

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

DATE: November 22, 2016

Members Present:

Dr. David Iftner	Julie Plattner	Andy Borrowman	Dr. Christopher Wagoner
Tom Leahy	Dr. Ronald Johnson		

Members Absent:

Theresa Shinn	Katherine Rowles	Jennifer Niebur	Michelle Kendrick
Dr. Brett Schafer			

Others Present:

Anita Andress	Don Beard	Jan Bleich	Paula Dean
Cindy Hess	Jane Johnson		

The meeting was called to order at 7:00 p.m. by Vice-President Dr. David Iftner.

Agenda was approved on a motion made by Dr. Johnson, 2nd by Andy Borrowman, vote taken, motion carried.

Minutes of the July 21, 2016 BOH meeting were approved with one correction on a motion made by Dr. Johnson, 2nd by Dr. Wagoner, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
 - Temporary Event Licensing – The Voluntary Food Vendor Licensing Program went very well during the fall festivals in the county.
 - FDA Food Code – The food code has been adopted in Illinois with an implementation date of January 2018. Electronic inspection software will be needed for this implementation.
- Smoke Free Illinois Act – A new violation was reported in this quarter. Changes to the grant are now requiring surprise inspections at all businesses, not just eating/drinking establishments.
- Vector Grant – A date for the rescheduled used tire collection is still pending awaiting information from the EPA.
- Plat Act – Jane reviewed the Plat Act as it applies to the County.

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

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed.
- Patient Satisfaction Surveys – We continue to receive very positive responses from our patients. We received an Award of Excellence from the company that completes the survey process for us.
- Performance Improvement - We are currently reviewing Medicare’s requirements for Quality Assurance/Performance Improvement due to changes with Oasis C.
- Staffing – We have hired a full-time Home Health RN and part-time Home Health Aide and released a part-time Home Health Aide.
- Pre-Claim Review – The new Medicare pre-claim review process began August 3rd. This process is very time consuming and heavily relies on provider documentation and homebound status. Dr. Johnson stated that if we have any issues to let him know and he would take them to the state medical board.
- Home Health Software – Our software system will be moving to iPads from laptops February 1st. It’s anticipated that this change will make our visits more efficient.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly Stats reviewed.
- Immunization Program – Effective October 1st, changes were by the state for billing immunizations through the VFC program.
- Dental Clinic
 - Dr. Kaydi Grote began working 2 days per week on 9-1-16.
 - Grants have been received to upgrade operatory 4 and to subsidize salaries.

Dental had one revised policy, Sliding Fee Scale Program and one new policy, Non Covered Medicaid Services. The policies were approved on a motion made by Andy Borrowman, 2nd by Dr. Johnson, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 3rd quarter resulted in an operating profit of \$107,338.
 - Revenues were 3% under budget and expenses were 7% under budget for the 3rd quarter of FY 2016.
- Profit and Loss Summary
 - The agency is showing a profit of \$256,540 through the 3rd quarter of FY 2016.

- Comparison of Revised Budget to Original Budget
 - Agency budget was adjusted to show a more accurate picture. Revenues were increased by 20% (\$377,000). The leading contributing factors to this revision are an increase in Home Health Medicare revenues and Dental Clinic grants and cost claiming money.
 - Expenses were increased by 7.8%. The leading contributing factor to this revision is carryover expenses for health insurance premiums.
- Comparison of Revised FY2016 Budget to FY2017 Budget
 - A less than 1% decrease in revenues and a 6% increase in expenses are budgeted for the next fiscal year. Total revenues of \$2,220,000 and expenses of \$2,120,000 are expected in FY 2017.
 - A 2% cost of living adjustment raise was included in the 2017 budget.
 - The UCB Line of Credit loan will be paid off at the end of FY 2016 (11-30-16).
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 25% through the 3rd quarter of FY 2016 as compared to the same time period in FY 2015.
 - Expenses increased by 2% through the 3rd quarter of FY 2016 as compared to the same time period in FY 2015.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Nancy Halpin is new Emergency Preparedness Coordinator. She will be attending a tabletop exercise at the Pike County Sheriff's Department on December 1st.
- IPLAN – Our IPLAN has been approved by IDPH for the 5 year period, 2015-2020.
- Administrative staff will discontinue furlough days beginning January 1st.

Ms. Andress distributed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Andy Borrowman, 2nd by Tom Leahy, vote taken, motion carried.

FY 2017 meeting schedule with meetings taking place the 4th Thursday in the months of January, April, July, and October was approved on a motion made by Julie Plattner, 2nd by Dr. Johnson, vote taken, motion carried.

Ms. Andress presented Personnel Policy changes for 2017. Personnel Policies were approved on a motion made by Dr. Johnson, 2nd by Andy Borrowman, vote taken, motion carried.

The Health Insurance Portability and Accountability Act (HIPAA) Policy was revised to meet recent federal policy updates. The policy was approved on a motion made by Julie Plattner, 2nd Dr. Johnson, vote taken, motion carried.

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

Dr. Iftner noted that no one was present for public comments.

Next meeting date will be January 26, 2017 at 6:30 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:10 pm by Vice-President Dr. David Iftner.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator