

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

DATE: April 24, 2014

Members Present:

Dr. David Iftner	Andy Borrowman	Anna Beck	Katherine Rowles
Barb Reinhart	Dr. Stephen Liesen	Dr. Christopher Wagoner	

Members Absent:

Carole Bradshaw	Dr. Ronald Johnson	Jennifer Niebur	Ruth Holman, CNP
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Others Present:

Anita Andress	Jan Bleich	Don Beard	Paula Dean
Tammy Gilbert	Jane Johnson	Judy Sweeting	JoAnn Smith
Greg Sandidge			

The meeting was called to order at 7:05 p.m. by Board Member Andy Borrowman.

Anna Beck was appointed President Pro-tem on a motion made by Andy Borrowman, 2nd by Dr. Liesen, vote taken, motion carried.

Moved agenda item Home Health Report (section VI.) up to section IV. This change and the agenda were approved on a motion made by Katherine Rowles, 2nd by Andy Borrowman, vote taken, motion carried.

Minutes of the January 23, 2014 BOH meeting were approved on a motion made by Dr. Liesen, 2nd by Dr. Wagoner, vote taken, motion carried.

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

- Quarterly Stats reviewed – Private Duty and Skilled Nursing visits were down this quarter. Our normal length of stay in a patient's home for Home Health services is 2-3 weeks.
- Patient Satisfaction Surveys – Surveys continue to have very positive comments about our staff and services.
- Services – Occupational Therapy services can now be offered to our clients. A letter was sent to providers letting them know we can now offer these services.

The home health program had two revised policies, Financial Determination/Sliding Fee Scale, Measuring Wounds and Non-Removable Dressings, and two new policies, Electronic Signatures and Referral to Outside Agencies. The policies were approved on a motion made by Andy Borrowman, 2nd by Katherine Rowles, vote taken, motion carried.

Two Home Health nurses, Judy Sweeting, RN and JoAnn Smith, RN, were present to discuss their concerns with a rate increase in our Private Duty fees in the Home Nursing program. Currently we see several clients at Griggsville Estates. The Griggsville Estates administrator does not feel they will be able to continue with our services with the rate increase as proposed.

Judy feels that we have a good relationship with the clients at Griggsville Estates and she thinks we would lose referrals to see their patients for other services. JoAnn understands that the rates need to be increased and wondered if we would be able to set-up a special rate for facilities, since we would not have the additional time and mileage of travel, since they are all in one location. Discussion and vote to approve the rate increase was tabled until the Financial Report.

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

Greg Sandidge presented the following Properties information:

- 606 W. Adams Property
 - USDA Funding – The USDA Community Facilities Grant is no longer being pursued. The amount that was being requested from that grant has been added to the REDLG Grant application for a revised total of \$251,000. USDA will fund a total of \$201,000 with PCHD matching \$50,000. Any expenditures on the project after April 9th can be applied to this grant.
 - Phase III bids have been received. Bids ranged from \$325,050 - \$492,800. All bids were too high. The architect has contacted the two lowest bidders to revise the plans to bring down the cost. Anita will call a special meeting in May to approve new bids for Phase III.
 - The timeline for Phase III will be determined by USDA funding schedule.
 - United Community Bank has agreed to underwrite the loan for this project, if needed.

- 113 E. Jefferson Property
 - A walk-through with a building inspector was completed. He was very vocal about all the stained ceiling tiles stating we had mold everywhere in the building, wanted to sell us expensive mold test kits and recommended mold remediation. After discussions with IDPH, they recommended no remediation at this time and to change out the ceiling tiles. Anita will seek another building inspection from a different company.
 - Anita will work with the States Attorney, Carrie Boyd, to advertise the sale of the 113 E. Jefferson property by sealed bids with a minimum bid listed in the advertisement. Ad will be placed in local newspapers in June.

Property reports were approved on a motion made by Dr. Liesen, 2nd by Andy Borrowman, vote taken, motioned carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed
- Staffing – Kathy Cooney has decreased her days to two days per week. August Filbert has been hired as part-time Food Inspector. This position is temporary.
- Food Program – Jane would like to add a re-inspection fee for violations that are not corrected by the 3rd visit. This fee would be \$50.
- Sewage Program – Due to new rules in the sewage code, new construction sites will require more visits by our environmental health staff when installing a septic system.

The Environmental Health committee would like to increase permit fees for new construction to account for the additional site visits.

A motion to implement the fee increases proposed by the Environmental Health Committee for the Food Program Re-inspection fee and the Sewage Program New Construction Permit fees were approved on a motion made by Andy Borrowman, 2nd by Katherine Rowles, vote taken, motion carried.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.
- Family Planning – We currently have 3 practitioners providing services in Family Planning.

Health Promotion:

- Quarterly Stats reviewed. The Diabetes Program and Babysitting Clinic have been removed from the stats sheet, as we are no longer providing those services.
- The Pike County Health Fair will be held on May 2nd at the Crossroads Center from 10:00-2:00.

The Communicable Disease Program had a revision to the Vaccine Price List and a policy revision to the STD Manual. All revisions were approved on a motion made by Katherine Rowles, 2nd by Dr. Liesen, vote taken, motion carried.

Dental Clinic:

- Quarterly stats reviewed.
- Received our final Illinois Children's Health Care Foundation payment of \$50,000 in March.
- Received notification that we received a \$10,000 grant from Healthy Smiles, Healthy Children Foundation. We should receive payment in July.
- Received \$3,000 from the Pike County Community Health Partnership.
- Will receive \$7,000 from SIU to help offset training costs of dental staff.
- Will pursue Electronic Health Records stimulus funds, as our dental software is an eligible software package. First years payment is \$21,250.
- Other grant opportunities we are pursuing, Tracy Family Foundation and Quincy Area Foundation.
- Working with SIUE on recruitment of a new dentist.
- Patient Satisfaction Surveys have been developed and will be given to dental clients.
- Dr. Liesen has been working with Dr. Emani. Dr. Liesen would like for our dental clinic to do hospital cases. These cases can create a large sum of revenue. The dentist must also be speedy in his procedures.
- The Dental Clinic received the Community Betterment Award from the Chamber of Commerce.

- Clinic hours are now Monday – Thursday, 7:30 am – 6:00 pm.
- Outreach to surrounding counties Emergency Rooms was suggested.

Discussion was held on seeing adult Medicaid clients who present with a dental emergency. As there are only certain situations and timelines that an adult would be covered, a \$50 deposit would be required at the first visit. If patient follows through with their next appointment in the appropriate time frame, they would get back their deposit. If client does not keep their appointment, we would keep their deposit. We would still not see low-income adults without Medicaid. A motion to treat adults Medicaid clients who present with a dental emergency was made on a motion by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

Public Health reports were approved on a motion made by Andy Borrowman, 2nd by Dr. Wagoner, 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 126,397. A loss in the 1st quarter is a normal occurrence.
 - Revenues were 9% under budget and expenses were 8% under budget for the 1st quarter of FY 2014.
 - Need to receive at least \$45,000 a month in Medicare revenues to maintain cash flow.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 10% during the 1st quarter of FY 2014 as compared to the 1st quarter of FY 2013.
 - Expenses increased by 9% during the 1st quarter of FY 2014 as compared to the 1st quarter of FY 2013.
- Outstanding Revenues
 - At the end of FY 2013, our outstanding revenues were \$221,735. At the end of the 1st quarter, we have received 88.1% of our outstanding revenues.

Discussion was continued on the Private Duty Home Nursing fee increase. A motion to increase the fees in the Private Duty Program and to continue seeing Griggsville Estate patients at a rate change of \$20 per visit for one year and decreasing the days our nurses visits from 3 days per week to 2 days per week and re-evaluating in one year was made by Andy Borrowman, 2nd by Dr. Wagoner, vote taken, motion carried.

Mandatory furlough days have been implemented for the months of May and June. Full-time staff must take 2 furlough days and part-time staff must take 1 furlough day.

All non-essential meetings have been discontinued, as a cost savings measure. If a meeting is mandatory for a grant program, attendance and travel is allowed.

The financial report was approved on a motion made by Andy Borrowman 2nd by Katherine Rowles, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A foodborne outbreak exercise is scheduled in June.
- 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, 2014. They are Dr. Iftner, Dr. Johnson, and Barb Reinhardt. Dr. Iftner agreed to continue to serve on the Board for another 3 year term. Barb Reinhardt does not wish to continue on the Board of Health. Due to Dr. Johnson being absent from the meeting, Andy Borrowman asked Anita to contact him to see if he wants to continue to serve on the board.

A list of closed sessions were reviewed and will remain closed on a motion made by Andy Borrowman, 2nd by Dr. Iftner, vote taken, motion carried.

Administrative report was approved on a motion made by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

Anna Beck noted that no one was present for public comments.

Next meeting date will be July 24, 2014 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:15 pm by President Pro-tem Anna Beck.

Respectfully submitted,

Anita Andress
Administrator