

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

DATE: April 27, 2017

Members Present:

Katherine Rowles	Jennifer Niebur	Theresa Shinn	Dr. Christopher Wagoner
Tom Leahy	Dr. Brett Schafer	Julie Plattner (7:00 pm)	

Members Absent:

Michelle Kendrick	Andy Borrowman	Dr. David Iftner	Dr. Ronald Johnson
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Others Present:

Anita Andress	Don Beard	Jan Bleich	Paula Dean
Cindy Hess	Sharon Bargmann	Dr. Matt Liesen	Jane Johnson

The meeting was called to order at 6:01 p.m. by President Katherine Rowles.

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

Minutes of the January 26, 2017, 2016 BOH meeting were approved on a motion made by Dr. Wagoner, 2nd by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
 - A full-time health inspector has been hired.
 - FDA Food Code – Working hard to incorporate the final changes of the food code. With the Food Code changes, minor revisions will need to be made to the Pike County Food Ordinance.
 - Raw Milk (unpasteurized) – The State of Illinois is pushing to allow individuals to sale raw milk. PCHD is against this effort. We will be posting information on our website and Facebook to educate the public on the dangers of consuming raw milk.
 - Fresh Eggs – Fresh eggs may be sold from a producer’s home without a license. If the producer wants to deliver fresh eggs, a license must be obtained from the state for a nominal fee.
- Land Fill – The Hickory Ridge landfill is offering a free Pike County Clean-up day on May 6th. As per the Host Agreement with Pike County, the landfill will offer 2 clean-up days per year.

Environmental Health reports were approved on a motion made by Tom Leahy, 2nd by Theresa Shinn, vote taken, motioned carried.

The introduction of Sharon Bargmann as the new Director of Nursing was made.

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed. Referrals were down the 1st quarter of FY 2017 as compared to the 1st quarter of FY 2016. HHA hospice visits are down. Blessing has been using their own staff for these visits since December.
- Patient Satisfaction Surveys – We continue to receive positive responses from our patients and are above national average on our ratings.
- Chart Audits – No problem patterns seen at this time.
- Staffing – A full-time Home Health RN, Bonnie Barber, has been hired. Bonnie had previously worked for our agency. We are continuing to advertise for an additional full-time RN or LPN.
- Pre-Claim Review Process –The pre-claim review process was put on hold effective April 1st by CMS. When CMS reinstates the process, they must give a 30 day notice.
- Home Health Software – The transition to iPads for documentation is complete.
- Billing – We continue to experience billing issues for one VA patient. Cindy has been asking the VA on new referrals if billing can be completed through their VA office instead of going through the Veteran’s Choice Program.
- Home Nursing/Home Services (Private Duty) – A review was conducted of our Home Nursing/Home Services program on April 5th. No citations were noted. Recommendations were made to update client contracts, assignment sheets and our policies on checking the Health Care Worker Registry.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly Stats reviewed. Dental stats were low in February, but are back to normal levels at this time.
- Family Planning – Working to secure an additional nurse practitioner for clinics. In discussions with SIU to provide a collaborating physician to oversee the nurse practitioner. A part-time Family Planning Secretary, Lisa Boren, has been hired. Lisa had previously worked for our agency.
- Communicable Disease – Reviewed the CD/STD log of cases/suspected cases for the 1st quarter of FY 2017.
- Dental Clinic
 - Dr. Kaydi Grote will go from part-time to full-time on September 1st, replacing Dr. Matt Liesen.
 - Grants – Megan Newman will be doing the grant writing, once Jan retires.
 - The Pittsfield Rotary Club has purchased books related to oral health and nutrition to be distributed to children in our dental clinic. Dr. Matt Liesen’s sister, a PhD student at the University of Wisconsin-Madison, will be doing a research project on the Literacy Program and will be in our clinic the end of May.
 - The PHS Rotary Interact program will be receiving a tour of the dental clinic and making a donation on May 5th.

Public Health had six revised policies in the Family Planning program, Income Guidelines, OC's available at PCHD, Annual Comprehensive Visit, Abnormal Pap Result Follow-up Management, After Hours Emergency and Contraceptive Emergency and STD Screening and Treatment. The policies were approved on a motion made by Theresa Shinn, 2nd by Dr. Schafer, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Schafer, 2nd by Theresa Shinn, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 1st quarter of FY 2017 resulted in an operating loss of \$32,683.
 - Revenues were 4% under budget and expenses were 2% under budget for the 1st quarter of FY 2017.

- Profit and Loss Summary
 - Home Health is currently showing a loss, due to the Pre-claim review process slowing down timely submission of bills.
 - The Local Health Protection Grant funding of \$63,201 has still not been received for FY 2017 (7/1/16-6/30/17).
 - DHS grant payments are currently behind from the state.
 - IDPH grant payments are currently on schedule.
 - Dental Clinic is showing a profit for the 1st quarter of FY 2017. The expenses in that program are currently \$36,611 more the 1st quarter of FY 2017 as compared to the 1st quarter of FY 2016.

- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 3% during the 1st quarter of FY 2017 as compared to the 1st quarter of FY 2016.
 - Expenses decreased by 18% during the 1st quarter of FY 2017 as compared to the 1st quarter of FY 2016. This can be attributed to staff no longer taking furlough days.

Mr. Beard explained that we have received our first quarter payment for the Landfill Host Agreement. We should receive \$12,000 throughout the year.

The financial report was approved on a motion made by Tom Leahy 2nd by Jennifer Niebur, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Nancy Halpin has been working to ensure that all staff receive the required NIMS trainings. Other staff members have participated in SIREN, WEB EOC, IMATS and Real Opt trainings. Pike County PEMA Coordinator has established monthly emergency partner meetings.
- Unfinished Business – Waiting on the County to give us direction on paying our liability insurance. This would be the final year of PCHD paying for the insurance.

- Building Maintenance
 - Basement Flooding - On April 5th our sump pump failed flooding portions of the basement. We have installed a new sump pump and will be installing an alarm and an additional sump pump as a back-up.
 - We continue to monitor the air quality in the basement since the new exhaust fans were installed to help with air circulation.
 - BK Electric will be mapping all the circuits in the building.
 - The State Plumbing Inspector finally inspected our building. We have 19 sinks and an eye wash station that need tempered water. The cost will be \$50-\$75 per faucet. We will set-up a plan to stagger the installation.

- Pike County Community Health Partnership (PCCHP) – The fiscal agent for the PCCHP is currently the Health and Wellness Foundation of Pike County (HWFPC). The HWFPC is looking to transition away from being the fiscal agent. At this time, PCHD is not eligible to serve as the fiscal agent as our agency is not a 501(c) 3.
- Expiring Board of Health Terms – Three members’ terms will expire on June 30, 2017. They are Theresa Shinn, Dr. David Iftner and Dr. Ronald Johnson. Theresa Shinn does not wish to continue on the Board of Health. Dr. Iftner and Dr. Johnson were not in attendance at the meeting. Anita will contact them to see if they agree to serve another term. Please submit any names to Anita for possible replacement board members.
- Administrator’s Evaluation – Anita’s evaluation is due. Paula will email Personnel Committee the evaluation forms and possible dates.
- The County is researching a County Administrator position. The committee will be holding a meeting with department heads in the near future to discuss the need for this position.
- Ms. Andress has been appointed the Chairman of the oral health committee with the Illinois Association of Public Health Administrators. She is also serving as moderator for Adams and Brown Counties as they complete their mapping assessment for their IPLAN process.

Ms. Andress is working with a group of local health departments and SIU to form the Western Illinois County Alliance. This group is looking at gaps in service in rural areas and the Opioid crisis. They will also be looking at grant funding to help with the areas they identify. A Memorandum of Understanding (MOU) will be signed by all Boards of Health in the participating counties. A motion to approve the MOU was made by Tom Leahy, 2nd by Jennifer Niebur, vote taken, motion carried.

A list of closed sessions were reviewed and will remain closed on a motion made by Jennifer Niebur, 2nd by Theresa Shinn, vote taken, motion carried.

Due to recent site reviews and new Illinois laws, Personnel Policies were revised in the following sections; Employment Selection (Background checks), Bereavement Leave (Child Bereavement Leave), and In-services, Meetings and Workshops (Travel Reimbursement). The policies were approved on a motion made by Julie Plattner, 2nd by Dr. Wagoner, vote taken, motion carried.

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

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

Next meeting date will be July 20, 2017 at 6:00 p.m. in the Pike County Health Department classroom. This is a change from the normal meeting date of July 27, 2017.

Meeting was adjourned at 7:36 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary