

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

DATE: April 23, 2015

Members Present:

Andy Borrowman	Anna Beck	Katherine Rowles	Julie Plattner
Jennifer Niebur	Carole Bradshaw	Dr. David Iftner	Theresa Shinn
Dr. Christopher Wagoner			

Members Absent:

Dr. Stephen Liesen Dr. Ronald Johnson

Others Present:

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

The meeting was called to order at 7:00 p.m. by President Katherine Rowles.

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

Minutes of the January 22, 2015 BOH meeting were approved on a motion made by Julie Plattner, 2nd by Dr. Wagoner, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed. Septic installs were down during the winter months, but have increased as the weather has gotten warmer.
- Food Program
 - Discussed a recent botulism outbreak linked to an Ohio church potluck where one person has died. Botulism is usually obtained by eating home canned foods.
 - Food Classes – A Food Handlers class will be offered in May, as well as a Food Managers Certification Class.
 - Cup Cake Law – For this law to be enacted in Pike County, the County Board must pass an ordinance. This law would allow home Bakeries/Kitchens to sell items made in their home without taking any type of food sanitation class. Items cannot be sold to commercial businesses. Jane has been working with individuals on a case by case basis.
 - Concession Stands – Stands will be licensed this year and will need to have one Food Manager on site. Jane is volunteering her time to be the Food Manager at the Pittsfield Lake. Concession stands on school property will fall under the schools license.
- Zoning Ordinance – The Zoning Administrator is trying to figure out if villages in Pike County are covered by the county zoning office.
- Legislative Updates
 - NPDES – One permit has been received in Pike County. It is for an Outdoor Educational Center in Hull.

- Land Fill Host Fee Agreement – The County Board is continuing to negotiate the Host Fee agreement. The time frame on contract is for 40 years. The landfill will expand with an additional 61 acres and a higher elevation. EPA has not inspected landfills since 2009. Concerned about toxic and hazardous wastes coming into the landfill, as Area Disposal processes these types of waste and it is converted to decharacterized waste instead of hazardous waste.
- Tobacco Program – The grant is changing for the next fiscal year. IDPH will pay us \$5,000 at the start of the grant, then pay per establishment visit. These visits will take place when EH staff conducts a restaurant food inspection.
- Radon – PCHD sold \$200 worth of Radon test kits at the WGEM Home Show in March.

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

Tammy Gilbert presented the following Home Health reports:

- Quarterly Stats reviewed – Admissions were up in February. The rest of the stats remained at a level similar to the previous quarters in FY 2014.
- Staffing – A part-time RN has been hired and 1 part-time RN resigned.
- Coding – We will be transitioning from ICD-9 codes to ICD-10 codes by October 1, 2015.
- Patient Surveys – Patient Satisfaction Surveys continue to be positive. Sometimes we receive a negative comment for items that are out of our agencies control. We follow-up on any negative comment received.
- Medicare Review – An unannounced Medicare Review was held in February. Zero deficiencies were found. The reviewer commented on how much progress we had made since our last review 3 years ago. Our internal Performance Committee contributed greatly to this progress.
- Referrals – The majority of our referrals for home health are requesting OT services, since we have contracted with an agency that can provide this service for us.

Home Health had one revised policy, Private Duty Nursing Client Contract/Policy. The policy was approved on a motion made by Carole Bradshaw, 2nd by Anna Beck, vote taken, motion carried.

Home Health reports were approved on a motion made by Andy Borrowman, 2nd by Dr. Iftner, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed. Stat sheet was revised. Several programs were removed from the reporting form as they are no longer offered. All stats continue to be down.
- FP – Beth is working to secure another provider for the Family Planning clinic.

Health Promotion:

- Quarterly Stats reviewed.

- Billing – Have attended a couple meetings to possible out-source our public health billing. Not sure it will be cost effective for our agency at this time.
- Communicable Disease – We now have adult vaccines available for adults who are uninsured or under insured. This program will work the same way as the VFC vaccine program.
- Tobacco Program – Before Judy Sweeting’s retirement, she worked with the Pike County Tobacco Coalition and Chris Bruns, Executive Director of Pike County Housing to initiate smoke-free public housing.

Dental Clinic:

- Quarterly stats reviewed. Active patients are 60% children and 40% adults. We need these percentages to be 75% children and 25% adults.
 - New adult patients were not being accepted from February thru April 16th. Now only new adult patients that are from Pike County are being accepted. Adults requesting a prophylaxis (cleaning) will be referred to another dentist, as their medical card does not pay for this service.
- Recruitment – Dr. Matt Liesen has accepted the full-time dentist position. He will begin in July. Three temporary dentists were utilized while Dr. Emani was out of the country for a month. Dr. Liesen continues to help one day per month with complicated cases.
- Loan Repayment – We are applying to be a National Health Service Corp to become an eligible site for student loan repayment. This will be helpful when recruiting a new dentist.
- Award – Dr. Stephen Liesen received the Volunteer of the Year award from the Pike County Chamber of Commerce for his many hours of volunteering at the dental clinic.

Dental had two revised policies/forms, Sliding Fee Discount Application and Sliding Fee Scale and two new policies, Non-Discrimination Policy and Sliding Fee Scale Program Policy. The policy was approved on a motion made by Jennifer Niebur, 2nd by Julie Plattner, vote taken, motion carried.

Public Health reports were approved on a motion made by Jennifer Niebur, 2nd by Andy Borrowman, 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 \$27,855.
 - Revenues were 4% under budget and expenses were 2% under budget for the 1st quarter of FY 2015.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 27% during the 1st quarter of FY 2015 as compared to the 1st quarter of FY 2014.
 - Expenses increased by 2% during the 1st quarter of FY 2015 as compared to the 1st quarter of FY 2014.

A motion to adopt a Resolution to allow Anita Andress and Andy Borrowman, County Board Chairman, to initiate a revolving loan in the amount of \$50,000 from United Community Bank was made by Dr. Iftner. 2nd by Jennifer Niebur, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Ebola monitoring continues throughout the state. There have been no cases in Pike County.
- 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 – Four members’ terms will expire on June 30, 2014. They are Anna Beck, Jennifer Niebur, Julie Plattner and Katherine Rowles. Jennifer Niebur, Julie Plattner and Katherine Rowles agreed to continue to serve on the Board for another 3 year term. Anna Beck does not wish to continue on the Board of Health.

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

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

Katherine Rowles noted that no one was present for public comments.

Next meeting date will be July 23, 2015 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:43 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary