

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

DATE: July 20, 2017

Members Present:

Katherine Rowles Jennifer Niebur Michelle Kendrick Danielle Benz
Tom Leahy Dr. Brett Schafer Andy Borrowman (6:49 pm)
Dr. Ronald Johnson (6:42 pm)

Members Absent:

Dr. David Iftner Julie Plattner Dr. Christopher Wagoner

Others Present:

Anita Andress Don Beard Paula Dean Chelsea Hayden
Cindy Hess Sharon Bargmann

The meeting was called to order at 6:03 p.m. by President Katherine Rowles.

New board member, Danielle Benz, was introduced.

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

Minutes of the April 27, 2017, 2016 BOH meeting were approved on a motion made by Tom Leahy, 2nd by Jennifer Niebur, vote taken, motion carried.

Chelsea Hayden presented the following Environmental Health reports:

- Quarterly Stats reviewed.
 - Two wells were sealed this quarter. One was on the Pike County Government building grounds and was not inspected. An inspection of the grounds needs to be completed as there may be additional wells on the property.
- Food Program
 - Voluntary Licensing program is going well. They are considering implementing a fee for completing inspections after hours or on the weekend.
 - FDA Food Code – EH staff will begin educating establishments on the new FDA Food Code and will be providing them with a packet of information.
 - Food Manager Certificates – A change may be coming that will not require individuals to purchase a \$35 Food Manager certificate from the State of Illinois after passing an approved Food Managers course. The original certificate from the testing company would be honored.
- Smoke Free Illinois Act – Sarah McNulty will be coordinating the SFIA program, which includes signing up referral partners for the Illinois Tobacco Quitline and making inspections at all businesses.
- West Nile Virus – The used tire collection is still on hold.

- Zoning – An electronic document has been created for sharing between all county offices involved in the permitting process. This will make it easier for each office to know the status of each project.

Environmental Health reports were approved on a motion made by Tom Leahy, 2nd by Jennifer Niebur, vote taken, motioned carried.

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed. HHA hospice visits continue to be down, as Blessing is currently using their own staff for these visits.
- Staffing – A full-time Home Health RN, Jordyn Blackketter, has been hired. A full-time Home Health RN resigned in May.
- Chart Audits – No problem patterns seen at this time.
- Patient Satisfaction Surveys – We continue to receive positive responses from our patients and are above national average on our ratings.
- Pre-Claim Review Process –The pre-claim review process was put on hold effective April 1st by CMS. We have not been notified that it will be reinstated at this time. CMS must give a 30 day notice for reinstatement.
- Billing – We continue to experience billing issues for one VA patient through the Veteran’s Choice Program.
- Conditions of Participation – Medicare’s Conditions of Participation have several changes which will require updating several policies and creating new ones related to Emergency Preparedness and Quality Assurance/Performance Improvement. The original effective date to have all changes implemented was 7/13/17, but it was recently delayed until 1/13/18.
- Home Nursing/Home Services (Private Duty) – A review was conducted of our Home Nursing/Home Services program on April 5th. No citations were noted. Recommendations were made to update client contracts, assignment sheets and our policies on checking the Health Care Worker Registry.

Home Health had an increase in visit rates and Home Nursing and Home Services client contracts were revised and also included rate increases. All rate increases will become effective 12/1/17. The rates and contracts were approved on a motion made by Tom Leahy, 2nd by Jennifer Niebur, vote taken, motion carried.

Home Health reports were approved on a motion made by Dr. Schafer, 2nd by Michelle Kendrick, vote taken, motioned carried.

Sharon Bargmann and Anita Andress presented the following Public Health reports:

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed.
- Staffing – A part-time PH nurse resigned the end of May. The 3 current staff nurses are able to maintain all services at this time, but an additional nurse may need to be hired.
- Communicable Disease – Reviewed the CD/STD log of cases/suspected cases for the 2nd quarter of FY 2017.

- MHCWI – AS of July 17th, our nurses are no longer going to the Mental Health Centers of Western Illinois to pass medications to patients. They have hired their own nurse. An agreement is still in place, as we may need to cover when their nurse is out of the office.
- Facebook – A Pike County Health Department business page on Facebook has been created. We will announce to the staff the beginning of August.

Dental Clinic:

- Quarterly Stats reviewed. Our no show rate has increased over the summer. It is starting to decrease now.
- FQHC – Anita is talking with SIU to see if they would be interested in running our dental clinic, as they do in Adams County. SIU is an FQHC, which receives a higher reimbursement rate than a free standing clinic.
- Staffing - Dr. Kaydi Grote will go from part-time to full-time on September 1st, replacing Dr. Matt Liesen. Dr. Steve Liesen has contracted with PCHD for Dr. Matt Liesen to work in his office 2 days per week September – November. Dr. Matt will cover a 6-8 week leave for Dr. Kaydi beginning sometime in November.
- Grants – We have recently applied for two different grants. One through the Illinois Children’s Healthcare Foundation for \$15,000 and one through Community Foundation of the Quincy Area for \$3,000. As grants that we are eligible for become available, we will be applying for them.
- Policies & Procedures – Having staff review the Dental Clinic policy and procedure manual to see if any revisions need to be made.

Public Health had one revised item in the Immunization Program, Vaccine Price List. The fees were approved on a motion made by Tom Leahy, 2nd by Dr. Schafer, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Schafer, 2nd by Jennifer Niebur, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 2nd quarter of FY 2017 resulted in an operating loss of \$69,201.
 - Revenues were 13% under budget and expenses were 6% under budget for the 2nd quarter of FY 2017.
- Profit and Loss Summary
 - Home Health Medicare revenues are down for the 2nd quarter, due to the Pre-claim review process slowing down timely submission of bills.
 - The Local Health Protection Grant funding of \$63,201 was not received for FY 2017 (7/1/16-6/30/17) until June.
 - IDHS grant payments are currently on schedule.
 - IDPH grant payments are currently on schedule.
 - Dental Clinic is showing a profit for the 2nd quarter of FY 2017.
- Comparison of Revenues and Expenses to Prior Year

- Revenues increased by 3% during the 1st half of FY 2017 as compared to the 1st half of FY 2016.
- Expenses increased by 17% during the 1st half of FY 2017 as compared to the 1st half of FY 2016. This can be attributed to staff no longer taking furlough days and the addition of a part-time dentist.

Mr. Beard explained that we had to borrow \$75,000 the beginning of May from our line of credit loan. We have started making payments, but it will not be paid off before November 30th, the end of our fiscal year. He also stated that we have received three payments for the Landfill Host Agreement.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness
 - Public Health Emergency Preparedness grant was submitted in June.
 - Pike County PEMA Coordinator has established monthly emergency partner meetings. The meeting was held at PCHD in May.
- Unfinished Business
 - Basement Flooding –We have received the insurance check from the basement being flooded. Waiting on the Sheriff’s Department to pull up old carpet and replace with new. A new sump pump has been installed as well as an alarm system to notify us of any power outages that may occur.
 - Waiting on the County to give us direction on paying our liability insurance. This would be the final year of PCHD paying for the insurance.
- Building Maintenance
 - The sinks and eye wash station have been adjusted to provide tempered water per the State Plumbing Inspectors findings.
- Ms. Andress has been appointed the Chairman of the oral health committee with the Illinois Association of Public Health Administrators.
- Ms. Andress reported grant funding was received by the Western Illinois County Alliance. Funding will be used to hold an Opioid Education Conference and she will serve on the committee.

Changes were made to the current committee appointments; Danielle Benz was added to the Grievance Committee, Dr. Schafer was added to the Executive Committee. Theresa Shinn was removed from all committees, as she is no longer on the Board.

A motion to retain the current President, Katherine Rowles, Vice-President, Dr. Iftner and Secretary, Jennifer Niebur and committee changes as presented by the President, Katherine Rowles was made by Tom Leahy, 2nd Dr. Schafer, vote taken, motion carried.

Administrative/Fiscal Department had one new policy, Insufficient Funds (Bad Checks) and one revised policy Bad Debt/Write-off. The policies were approved on a motion made by Jennifer Niebur, 2nd by Michelle Kendrick, vote taken, motion carried.

With the revision of the Bad Debt/Write-off policy, each program needed to revise their Billing and Collection Policy. Four programs revised their policies, Dental Clinic, Family Planning, Home Health/Home Nursing/Home Services and Immunizations. Two programs created new policies, Environmental Health and Lead/Hemoglobin. The policies were approved on a motion made by Jennifer Niebur, 2nd by Andy Borrowman, vote taken, motion carried.

Dr. Johnson discussed the need for after hours contact information for our dentist, as patients present in his office for dental issues when our dentist is out of the office. He also wanted to make sure that we followed-up with MD offices and counsel MD office contacts when there is a suspected communicable disease. Ms. Andress suggested that our CD Coordinator attend MD meetings and re-send the list of reportable diseases.

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

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

Next meeting date will be October 26, 2017 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:44 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary