

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

DATE: January 26, 2017

**Members Present:**

Katherine Rowles	Julie Plattner	Andy Borrowman	Dr. Christopher Wagoner
Tom Leahy	Dr. David Iftner	Dr. Brett Schafer	Dr. Ronald Johnson

**Members Absent:**

Theresa Shinn	Jennifer Niebur	Michelle Kendrick
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**Others Present:**

Anita Andress	Don Beard	Jan Bleich	Paula Dean
Cindy Hess			

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

Agenda was approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Minutes of the November 22, 2016 BOH meeting were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Dr. Wagoner, vote taken, motion carried.

Anita Andress presented the following Environmental Health reports:

- Quarterly and Annual Stats reviewed.
- Food Program
  - A part-time health inspector has been hired. She will work 2 days per week.
  - Food Awards – Beginning in 2018, with the implementation of the new food code, food establishments will no longer receive a food score during their inspection, just a pass or fail. The criteria for determining who receives a food award will need to be developed.
- Smoke Free Illinois Act – One of the Tobacco Free Communities grant deliverables is to complete unannounced inspections on businesses. We plan to complete 5-10 inspections a month. These will be more educational visits to make sure they are using the proper signage, etc.
- Zoning – Working with the Zoning Administrator on a pre-application process. The current Zoning Administrator has resigned and a new one has been hired.
- Vector Grant – A date for the rescheduled used tire collection is still pending awaiting information from the EPA.
- Plat Act – The Plat Act requires when dividing land for sale that it must be a minimum of 5 acres. This will allow for enough room for installing laterals for septic systems. We are working with the County to enforce this Act.

Jane is working to develop a collection policy for unpaid permits in her department.

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

Cindy Hess presented the following Home Health reports:

- Quarterly and Annual Stats reviewed. Referrals were up this fiscal year while HHA hospice visits were down.
- Patient Satisfaction Surveys – We continue to receive positive responses from our patients.
- Chart Audits – Issues arise when our census is up. Otherwise, staff are doing well.
- Staffing – We are currently advertising for a full-time Home Health RN. Our most recent hire applied for and accepted the position of Director of Nursing. She will begin training with Jan on March 1<sup>st</sup>.
- Pre-Claim Review Process –This process continues to be very time consuming and relies heavily on provider documentation and homebound status. It is slowing down our billing, which in turn causes issues with the agencies cash flow.
- Home Health Software – Our software system will be moving to iPads from laptops February 1<sup>st</sup>. Staff are excited for this change, as they feel the iPads are more user friendly.
- Billing – We are currently experiencing issues billing the VA. They have changed how some patient’s services are billed. Some are billed directly to the VA clinic and others are billed through the Veteran’s Choice Program.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly and Annual Stats reviewed. Public Health numbers have continued to decline over the past several years.
- Communicable Disease – Reviewed the CD/STD log of cases/suspected cases for FY2016.
- Dental Clinic
  - Caseload continues to grow. We are scheduling 30-40 patients per day.
  - Patient satisfaction surveys continue to be positive.
  - Grant funding was received for continuing education for our 2 dentists and dental hygienist. They will be attending the Mid-Winter Conference in Chicago in February. Grant funding was also received to purchase some extra supplies and additional hand pieces.
  - The Pittsfield Rotary Club has purchased books related to oral health and nutrition to be distributed to children in our dental clinic.
  - The dental clinic continues to see Pike County jail inmates and has started to see federal inmates that are housed in Pike County also. The billing of services for federal inmates will be discussed with the jail administrator.

Public Health had one revised item in the Immunization Program, the Vaccine Price List and one revised form in the Dental Program, Adult Enrollment Form. The fees and form were approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
  - The 4<sup>th</sup> quarter resulted in an operating loss of \$52,966. Combined with the first three quarters of FY 2016, we ended the fiscal year with an operating profit of \$203,575.
  - Revenues were 7% under budget and expenses were 6% under budget for FY 2016.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues increased by 23% during FY 2016 as compared to FY 2015.
  - Expenses increased by 11% during FY 2016 as compared to FY 2015.

Mr. Beard explained that last quarter of the fiscal year is always bad. Grant funding did go down this fiscal year and Medicare revenues have slowed due to the implementation of the Pre Claim Review process. The Line of Credit loan from UCB was paid in full the end of November.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Nancy Halpin is new Emergency Preparedness Coordinator. She attended a tabletop exercise for a tornado event at the Pike County Sheriff's Department on December 1<sup>st</sup>.
- Annual Report Documents – Draft versions were presented. Final documents will be ready the end of February.
- Furlough Days – All furlough days have been lifted at this time.
- Building Maintenance – The hot water heater, that heats the water for all of the old building, was recently replaced. Air quality levels in the basement are still not where they need to be. New exhaust fans will be installed to help with air circulation.
- Winter Weather – The Pike County Highway Department has agreed to spread rock chips on our parking lot in the event of ice accumulation. They will bill us at the end of the winter season.
- Family Planning – Anita is working with Dr. Daniels from SIU to possibly be a collaborating physician for an additional nurse practitioner in Family Planning.
- 50<sup>th</sup> Anniversary – Anita is working with Sheriff Petty to obtain a large rock with landscaping and a plaque to commemorate our 50<sup>th</sup> anniversary.

Discussion was held regarding pursuing another loan to help with cash flow issues. A motion to pursue a line of credit not to exceed 85% of our estimated tax levy for the coming year was made Tom Leahy, 2<sup>nd</sup> by Dr. Johnson, vote taken, motion carried.

Ms. Andress discussed the possibility of moving the Board of Health meeting start time to 6:00 pm. A motion to change the meeting start time to 6:00 pm was made by Dr. Wagoner, 2<sup>nd</sup> by Dr. Johnson, vote taken, motion carried.

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

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

Next meeting date will be April 27, 2017 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:03 pm by President Katherine Rowles.

Respectfully submitted,

Anita Andress, RN, BSN  
Administrator