month Revenue exceeded Cost, so it was basically a wash. Ms. Fishburn also stated that as of today's date, for the year end financials, we are at \$164,593.00 in the black, but added that not all Costs and Revenues have been settled for the end of FY 2015. Ms. Fishburn also stated the reason we are seeing such a difference in Revenue for November was the result of the State Revenue not coming in. In closing Ms. Fishburn informed the Board that Personnel Expense was quite large due to Fringe being paid out on staff for five months. We hadn't received Fringe bills for the last two quarters, which has resulted in a larger payment.

Ms. Fishburn updated the Board regarding staffing saying we have hired Izamar Garcia as CHC Outreach Specialist. Ms. Garcia will work under Erin Olson, but is specifically dedicated to the CHC and will promote the CHC out in the community. Heather Holmes has been hired as Data Specialist in the Health Center, Shannon Ehens has been hired as Clinic Nurse, replacing LaDawn Johnson, and Samantha Albritton has been hired as a Dental Assistant, replacing Stephanie Gibbs. Ms. Fishburn went on to say we are still in the process of hiring four Medical Assistants/LPN's, as well.

Ms. Fishburn continued addressing the Board regarding staffing saying Dr. Potter put in her resignation due to personal reasons effective January 20 2016. Ms. Fishburn added that Dr. West will come back to serve as Medical Director until the end of June 2016 and Laura Fullerton has agreed to stay until the end of June as well to mentor Kelly Mixon.

Ms. Fishburn informed the Board that Ms. Crafton will be reviewing the Professional Liability/D & O Insurance early this year even though there usually aren't changes with the Directors or Officers, but we still like to take a look at the policy early in the year in case there are questions.

Ms. Fishburn informed the Board that the FY 2015 Audit process started with meetings two weeks ago and will continue with auditors scheduled to be here in the WIC Department and in the Health Center on November 14th and 15th to evaluate our Federal Programs.

Ms. Fishburn asked the Board to review the Salary Schedule that is included in their packets before next month's Board Meeting. Ms. Fishburn explained that next month the Board will be asked to vote on increasing the base salary in the Salary Schedule. Ms. Fishburn added that there has not been an increase to the Salary Schedule since December 2013.

Ms. Fishburn informed the Board of a possible Dental Expansion opportunity through HRSA that we are considering applying for. This would be a \$300,000.00 a year grant with the requirement of adding one fulltime dentist to our staff, as well as the possibility of adding three support staff. Ms. Fishburn added that after discussion with Mr. Howard and our dentists we are considering providing mobile dental services that would go out into the community to provide basic dental care to patients. The mobile equipment could cost up to \$15,000.00.

Ms. Fishburn advised the Board that it is time to start the Strategic Plan Process again and she will start sending Board members small items to complete in their free time, which she hopes will prevent them all from having such long planning sessions in the future. Ms. Fishburn went on to say that she could help Board members through the Process or someone from an outside organization could be brought in to help walk Board members through the process. Ms. Fishburn added that she would like the Board to set up their preliminary Priority Objectives and Goals, so that information can then be given to Division Directors to work on Objectives and

Strategies in order to have a more complete plan to bring back to the Board for final approval in June 2016.

Health Protection Services Report – Sam Jarvis

Mr. Jarvis informed the Board that Duane Young our CDC Public Health Associate has created a new Board of Health Orientation Manual that includes information regarding other local Health Departments in Illinois, as well as a lengthy history of the Knox County Health Department included. Mr. Jarvis added that both paper and electronic copies are available.

Wellness and Health Promotion Report – Erin Olson

Ms. Olson reported to the Board regarding two events she had recently attended. December 1, 2015, was the annual Aids Day Tree Lighting event we have here in front of the building in conjunction with the HIV/Aids Taskforce of Western Illinois. Ms. Olson went on to say that state Representative Don Moffitt was present, as well as a representative from Congresswoman Cheri Bustos office. Bill Butts provided live music and refreshments were served after the tree lighting. Ms. Fishburn added that she spoke with Shirley Sanborn who expressed her gratitude to the Knox County Health Department and its Board Members for providing a place for the HIV/Aids Taskforce of Western Illinois to meet.

Ms. Olson reported to the Board that the second event she attended was at Steele School in Galesburg on December 6, 2015, for a Multicultural Health Fair intended for French and Spanish speaking populations within the community. Ms. Olson went on to say that the YMCA, the Galesburg Visitors Bureau, the Knox County Health Department, and a state side representative for the Affordable Care Act out of the Quad City Area were all present, as well as translators to help explain all of the services these different facilities provide. Ms. Fishburn addressed a question from Ms. Davidson explaining that we currently use a phone service called the Language Line to translate for our French speaking clients and we currently have three Spanish speaking staff members to assist with our Hispanic clients.

Director of CHC Operations – Kerry Howard

Mr. Howard informed the Board that a patient portal was turned on today that will allow patients to pay bills, set up appointments, communicate with their Doctor, and see test results all online.

Mr. Howard reported the results of the recent Patient Satisfaction Survey to the Board stating that 131 patients completed the survey, which was compiled of seven questions. Some results were as follows: 95 percent of patients thought the privacy in the patient check-in area improved. Also when asked if the Health Center phone system had improved most patients

agreed that it was easier to get through now on telephone than previously. Fifty percent of patients were able to get an appointment during the same week they called in. Provider politeness, Dental scored .6 while Medical Providers scored significantly lower. How did you hear about Community Health Center? Most people said through another family member and the second most popular answer was other. In closing Mr. Howard said overall he was pleased with the feedback from the Patient Satisfaction Survey.

NEW BUSINESS – Michele Fishburn

Ms. Fishburn informed the Board that it was again time to start the Annual Report process. It needs to be completed and to the Knox County Board for review by February 2016. Ms. Fishburn went on to say we were very happy with the way the Annual Report turned out last year and recommended that Christine Landon develop it again this year.

A motion to approve Christine Landon to proceed with the 2015 Annual Report using the same format as last year was made by Kim DeSutter and seconded by Doug Gibb; the motion for approval was unanimously adopted by a voice vote.

Ms. Fishburn informed the Board that approval of the Budget Progress Report Budget is needed. Ms. Fishburn explained that every year we report to HRSA on the next year for the Community Health Center, and update them on what we're doing and give them a budget for what will be year five of the Health Center. Ms. Fishburn added that we are projecting this budget to begin in May 2016.

A motion to approve the HRSA Budget Progress Report FY2017 Budget was made by Bruce Bobofchak, D.D.S. and seconded by Kimberly DeSutter; the motion for approval was unanimously adopted by a voice vote.

County Board Liaison

Ms. Davidson informed the Board that the county has moved forward with improvements to the Knox County Courthouse and now that a county budget has been approved the County Board will be looking at all Knox County Departments closely to see where future cuts can be made. In closing, Ms. Davidson expressed the sentiments of County Board Members, as well as her own on all the good things that are being done at the Knox County Health Department and the Knox Community Health Center.

EXECUTIVE SESSION

At 8:15 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 Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Pam Davidson, Jackie Turner and Kimberly DeSutter.

At 9:00 p.m. Doug Gibb made a motion to return to open session seconded by Kim DeSutter; followed by a roll call vote of Doug Gibb, Bruce Bobofchak, D.D.S., Carol Scotton, Du Rae Fletcher, Sr., Kevin Satisfsky, M.D., Pam Davidson, Jackie Turner and Kimberly DeSutter.

ADJOURNMENT

A motion to adjourn was made by Kim DeSutter and seconded by Doug Gibb; the motion was adopted unanimously by a voice vote at 9:05 p.m.

Respectfully Submitted By: Pam Reiber

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