

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

DATE: January 22, 2015

Members Present:

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

Members Absent:

Dr. Stephen Liesen Theresa Shinn

Others Present:

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

The meeting was called to order at 7:10 p.m. by Vice-President Carole Bradshaw.

A tour of the building was given to board members prior to the meeting being called to order.

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

Minutes of the October 23, 2014 BOH meeting were approved on a motion made by Jennifer Niebur, 2nd by Katherine Rowles, vote taken, motion carried.

Anita Andress presented the following Properties information:

- 113 E. Jefferson Property
 - The Pike County Sheriff's Department helped move offices to the new location. PCHD staff were at each location telling them which items to take and where each item was to be placed at the new location.
 - Closing on the property took place December 16th. Andy Borrowman attended the closing and signed the documents along with Anita Andress.
- 606 W. Adams Property
 - Construction is complete. There are a few plumbing and electrical issues that need to be addressed.
 - Working on signage for main entrances, parking, handicap entrance and main building sign.
 - Construction loan was paid off with the sale of the 113 E. Jefferson building.

Jane Johnson presented the following Environmental Health reports:

- Quarterly & Annual Stats reviewed. Septic installations continue to be down. Jane has been working with contractors and owners on-site. This process seems to be working well.

- Food Program
 - Food Awards – Discussing separating awards into different categories. EH staff will be contacting other health departments to see how determine who should receive a food award.
 - A Food Handlers class will be offered in February.
 - Cup Cake Law – This currently does not apply to anyone in Pike County until local legislation is passed. Jane will send letters to those individuals who are cooking in their home to come in and discuss this law.
- Ordinance Review – We only investigate nuisance complaints that are in unincorporated areas of the county.
- Legislative Updates
 - Not much action taking place. Forty employees left IEPA at the end of December.
 - NPDES – 24 permits were issued in the state. All were in the Northern part of the state.
 - Geothermal Licensing – Effective January 1st, PCHD will inspect vertical boar geothermal units.
- Land Fill Host Fee Agreement – The County Board is currently negotiating fees. The time frame on contract is for an extended period of time (50-100 years).
- Radon – PCHD will have a booth at the WGEM Home Show in March to share radon information with the public.

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

Tammy Gilbert presented the following Home Health reports:

- Quarterly & Annual Stats reviewed – Stats continue to be down for all disciplines, except for OT services. Average length of stay for patients is approximately 2 weeks.
- Staffing – 1 RN is retiring the end of January. She is the nurse currently providing Private Duty visits to Griggsville Estates 2 days per week. Two of our Home Health Aides, Barb Brown & Susan VanStrien, were nominated for Home Care Employee of the Year. Both have over 25 years of service to PCHD. Sadly, neither of them were selected to receive the award.
- Chart Audits – Audits are currently behind.

Home Health had one revised policy, Bag Technique. The policy was approved on a motion made by Anna Beck, 2nd by Dr. Iftner, vote taken, motion carried.

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

Jan Bleich & Anita Andress presented the following Public Health reports:

Maternal & Child Health:

- Quarterly & Annual Stats reviewed. All stats down, except for pre-school vision & hearing screenings. Caseloads continue to be down statewide.

- FP – Beth is working to secure another provider for the Family Planning clinic.

Health Promotion:

- Quarterly & Annual Stats reviewed. Several programs have been removed from the report, as we no longer offer those services. i.e. bone density, cholesterol screenings, diabetes education
- Communicable Disease – A new part-time RN has been hired to serve as back-up to the communicable disease program.
- Tobacco Program – A site visit is scheduled for the Tobacco Program in February. We have not had a site visit for at least 10 years.

Dental Clinic:

- Quarterly & Annual stats reviewed. Treatment plan numbers are low, as adult patients are not able to come back in and receive preventative services. These services are not covered by Medicaid for adults. We have temporarily stopped seeing new adult patients, as wait times for current patients has become a 2 month wait and reimbursements for adults is lower than it is for children. Stats show we are currently seeing patients from 47 zip codes and 13 counties.
- Recruitment – Dr. Emani will be leaving in May/June. Currently advertising for a permanent replacement. Dr. Liesen continues to help one day per month with complicated cases. Currently looking for a temporary dentist to cover for Dr. Emani the last week of January and the month of February.
- Patient Satisfaction Surveys – Very few surveys were completed, but those that were had positive comments.
- Grants – We are currently working on 12 different grant applications.

Adams County Health Department has contracted with our agency to provide In Person Counselor's to assist clients in completing application for the Health Insurance Marketplace. Half of the clients assisted are eligible for Medicaid.

Public Health reports were approved on a motion made by Katherine Rowles, 2nd by Dr. Johnson, 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 \$41,645. Combined with the first 3 quarters we are ending FY 2014 with a loss of \$170,000. The last 2 years have had added expenses related to construction.
 - Revenues were 15% under budget and expenses were 22% under budget for FY 2014. Dental Clinic showed a \$35,000 profit for FY 2014. Expenses are anticipated to be lower next Fiscal Year, as we will not be operating in two different locations.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 7% during FY 2014 as compared to FY 2013.
 - Expenses increased by 1% during FY 2014 as compared to FY 2013.

- Construction Review
 - With the extra add-ons to the new addition, general repairs to the existing south end of the building, and the sale of the 113 E. Jefferson building, the actual expenses were \$1,000 under the estimated costs.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Ebola activities have slowed and meetings are currently on hold due to lack of activity.
- IPLAN – The Health & Wellness Foundation of Pike County will provide the funding to complete the Needs Assessment for Pike County. The cost is approximately \$6000. The IPLAN is due in September 2015.

Paula Dean presented Personnel Policy changes for 2015. Personnel Policies were approved on a motion made by Andy Borrowman, 2nd by Dr. Johnson, vote taken, motion carried.

Election of a new President was held. Katherine Rowles was nominated by Jennifer Niebur, 2nd by Dr. Johnson, vote taken, motion carried.

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

Carole Bradshaw noted that no one was present for public comments.

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

Meeting was adjourned at 8:40 pm by Vice-President Carole Bradshaw.

Respectfully submitted,

Jennifer Niebur
Secretary