

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

DATE: January 23, 2014

Members Present:

Dr. David Iftner	Andy Borrowman	Anna Beck	Katherine Rowles
Ruth Holman, CNP	Barb Reinhart	Dr. Stephen Liesen	

Members Absent:

Carole Bradshaw	Dr. Ronald Johnson	Jennifer Niebur	Dr. Christopher Wagoner
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Others Present:

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

The meeting was called to order at 6:36 p.m. by President Ruth Holman.

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

Minutes of the October 24, 2013 BOH meeting were approved on a motion made by Dr. Iftner, 2nd by Katherine Rowles, vote taken, motion carried.

Greg Sandidge presented the following Construction Project's information:

- Dental Clinic
 - Ribbon cutting and Open House held December 2nd.
 - Phase I renovations are complete. Cost for renovations were \$25,000 more than the bid, due to a sewer issue, change in light fixtures and converting a closet to the data room.
 - An outreach campaign is underway. Postcards are being mailed to all families with children that have a medical card. These are being mailed out over an 8 week period in groups of 100.
 - A referral list is being developed to assist in special pediatric cases and adults.
 - A list of adults needing care is also being compiled, as we are not currently taking adult patients.

Discussion on how to handle pediatric patients presenting in acute pain was held. A motion to treat pediatric patients in acute pain regardless of ability to pay was made on a motion by Anna Beck, 2nd by Dr. Iftner, vote taken, motion carried.

Dental Clinic policies and procedures were discussed with clarification on how to handle after hours emergencies. Phone message will direct the client to the medical provider or nearest emergency room. A motion to adopt the Dental Clinic Policies and Procedures was made by Katherine Rowles, 2^d by Barb Reinhardt, vote taken, motion carried.

- Phase II & III
 - Phase II bids were opened on January 21st. Bids ranged from \$40,000 - \$75,000.
 - USDA grants/loans are still in being worked on.
 - Phase III final plans should be available next Tuesday.
 - PCHD will be the General Contractor for Phase III.
 - Bids for Phase III will be advertised in February.
 - Our line of credit at United Community Bank is in place.
 - Consultant would continue to help with Phase II & III. Most of his time would be used in March and June.

Discussion was held on the Phase II bids. A motion to reject all Phase II bids was made on a motion by Dr. Liesen, 2nd by Andy Borrowman, vote taken, motion carried.

A motion to continue contracting with practice consultant, Greg Sandidge, through June at a cost of \$6,500 was made by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

- Sale of 113 E Jefferson Property
 - The appraisal of the 113 E. Jefferson property was \$185,000.
 - Per State's Attorney, there are no restrictions on the manner of sale and the appraisal may be shared with the public.
 - An inspection of the property needs to be made by PCHD.

A discussion was held on what the low bid limit could be. Andy thought that you cannot take less than 80% of the appraised value on government property. Clarification will need to be obtained from the State's Attorney.

A motion to sell the 113 E. Jefferson property by sealed bids with a minimum bid of \$148,000, after clarification on low bid limit from Carrie Boyd, State's Attorney and with the time frame she sets forward for accepting bids was made by Andy Borrowman, 2nd by Barb Reinhardt, vote take, motion carried.

A motion to allow Anita Andress to hire an inspection of the 113 E. Jefferson property with an estimated cost of \$750 was made on a motion by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

Construction Project reports were approved on a motion made by Andy Borrowman, 2nd by Barb Reinhardt, vote taken, motioned carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly and Annual Stats reviewed
- Food Program –Effective July 1st, all new license holders must go through a 7 hour course followed by exam. Those with existing license will need to meet the same criteria. The refresher course will be eliminated.
- Zoning – Zoning Coordinator has resigned. Andy Borrowman and Cindy Shaw are currently handling all zoning request until a new Zoning Coordinator is hired.

- The Radon Grant was received. The grant period is 10/1/13-9/30/14 with funding of \$8,517.
- Sewage Code Revisions – Jane will bring a revised sewage fee schedule to the April meeting. With the sewage code revisions, more staff time will be needed but there will not be an increase in our Local Health Protection Grant.
- NPDES - Final permit has been issued. They will not affect Pike County very much.
- Food Awards – Food Awards will be held in March.

The environmental health program had a revision to their Water Program Fees. Water Program Fees were approved on a motion made by Dr. Iftner, 2nd by Katherine Rowles, vote taken, motion carried.

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

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

- Quarterly and Annual Stats reviewed – All visit types were down this fiscal year.
- Chart Reviews – Public Health staff are no longer able to help with chart reviews since going to an electronic health records.
- Services – Occupational Therapy services can now be offered to our clients. A letter will be set to discharge planners letting them know we can now offer these services.
- Marketing – A new radio ad has been recorded by John Hayden discussing the care that he received. It was suggested to provide an in-service to the hospitalist, as they are not local providers and do not know what services we have to offer. Also make routine visits to the MD offices to inform them of our home health services.

Discussion was held regarding a meeting between PCHD staff and QMG staff. QMG staff feels that PCHD is not giving our clients a choice as to what provider they want to utilize for outpatient services (i.e. hospice, lab, and therapy services). PCHD always gives the client a choice in for their outpatient needs. As new outpatient services become available, it is up to the outpatient organization to inform PCHD of these services. Tammy suggests creating a form for outpatient therapy providers so the client can see their choices, pick one, and sign off on it.

It was also learned at the meeting with QMG that they will also be offering Home Health in the future. They may want to contract with our agency to provide those services.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly and Annual Stats reviewed.

Health Promotion:

- Quarterly and Annual Stats reviewed.
- Diabetes & Cholesterol Program – These programs have been discontinued due to finances and no further grant funding effective 1-1-14.

Public Health reports were approved on a motion made by Katherine Rowles, 2nd by Dr. Liesen, 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 \$58,295. We ended FY 2013 with a loss of \$56,006.
 - Revenues were 12% under budget and expenses were 22% under budget for FY 2013.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increase by 8% during FY 2013 as compared to FY 2012. This can be attributed to receiving dental clinic grant funding.
 - Expenses increased by 8% during FY 2013 as compared to FY 2012. This increase can also be attributed to the purchase of the dental clinic property and renovations.
- Outstanding Revenues
 - At the end of FY 2013, our outstanding revenues were \$221,736.

The financial report was approved on a motion made by Dr. Liesen 2nd by Dr. Ifter, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Working on joint application with surrounding counties to form an Medical Reserve Corp.
- DRAFT versions of the Annual Report and Plans were distributed for review. The Board will receive their Final version at the April meeting.
- The following board members would like to receive their packets via email; Dr. Liesen, Andy Borrowman, Ruth Holman, Katherine Rowles, and Anna Beck.

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

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

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

Meeting was adjourned at 9:15 pm by President Ruth Holman.

Respectfully submitted,

Anita Andress
Administrator