

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

DATE: August 20, 2015

**Members Present:**

Andy Borrowman	Michelle Kendrick	Katherine Rowles	Dr. Stephen Liesen
Jennifer Niebur	Carole Bradshaw	Dr. David Iftner	Dr. Christopher Wagoner

**Members Absent:**

Julie Plattner	Theresa Shinn	Dr. Ronald Johnson
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**Others Present:**

Anita Address	Don Beard	Jane Johnson	Jan Bleich
Paula Dean	Dr. Matt Liesen		

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

Welcome and introductions were made to new board member, Michelle Kendrick and new dentist Dr. Matthew Liesen.

Agenda was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Wagoner, vote taken, motion carried.

Minutes of the April 23, 2015 BOH meeting were approved on a motion made by Dr. Liesen, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Jan Bleich presented the following Dental Clinic reports:

- Quarterly stats reviewed. At the end of July we have over 2,400 active patients and are averaging 100 new patients a month. To meet reporting needs of grants and NHSC, we will be revamping the way stats are collected on a monthly basis. Currently 60% of our caseload is children. We continue to have a large number of no-show appointments in the clinic. We have been trying to double book appointments to have a more productive day.
- National Health Service Corp – We have received notice that we are an approved National Health Service Corp site. This will help with recruitment of a new dentist, as it offers student loan repayment options.

Dental had one revised policies/forms, Sliding Fee Discount Application and Sliding Fee Scale. The policy was approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program

- PCHD does not support the Cup Cake Law. It is not intended for home based businesses, but for fund raisers. Only the county can pass an ordinance, not a township.
- Health Inspectors are now completing a Smoke Free Illinois inspection report during each food inspection. This is a new requirement of the Tobacco grant.
- IDPH wants to revise the food codes every 2 years.
- Tobacco Program
  - A local establishment has been ticketed for an employee smoking in the business.
  - A new proposed rule to the SFIA would eliminate smoking in “beer gardens” where employees and bands work.
- Zoning – The health department will work in conjunction with the zoning office on cabin elevation when a septic system is involved.
- Land Fill Host Fee Agreement – The County Board passed a draft agreement in June. Several concerns that the BOH had were not addressed in the agreement.
- Boil Orders – Several boil orders have been issued in recent weeks that have affected local eating establishments. Boil orders are very time consuming and tedious for these business. A review of reporting procedures is needed with local water operators.
- Legislative Updates
  - Selling of Raw Milk – IDPH is failing to protect the mandates of safe food by allowing the sale of raw milk.

Environmental Health reports were approved on a motion made by Carole Bradshaw, 2<sup>nd</sup> by Dr. Iftner, vote taken, motioned carried.

Jan Bleich presented the following Home Health reports:

- Quarterly Stats reviewed – Nursing visits were up during the last quarter. All other stats remained the same as the previous quarter.
- Staffing – Tammy Gilbert, RN Home Health Nursing Supervisor will be retiring in December. We are currently advertising in-house for a replacement.
- Coding – We will be transitioning from ICD-9 codes to ICD-10 codes by October 1, 2015. Staff is currently training on the new codes.
- Patient Surveys – Patient Satisfaction Surveys continue to be positive. There is a new Star rating being published on the CMS website. These ratings are based on Oasis questions answered in the patients chart and submitted for billing.

Home Health had two new policies, Private Duty, Notification of Emergency Contact and Electronic Visit Verification. The policies were approved on a motion made by Dr. Liesen, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

Home Health reports were approved on a motion made by Dr. Liesen, 2<sup>nd</sup> by Carole Bradshaw, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed.

- WIC
  - Working with a vendor who can bill Medicaid for clients who need a breast pump.
  - Staffing has been very tight the last few months as an employee has been out on medical leave.
  - WIC clinics are being decreased to 3 days a week instead of 4 days, beginning September 1<sup>st</sup>, due to decreased caseload and funding.
- Family Case Management – Receiving grant but with reduced funding.
- Family Planning
  - A contract has been secured for an additional provider in the Family Planning clinic, Joanna Bunch.
  - The Family Planning grant was competitive this year. We have been notified that we will receive the grant at reduced funding.
- Communicable Disease
  - We now have a Vaccine for Adults Program. Local providers have been notified of this program. This program will work the same way as the VFC vaccine program.
  - Transact Rx – We are now able to bill Medicare Part D for certain adult vaccines.
- Media/Advertising – We are working to revise current media contracts due to cash flow issues.

Public Health had one revised policy, TB Program Policy and one new policy, Breast Pumps-Medical Card Policy. The policies were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Wagoner, 2<sup>nd</sup> by Dr. Liesen, 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 \$69,622.
  - Revenues were 11% under budget and expenses were 6% under budget for the 2<sup>nd</sup> quarter of FY 2015.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues increased by 9% during the 2<sup>nd</sup> quarter of FY 2015 as compared to the 2<sup>nd</sup> quarter of FY 2014.
  - Expenses decreased by 4% during the 2<sup>nd</sup> quarter of FY 2015 as compared to the 2<sup>nd</sup> quarter of FY 2014.

Public Health staff are taking mandatory furlough days, every Friday, beginning September 1<sup>st</sup> for the next 6 months. All other full-time staff are continuing to take 12 or more furlough hours per month and part-time staff are taking 7.5 furlough hours per month.

Due to no state budget, as of July 1<sup>st</sup>, no payments have been received from the state. Just this week, Governor Rauner passed a bill to release Federal funds to agencies. We should hopefully begin receiving some grant money.

Anita will approach the County Board Insurance committee to discuss the county paying for our liability insurance. Work on the new County budget begins in September. PCHD is currently behind on paying health insurance premiums to the county.

The financial report was approved on a motion made by Dr. Liesen 2<sup>nd</sup> by Carole Bradshaw, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Presented the upcoming Emergency Preparedness conferences and exercises.
- Administrator’s Evaluation – Anita’s evaluation was completed on August 10<sup>th</sup> by the Personnel Committee. Carole read the supervisor’s comments and thanked Anita for her hard work and dedication.
- Fulton County Contract – Fulton County Health Department will be contracting with Pike County Health Department for Registered Dietitian/WIC Coordinator services beginning September 1<sup>st</sup>.  
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.
- IPLAN – PCHD requested a 6 month extension from IDPH to complete the IPLAN process. Original due date was September 2015, but PCHD would like to submit it by the end of December. Cynthia Struthers, Institute for Rural Affairs at Western IL University is completing the assessment for the Pike County at a cost of \$6,000 and is being paid for by the Health & Wellness Foundation of Pike County.

Changes were made to the current committee appointments; Michelle Kendrick was added to the Finance Committee, Katherine Rowles was added to the Personnel Committee and the Executive Committee. Ruth Holman and Anna Beck were removed from all committees, as they are no longer on the Board.

A motion to retain the current slate of officers for the coming year and committee changes as presented by the President, Katherine Rowles was made by Dr. Liesen, 2<sup>nd</sup> Jennifer Niebur, vote taken, motion carried.

The Freedom of Information Act Policy was revised due to changes in the Illinois law & PCHD relocation. Policy was approved on a motion made by Carole Bradshaw, 2<sup>nd</sup> Michelle Kendrick, vote taken, motion carried.

Administrative report was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

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

Next meeting date will be October 22, 2015 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:40 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur  
Secretary