ADDITIONS TO AGENDA
Letter of Appointment

MINUTES
A motion to approve the minutes of the December 12, 2013 meeting was made by Bruce Bobofchak, D.D.S. and seconded by Kevin Satisky, M.D.; the motion was unanimously adopted by a voice vote.

REPORT OF OFFICERS
Treasurer's Report – Doug Gibb
Mr. Gibb stated that December’s numbers were reported at $59,753.22 with the actual being $63,714.88. The difference of $3,961.66 comes from the Supplies, Software, Equipment, Dues and Subscriptions, and IT Services. A motion to approve the treasurer’s report was made by Kim DeSutter and seconded by Bruce Bobofchak, D.D.S.; the motion was unanimously adopted by a voice vote.

President’s Comments
None.

Administrator’s Report – Heidi Britton
Ms. Britton presented the FY13 Budget Analysis to the Board, highlighting the .08% distribution of property tax of Knox County that goes to KCHD. The information in the Budget Analysis is similar to the information that will be provided via the Annual Report. Ms. Britton summarized the FY13 Revenues with a breakdown of revenue distribution. Mr. Townsell assisted in a more detailed discussion of these revenues. Ms. Britton welcomed Board suggestions for ways to improve the clarity of the Revenue Summary portion of the Budget Analysis. Ms. Britton summarized the FY13 Expenses with a breakdown of expense distribution, which consisted of personnel, grant contingent personnel, operating expenses, grant program activities, and building expenses. The overall revenues over expenses rounded out to be $12,000.00, which was a more positive outcome than what had originally been budgeted for. These numbers will all be reflected in the 2013 Annual Report.

Ms. Britton began her Federal Tort Claims Act Application Presentation to the Board with a quick review of other grant programs that being an FQHC has entitled us to obtain, such has the 340b Program. Ms. Britton presented the Federal Tort Claim Act Application to the Board for approval. The Health Center had applied for this coverage, which provides malpractice insurance for all of our providers. Ms. Britton informed the Board of the current $20,000.00 cost of this insurance. Receiving this grant would eliminate the majority of this cost, with only minor gaps to fund. The application
was completed in December. Ms. Britton stated that she was hopeful that the application would pass through the 30 day review, following Board approval. A motion to approve the Federal Tort Claim Act Application was made by Kim DeSutter and seconded by Doug Gibb; the motion for approval was adopted unanimously by a voice vote.

Ms. Britton presented a Letter of Appointment regarding a Quality Improvement Counsel to be established in the KCHD to the Board for consensus. The Quality Improvement Counsel will oversee accreditation and serve as ambassadors of Quality Improvement for KCHD, as well as provide assistance and support for those who are developing a new understanding for Quality Improvement. The individuals chosen to serve a one year term on this counsel include Heidi Britton, Rhonda Peterson, Penny Bollivar, Erin Olson, Sam Jarvis, Thomas Campbell, Joshua Pikora, Alisha George, and Rebecca Moss, who will also serve as the QI Counsel Coordinator. Ms. Britton informed the Board of the 4 current Quality Improvement projects taking place throughout the health department. The Board will be updated about these projects at the February Board of Health meeting. The Board consented to the appointment of the Quality Improvement Counsel.

**Family Health Services Report** – Rhonda Peterson

None.

**Health Protection Services Report** – Sam Jarvis

Mr. Jarvis announced to the Board the new debit/credit billing capabilities of the Public Health side of KCHD. The billing process, which uses an iPad and swiper technology, was explained to the Board. The Health Center has been using similar technology from the same company since October, and has had success doing so. The mobility factor adds to the convenience of this technology. Mr. Townsell discussed the costs associated with accepting credit cards with the Board and assisted, along with Ms. Britton, in answering Board questions regarding the new billing capabilities.

Mr. Jarvis informed the Board about EGrAMS, Electronic Grants Administration Management Systems, which is the new 2014 grant process through IDPH. EGrAMS went live earlier this year. As it is online based, Mr. Jarvis discussed its benefits, such as reduction of labor, time, and redundancy for grant reporting and writing. Mr. Jarvis answered Board questions.

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

Ms. Olson provided the Board with an Affordable Care Act update. Expectations from the government have changed from being outreach-based to being enrollment-based. Ms. Olson informed the Board about recent efforts to provide Saturday in-house enrollment hours, along with evening enrollment hours, which are manpowered with the help of a new part-time employee. Along with mass mailing throughout the entire county, IBCCP patients without insurance have been targeted in outreach. IPCs have continued to be at the Galesburg Library every Thursday, where they typically enroll 1-2 clients. They also plan to start going to City Hall, as well as the Knox County Courthouse on high court days. There are currently 5,000 uninsured residents of Knox County. This number has led the state government to set a 15 enrollment per week goal for the KCHD IPCs. The Affordable Care Act update concluded with Board discussion about how the ACA may affect business at KCHD and KCHC.

**OLD BUSINESS** – Heidi Britton

Ms. Turner turned the table over to Mr. Gibb, who led the 2014 Election of Board of Health Officers. Upon reviewing the nominees and outlining duties and guidelines of the officers, lengthy discussion as to when the term specifically begins and ends occurred. Mr. Gibb stated the 2014 elected slate as follows:

President: Jackie Turner
Vice President: Carol Scotton
Treasurer: Doug Gibb
Secretary: Kevin Satisky, M.D.
A motion to approve the elected 2014 officers was made by Bruce Bobofchak, D.D.S. and seconded by Kim DeSutter; the motion for approval was adopted unanimously by a voice vote.

Ms. Britton informed the Board that John Pepmeyer and Dr. Ayers would be attending the February 2014 Board of Health meeting in order to discuss the process associated with the Alcohol and Drug Testing Policy that is currently under review.

Ms. Olson reported updates on the 2013 Annual Report to the Board. The design and format was discussed, which will be uniform to that of the 2012 Annual Report, in hopes that county residents will appreciate the consistency. Ms. Olson informed the Board that sending the Annual Report in the regular Register Mail would allow it to reach approximately 10,000 households, whereas sending it in the Knox County Neighbors would allow it to reach approximately 22,000 households. This information was attained in talking with the Register Mail. Ms. Olson also presented the opportunity to send the 2013 Annual Report to the entire county via postal services. The mass mailing would be costly, as other costs associated with printing the report would be necessary. Ms. Olson stated that a draft of the report would be made available to the Board at the February 2014 meeting. The general consensus of the Board was that hard copies would be more beneficial to the community than solely an electronic copy available through KCHD website. Ms. Olson and Ms. Britton planned to make further inquisitions regarding the cost of options for distribution methods other than the newspaper.

**NEW BUSINESS – Heidi Britton**

None.

**COUNTY BOARD LIAISON REPORT – Cheryl Nache**

None.

**COMMENTS FROM VISITORS**

Jim DeSutter of the Farm Bureau congratulated the 2014 Board of Health Officers and expressed appreciation for the partnership the Board of Health has with the Farm Bureau in allowing them to attend the enjoyable meetings.

**EXECUTIVE SESSION**

At 8:15 p.m. a motion to go into executive session was made by Doug Gibb and seconded by Carol Scotton followed by Roll Call vote of Carol Scotton, Jackie Turner, Kimberly DeSutter, Doug Gibb, Kevin Satisky, M.D., and Bruce Bobofchak, D.D.S.

At 8:55 p.m. a motion to return to general session was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S. followed by a Roll Call vote of Carol Scotton, Jackie Turner, Kimberly DeSutter, Doug Gibb, Kevin Satisky, M.D., and Bruce Bobofchak, D.D.S.

**ADJOURNMENT**

A motion to adjourn was made by Carol Scotton and seconded by Bruce Bobofchak, D.D.S.; the motion was adopted unanimously by a voice vote at 8:56 p.m.

Respectfully Submitted By Sydney Wright

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