

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

DATE: July 24, 2014

Members Present:

Andy Borrowman	Anna Beck	Katherine Rowles	Ruth Holman, CNP
Theresa Shinn	Jennifer Niebur	Dr. Christopher Wagoner	

Members Absent:

Carole Bradshaw	Dr. Ronald Johnson	Dr. Stephen Liesen	Dr. David Iftner
-----------------	--------------------	--------------------	------------------

Others Present:

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

The meeting was called to order at 7:05 p.m. by President Ruth Holman.

Minutes of the April 24, 2014 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

Minutes of the June 26, 2014 Special BOH meeting were approved on a motion made by Jenifer Niebur, 2nd by Katherine Rowles, vote taken, motion carried.

Introductions were made by all in attendance to new board member Theresa Shinn.

Anita Andress presented the following Properties information:

- 113 E. Jefferson Property
 - Sealed bids on the 113 E. Jefferson property were accepted until 5:00 pm on July 24th.
 - Purchase agreement is to be signed by winning bidder within 5 days.

A motion to accept the high bid of \$159,000 from Tim and Nancy Halpin was approved on a motion made by Andy Borrowman, 2nd by Katherine Rowles, vote taken, motion carried.

A motion to allow Mike Hollahan to sign the purchase agreement on behalf of the Board of Health was approved on a motion made by Jennifer Niebur, 2nd by Andy Borrowman, vote taken, motion carried.

- 606 W. Adams Property
 - Before construction can begin, Frontier must move the phone line coming into the property at a cost of \$4,600.
 - The building permit process has taken several weeks to complete at an estimated cost of \$500. The permit is currently in the review process.
 - Pike County Contractors were notified of winning the bid on the addition project after revisions were made to the original plans.

- Minor routine maintenance projects on the south side and in the basement are being completed by Paul Lennon. His first project is to enclose the staircase on the south side of the building.
- The Pittsfield Rotary Club has offered to do some service projects for use. They are willing to paint and tear up old carpet.
- Short term volunteers are covered under the county's insurance policy, per our insurance agent.

A short break was taken to notify the Halpin's on their winning bid.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed. Food inspections are ahead of schedule so far this year.
- Food Program – The re-inspection fee for violations that are not corrected by the 3rd visit will be effective January 1st. The fee will be \$50. All establishments will start with a clean slate in January. There will be no carry over violations.
- EH equipment and reports – Some equipment, documents, and inspection reports were left in an employees' car, which subsequently was in a fatal accident. These items should have been returned to PCHD at the end of the work day. The Illinois State Police have the items impounded, along with the vehicle.
- Land Fill Host Fee Agreement – The County Board Ag Committee is working with Hickory Ridge Landfill, Inc. to revise the current Host Fee Agreement. Jane would like to send a letter to the Ag Committee with recommendations to include in the Host Fee Agreement. One item she would like the agreement to include is a reduced/low cost option for Pike County residents to take their own trash to the landfill.

A motion to approve the Environmental Health Advisory Committee to write a letter to the Pike County Board with suggestions of what additional items they would like to see included in the Host Fee Agreement was made on a motion made by Jennifer Niebur, 2nd by Anna Beck, vote taken, motion carried.

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

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

- Quarterly Stats reviewed –Skilled Nursing visits were up this quarter.
- Patient Satisfaction Surveys – Surveys continue to have very positive comments about our staff and services. We have also begun sending thank you and sympathy cards when a patient is discharged from our services.
- Therapy Services – We are currently contracting with 2 agencies that are providing Physical Therapy services and one agency that is providing Occupational Therapy services. We have seen an increase in these services now that we have contracts in place.

The home health program had two revised policies, Professional Advisory Committee and Sliding Fee Scale. The policies were approved on a motion made by Jennifer Niebur, 2nd by Andy Borrowman, vote taken, motion carried.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.

Health Promotion:

- Quarterly Stats reviewed.
- Reviewed Communicable Disease Log and discussed the amount of resources it takes to follow-up on a non-compliant TB case.

The Communicable Disease Program had a revision to the Immunization Program Manual. Changes were made due to changes in the Vaccine for Children program and our Immunization Program review. The revisions were approved on a motion made by Anna Beck, 2nd by Jennifer Niebur, vote taken, motion carried.

Dental Clinic:

- Quarterly stats reviewed.
- Appointments have doubled in the last 2 weeks since we have started seeing adults Medicaid clients. Cleanings for adults are not covered by Medicaid, but the client may pay full fee for this service.
- Patient Satisfaction Surveys – A small number of surveys have been received and all have had positive comments.
- EHR Incentive Money – We are not eligible to apply for Year 1 of this incentive money, as Dr. Emani had already applied under his previous employer.
- National Health Service Corps – We are not eligible to apply to be listed as an approved site in the NHSC for student loan repayments until our clinic has been in operation for 1 year.
- Dr. Emani is able to stay and work through June 2015.
- SIU has a grant available that would pay for Dr. Emani to mentor and train a new dentist in our clinic.
- Grants – We are currently writing/applying for several grants that will help pay for equipment, training, recruitment, and supplies.
 - Healthy Smiles/Healthy Children - \$10,000
 - SIU School of Medicine - \$9,000
 - Telligen - \$50,000
 - Rotary Club - \$5,000
 - HWFPC - \$2,500
 - Community Foundation - \$3,500
 - PCCHP - \$3,000

The dental clinic had one revised policy, Sliding Fee Scale, and two new policies, Services for Adults aged 21 and over, with Medicaid Coverage and Dental Equipment Inventory. The policies were approved on a motion made by Katherine Rowles, 2nd by Anna Beck, vote taken, motion carried.

Public Health reports were approved on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, 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 \$57,000. The 2nd quarter was \$69,397 less than the 1st quarter.
 - Revenues were 17% under budget and expenses were 17% under budget for the 2nd quarter of FY 2014.

- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 9% during the 1st half of FY 2014 as compared to the 1st half of FY 2013.
 - Expenses increased by 15% during the 1st half of FY 2014 as compared to the 1st half of FY 2013.
 - It is hard to compare last year to this year, as we have the additional expenses and revenues of starting the Dental Clinic.

- Monthly Summary
 - Our biggest monthly expense is salaries. With staff taking voluntary and mandatory furlough days, we have saved approximately \$31,000 this fiscal year.
 - Medicare monthly revenues are \$10,000 under the monthly target of \$45,833.

The financial report was approved on a motion made by Jennifer Niebur 2nd by Dr. Wagoner, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Robin Wainman, ERC recently attended an Emergency Preparedness Conference. This conference is a requirement of our grant.
- Administrator's Evaluation – Anita's evaluation is scheduled for August 11th.

Changes were made to the current committee appointments; Theresa Shinn was added to the Grievance Committee, Dr. Wagoner was added to the Professional Advisory Committee and Anna Beck was removed from the Dental Advisory Committee.

A motion to retain the current slate of officers for the coming year and committee changes as presented by the President was made by Andy Borrowman, 2nd Anna Beck, vote taken, motion carried.

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

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

Next meeting date will be October 23, 2014 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:05 pm by President Ruth Holman.

Respectfully submitted,

Jennifer Niebur
Secretary