

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

DATE: July 25, 2013

Members Present:

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

Others Present:

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

The meeting was called to order at 7:06 p.m. by President Ruth Holman.

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

Minutes of the April 25, 2013 BOH meeting were approved on a motion made by Carole Bradshaw, 2nd by Dr. Iftner, vote taken, motion carried.

Introductions were made by Board of Health members to Greg Sandidge, Dental Clinic Consultant.

Greg Sandidge presented the following Dental Clinic and Building & Grounds information:

- The City of Pittsfield has agreed to pay up to \$3000 a year for 3 years on city utilities. Anita has also requested that the County Board pay the property insurance on the Dental Clinic building for the first 3 years.
- Dental equipment in our Quincy storage facility will be moved to the 606 W. Adams property as after we take possession.
- A new handicap accessible door and ramp will be installed at the main entrance to the building.
- A dentist has not been hired yet. If we do not find a dentist by the December opening of the clinic, we may have to hire a temporary dentist until a full-time dentist can be secured.
- The expansion of the 606 W. Adams property to house the whole health department will cost approximately \$139,000. Looking at possible funding through the USDA to finance the expansion.

Building & Grounds Committee Report from July 23, 2013 was reviewed. The following action was taken.

A motion to accept Phase I of the Dental Clinic Project Timeline was made by Andy Borrowman, 2nd by Dr. Ansari, vote taken, motion carried.

A motion to accept the low bid of \$87,000 from Pike County Contractors for Dental Clinic renovations was made by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

A motion to accept the Project Budget Phase II to relocate the health department to the 606 W. Adams property was made Anna Beck, 2nd by Jennifer Niebur, vote taken, motion carried.

A motion to allow Anita Andress to hire an architect from Stock Design, a project consultant, adopt a temporary budget and advertise for bids for the expansion of the 606 W. Adams property was made by Carole Bradshaw, 2nd by Dr. Ansari, vote taken, motion carried.

A motion to allow Anita Andress to develop and recommend a capital plan for the expansion to the 606 W. Adams property was made by Andy Borrowman, 2nd by Dr. Liesen, vote taken, motion carried.

A motion to allow Anita Andress to collect bids and specifications for System Building Project, Phase III of the expansion was made by Katherine Rowles, 2nd by Dr. Johnson, vote taken, motion carried.

Dental Clinic and Building & Grounds reports were approved on a motion made by Dr. Johnson, 2nd by Dr. Ansari, vote taken, motioned carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed
- Tire Collection – The recent tire collection had good participation.
- Code Hearing – Code Hearing is going well with Mike Roseberry presiding. They are still working on one incident where a building was built overlapping a neighbors property. A septic tank cannot be installed until this issue is corrected.
- Zoning – Communications are getting better between the Zoning Administrator, Supervisor of Assessments office and PCHD. Jane continues to work with the County Board. They are proposing that a final inspection report be completed with photos by the Zoning Administrator.

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

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

- Quarterly Stats reviewed – Home Health stats show a slight decrease in most areas this quarter. We have been working with Illini Hospital to educate new staff members of the services available from Home Health.
- CareAnyware – We are fully transitioned to our new HH software. We have identified wireless access points throughout the county that allows the nurses to connect to the application and import a patient, if needed.
- Chart Reviews – We are currently behind on completing chart reviews. We are continuing to work on solutions for our record review process.
- Marketing – We continue to place ads in the local newspapers and a monthly ad in the West Central Illinois Area Agency on Aging newsletter. We will also have a booth at the Senior Expo in August.

- Staffing – Two nurses have been hired, Marie Woods and Sandy Buchanan. One nurse will be on medical leave beginning in August for 10-12 weeks.

The home health program had twelve revised policies and one revised Fee Scale. The revised policies are the Clinical Documentation and Filing Timelines, Resume Orders Post Hospitalization, Scheduling Home Health Staff Nurse, Advance Beneficiary Notices, Corrections to Medical Records, Physician Orders, Physician Correspondence, Timesheets, Scheduling On-Call Nurse, Admission for Therapy Only Services, Care Plans, and Outcome Assessment and Information Set (OASIS), and Home Health Sliding Fee Scale. All policies were approved on a motion made by Barb Reinhardt, 2nd by Dr. Liesen, vote taken, motion carried.

The Private Duty Program had revisions to the Home Services and Home Nursing contracts. Contracts were approved on a motion made by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.
- Staffing – Tasha Bartlett, RN and Kayli Harshman have been hired to work in the WIC/FCM programs.
 - PCCHP – working to plant a community garden with all food going to local food pantries.

Health Promotion:

- Quarterly Stats reviewed.
- PCCHP – A community garden with all food going to local food pantries has been a huge success. Twelve community volunteers are assisting with the project. An article will appear in the Quincy Herald Whig in the coming weeks.
- Dental – The PCCHP will provide \$4,200 in assistance for funding of the Dental Project Consultant.
- Obesity Prevention – The SHINE Grant is a childhood obesity prevention initiative. The first initiative was received well. Would like to keep the project going and expand to other areas.

The Family Case Management Program had one policy revision, Cornerstone Computer Information, the Diabetes Program had a fee scale revision and the Communicable Disease Program had a revision to the TB Manual. All revisions were approved on a motion made by Anna Beck, 2nd by Carole Bradshaw, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 2nd quarter showed an operating loss of \$68,969.
 - Revenues were 15% under budget and expenses were 9% under budget for the 2nd quarter of FY 2013.

- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 1% during the 1st half of FY 2013 as compared to the 1st half of FY 2012.
 - Expenses decreased by 2% during the 1st half of FY 2013 as compared to the 1st half of FY 2012.

The Fiscal Program had two revised policies, Fiscal Policies and Procedures, Credit Card Policy-Agency Credit Card and one new policy, Accepting Credit and Debit Card Payments. All policies were approved on a motion made by Dr. Ansari, 2nd by Jennifer Niebur, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – PCHD participated in a Plague exercise on May 12th. It was a very good learning experience. Worked with Illini Hospital throughout the drill.
- Administrator’s Evaluation – Anita’s evaluation was today, prior to the Board of Health meeting. It will be finalized at the October meeting.
- Expiring Board of Health Terms – Dr. Ansari will be retiring in September. Discussion was held on a replacement. Andy Borrowman asked Anita to contact Dr. Christopher Wagoner to see if he would serve on the board.
- HIPAA – Changes to the HIPAA policy go into effect in September. We have purchased a revised policy manual to implement these changes.
- In-Person Counselor – We have received a grant to help clients access the Health Insurance Marketplace beginning October 1st. The lead agency for this grant is Sangamon County. We are also collaborating with Adams County, Hancock County, Brown County, and Schuyler County to hire a counselor that can serve all of our agencies, as well as training current staff to help in the online application process.

Current slate of officers and current committee appointments will stay the same for the coming year on a motion made by Andy Borrowman, 2nd Barb Reinhardt, vote taken, motion carried.

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

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

Next meeting is October 24, 2013 at 7:00 p.m. in the Pike County Health Department conference room.

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

Respectfully submitted,

Jennifer Niebur
Secretary