

**PIKE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH
MEETING MINUTES**

DATE: April 25, 2013

Members Present:

Dr. David Iftner	Andy Borrowman	Anna Beck	Katherine Rowles
Carole Bradshaw	Jennifer Niebur		

Members Not Present:

Dr. Shehnaz Ansari	Dr. Ronald Johnson	Dr. Stephen Liesen	Barb Reinhart
Ruth Holman, CNP			

Others Present:

Anita Andress	Jan Bleich	Don Beard	Paula Dean
Jane Johnson	Tammy Gilbert		

The meeting was called to order at 7:03 p.m. by Vice-President Carole Bradshaw.

Agenda was approved on a motion made by Andy Borrowman, 2nd by Anna Beck, vote taken, motion carried.

Minutes of the January 24, 2013 BOH meeting were approved with one correction being made to the roll call vote to sign a purchase agreement for the 606 Adams property on a motion made by Katherine Rowles, 2nd by Anna Beck, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed – 39 irrigation wells have been installed over the past year.
- Staffing – Ed Knight has been hired as a part-time Environmental Health support.
- IDPH Review – In March, IDPH was here to review the Environmental Health program. The review went very well.
- Food Program –
 - Jane is trying to schedule an actual physical food class in June. She will offer 1 free class for a non-profit organization.
 - Written tests will be set-up one day per month for those individuals taking the online course.
- Radon – We are currently in the process of applying for a Radon Awareness grant.
- Geothermal – No new updates from the state.
- Zoning – Continuing to work with the Pike County Ag Committee to address ag buildings that have been built without the appropriate permits.

Environmental Health reports were approved on a motion made by Ana Beck, 2nd by Dr. Iftner, vote taken, motioned carried.

Tammy Gilbert and Jan Bleich presented the following Home Health reports:

- Quarterly Stats reviewed – Home Health stats show a slight decrease in most areas this quarter.
- Patient Satisfaction Surveys (Deyta) – Surveys continue to show positive comments.
- Aged Reports – Aged reports continue to show improvement. Medicaid and State of Illinois insurance plans are very slow to pay.
- Health Reform – There will be lots of changes associated with health reform. We continue to explore other opportunities including Care Coordination with Illini Hospital and Telehealth.
- CareAnywhere – We have transitioned to our new HH software and have gone to a paperless charting system.

The home health program had two revised policies and 3 new policies. The revised policies are the Initial, 60 Day and Discharge summaries and Drug Regimen Review. The new policies are Removal of PICC Lines, Two-way Receipt System, and LPN Scope of Practice. The policies were approved on a motion made by Katherine Rowles, 2nd by Jennifer Niebur, vote taken, motion carried.

Home Health reports were approved on a motion made by Katherine Rowles, 2nd by Jennifer Niebur, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed. FCM home visits have decreased due to new grant requirements.
- Cholesterol/Diabetes screenings and Bone Density screenings have been discontinued due to costly equipment repairs, supply costs and staffing.
- Program Updates
 - WIC – Walk-in clinics have been expanded to 4 days.
 - Family Case Management – Changes have been made to regarding funding requirements.
 - Family Planning – We are currently contracting with 3 providers for Family Planning clinics.
 - Tobacco – The Tobacco Coalition is considering promotion of smoke-free public housing.
 - PCCHP – working to plant a community garden with all food going to local food pantries.

Health Promotion:

- Quarterly Stats reviewed.
- Tobacco – The Tobacco Coalition is considering promotion of smoke-free public housing.
- Communicable Disease - There is currently a shortage of TB serum and other vaccines.
- Obesity Prevention – The SHINE Grant is a childhood obesity prevention initiative. The first initiative took place at the Barry YMCA with 20 entering the program and 8 finishing. A second initiative just started.

Public Health reports were approved on a motion made by Andy Borrowman, 2nd by Anna Beck, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 1st quarter showed an operating loss of \$50,461.
 - Revenues were 6% under budget and expenses were 4% under budget for the 1st quarter of FY 2013.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 3% during the 1st quarter of FY 2013 as compared to the 1st quarter of FY 2012.
 - Expenses decreased by 1% during the 1st quarter of FY 2013 as compared to the 1st quarter of FY 2012.
- Outstanding Revenues
 - At the end of FY 2012, our outstanding revenues were \$346,918. At the end of the 1st quarter, we have received 71.5% of our outstanding revenues.

The financial report was approved on a motion made by Dr. Iftner 2nd by Anna Beck, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A functional exercise was held on March 27th at the Pike County EOC with several agencies participating.
- HIPAA – Changes to HIPAA rules and regulations will take effect in the coming year. Staff is in the process of attending trainings and revising policies.
- Anita attended the Rotary Club meeting on April 24th and gave a presentation on PCHD and the services we offer.
- Anita attended a Prevailing Wage workshop. She will be working with the State's Attorney to implement required forms.
- Jane and Anita gave a presentation to the Pike County Public Safety committee on April 8th.
- Dental Clinic –
 - Anita has signed the Purchase Agreement with the HWFPC to purchase 606 W. Adams property. Escrow money has been paid. It is anticipated that Quincy Medical Group will be in their new facility in mid-July.
 - A contract with an architect has been signed. A walk-thru of the 606 W. Adams property has been made.
 - A meeting is scheduled with local dental providers on May 24th to discuss staffing and salaries for the new clinic.
 - Anita will make a request to the City of Pittsfield for their donation of paying city utilities for the 3 years. She will also contact the Pike County Insurance Committee to see if they will contribute to the clinic by paying the property insurance.

- Administrator's Evaluation – Anita's evaluation will take place in July. Paula will email Personnel Committee the evaluation forms prior to July 1st.
- Expiring Board of Health Terms – Three members' terms will expire on June 30, 2013. They are Carole Bradshaw, Dr. Ansari, and Dr. Liesen. Carole agreed to continue to serve on the Board for another 3 year term. Due to Dr. Ansari and Dr. Liesen being absent from the meeting, Andy Borrowman asked Anita to contact both of them to see if they want to continue to serve on the board.

Discussion was held regarding contracting with a practice consultant to assist in establishing the Dental Clinic. The consultant has worked for two local health departments helping them establish their clinic's from the ground up. The PCCHP will provide some funding to help pay for the consultant. A motion to allow Ms. Andress to sign the contract after review after State's Attorney approval was made by Andy Borrowman, 2nd by Anna Beck, vote taken, motion carried.

Discussion was held on the condition of the roof. After having the snow removed from the roof this winter, we now have many leaks in the building, due to the fact that when they remove the snow the shovels catch on the roofing nails and pull them out. A motion to allow Ms. Andress to seek bids to have the roof repaired was made by Anna Beck, 2nd by Dr. Iftner, vote taken, motion carried.

Anita did a survey of local health departments to see what process they used to accept debit/credit card payments. The majority of those surveyed used a service called GovPayNet. This is a web based service that charges the client a small service fee, depending on the amount of the payment. A motion to use the GovPayNet service for debit/credit card payments was made by Katherine Rowles, 2nd by Jennifer Niebur, vote taken, motion carried.

A list of closed sessions were reviewed and will remain closed on a motion made by Anna Beck, 2nd by Katherine Rowles, vote taken, motion carried.

Administrative report was approved on a motion made by Jennifer Niebur, 2nd by Anna Beck, vote taken, motion carried.

Carole Bradshaw noted that no one was present for public comments.

Next meeting is July 25, 2013 at 7:00 p.m. in the Pike County Health Department conference room.

Meeting was adjourned at 9:18 pm by Vice-President Carole Bradshaw.

Respectfully submitted,

Jennifer Niebur
Secretary