

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

DATE: January 24, 2013

Members Present:

Dr. David Iftner	Andy Borrowman	Anna Beck	Dr. Ronald Johnson
Barb Reinhart	Ruth Holman, CNP	Katherine Rowles	Dr. Stephen Liesen
Carole Bradshaw	Jennifer Niebur		

Members Not Present:

Dr. Shehnaz Ansari

Others Present:

Anita Andress	Jan Bleich	Don Beard	Paula Dean
Jane Johnson			

The meeting was called to order at 6:37 p.m. by President Ruth Holman.

Agenda was approved on a motion made by Barb Reinhardt, 2nd by Katherine Rowles, vote taken, motion carried.

Minutes of the October 25, 2012 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Anna Beck, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Annual & Quarterly Stats reviewed – Septic installs increased this fiscal year.
- Food Program –
 - Permitting during the first year of the Food Ordinance went very well. Only one non-profit establishment was missed.
 - Livingston County Health Department staff has offered to provide some training on our current food inspection software program. They are using the same software, with much success.
- Geothermal – Vertical geothermal systems will need to be permitted. Most geothermal installations in Pike County have been horizontal systems. Waiting on new forms that should list all specifications.
- Zoning – Continuing to work with the Zoning Administrator and the Supervisor of Assessments office to assure necessary permits are issued. Coordination between 3 offices remains difficult.
- Smoke Free Illinois Act – Complaints are on the decrease and contracting with the Sheriff's Department for education and enforcement has been great addition to the program.
- Staffing – An ad for a part-time support position has been placed in the local papers. This person will help with inspections and clerical work. We will also be interviewing a potential part-time worker who will be paid through Experience Works, formerly known as the Green Thump Program.
- Code Hearing – A permanent Code Hearing Officer, Mike Roseberry, has been hired

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

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

- Annual & Quarterly Stats reviewed – Home Health stats remained stable this quarter. Skilled Nursing visits showed an increase the year and the quarter.
- Oasis Visits – Only completing on patients that require an Oasis, instead of completing one on all patients.
- Staffing – Have hired an LPN for to provide Private Duty services. Currently advertising for a part-time RN.
- Patient Satisfaction Surveys (Deyta) – PCHD has a 50% return rate with many giving positive comments.
- Discharge Planner/Physician Surveys – Very poor response rate. Out of 121 surveys mailed out, 10 were received back. The 10 received showed positive comments.
- CareAnywhere – Our new software provider is sharing best practices as we transition to our new software.

The home health program had four revised policies, Clinical Documentation and Filing Timelines, Home Health Services, Admission Criteria, and Outcome Assessment and Information Set (OASIS). The policies were approved on a motion made by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Annual & Quarterly Stats reviewed.
- Program Updates
 - WIC – Walk-in clinics began on January 2nd. They are going over well.

The Family Planning program had two new policies. The new policies are Expedited Partner Treatment for Chlamydia & Gonorrhea and Emergency Contraception. The Family Planning policies were approved on a motion made by Dr, Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

Health Promotion:

- Annual & Quarterly Stats reviewed.
- Communicable Disease
 - Immunizations – The Vaccine for Children program regulations have been tightened. We will begin purchasing private stock vaccine and billing insurance for those clients 4 years and older that are no longer eligible for the vaccine purchased through the VFC program. A press release will be developed to notify the public of these changes.

- Obesity Prevention – A small grant has been received to establish a pilot program targeted at youth.

Discussion was held regarding accepting credit cards/debit cards for immunization charges. It was recommended that we contact other local health departments and see if they accept them. Questions to investigate are what fees we would be charged from the bank for accepting credit/debits cards, are we allowed to charge a processing fee, and could we possibly use an I-Phone with a card reader.

The immunization program had a revision to the Vaccine Price List. Vaccine Price List was approved on a motion made by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 4th quarter showed an operating loss of \$31,476. We ended the year with an operating loss of \$87,154.
 - Revenues were 9% under budget and expenses were 3% under budget for FY 2012.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 2% during FY 2012 as compared to FY 2011. The fiscal year ended with a decrease in revenues which can be attributed to a reduction in an overlapping tax installment in FY 2011.
 - Expenses increased by 11% during FY 2012 as compared to FY 2011. This increase can be attributed to an extra lump sum payment to the county insurance fund and the purchase of dental equipment.
- Outstanding Revenues
 - At the end of FY 2012, our outstanding revenues were \$346,918.

The financial report was approved on a motion made by Carole Bradshaw 2nd by Barb Reinhardt, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A new vaccine storage refrigerator and freezer have been purchased through a carry-over grant.
- DRAFT versions of the Annual Report and Plans were distributed for review. The Board will receive their Final version at the April meeting.
- Dental Clinic –
 - Anita has signed the Non-Binding Agreement with the HWFPC which allowed the HWFPC to move forward with their purchase agreement of the 606 E. Adams property from Quincy Medical Group.

- The State's Attorney has reviewed and approved the Purchase Agreement with the HWFPC.
- HWFPC is requesting a \$7500 escrow if we move forward with the Purchase Agreement.
- Need to locate an attorney to use as our escrow agent.
- Anita would like to secure an architect to handle the bidding process. She has made contact with one architect and will contact two additional ones.
- The recruitment process for a dentist will start next month. Would like to include Dr. Liesen's name on the ad if applicant has any questions, they could contact him.
- The dentists that will be graduating in 2013 will receive their license in July and our clinic won't open until January 2014.

A motion to allow Ms. Andress to sign the Purchase Agreement with the Health and Wellness Foundation of Pike County for the 606 E. Adams property for \$150,000 was made by Andy Borrowman, 2nd by Anna Beck. Motion carried with a roll call vote. Ms. Beck, yes; Dr. Iftner, yes; Dr. Johnson, abstain; Dr. Liesen, yes; Ms. Reinhardt, yes; Ms. Rowles, yes; Ms. Niebur, yes; Mr. Borrowman, yes; Ms. Bradshaw, yes.

A motion to allow Ms. Andress to seek bids for an Architect and allow for her to sign a contract with the selected Architect, after State's Attorney approval was made by Carole Bradshaw, 2nd by Anna Beck, vote taken, motion carried.

A motion to use the Health and Wellness Foundation of Pike County's attorney as our escrow agent was made by Andy Borrowman, 2nd by Dr. Johnson, vote taken, motion carried.

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

Ruth Holman noted that no one was present for public comments.

Next meeting is April 25, 2013 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:22 pm by President Ruth Holman.

Respectfully submitted,

Jennifer Niebur
Secretary