

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

DATE: October 25, 2012

Members Present:

Dr. David Iftner	Andy Borrowman	Anna Beck	Dr. Ronald Johnson
Barb Reinhart	Ruth Holman, CNP	Katherine Rowles	Dr. Stephen Liesen

Members Not Present:

Dr. Shehnaz Ansari	Carole Bradshaw	Jennifer Niebur
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Others Present:

Anita Address	Jan Bleich	Don Beard	Paula Dean
Jane Johnson			

HWFPC Board Members:

Patty McIntosh	Bill Shotts	Mike Kinscherff	Dr. James Grote
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The meeting was called to order at 7:05 p.m. by President Ruth Holman.

Agenda item Dental Clinic (VIII., B. 1.) would take place at 8:00 p.m. to allow time to call the Health & Wellness Foundation of Pike County during their board meeting in case any question should arise regarding the 606 E. Adams Property. This change and the agenda were approved on a motion made by Katherine Rowles, 2nd by Anna Beck, vote taken, motion carried.

Minutes of the August 30, 2012 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Barb Reinhardt, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed – New construction septic installs have increased this quarter.
- Food Program - Kathy Cooney has successfully completed standardization for completing food inspections. Discussed a new inspection form that the state is promoting. EH staff is concerned that this new form will lower inspection scores. Would like to educate restaurants about the new forms before they start using them.
- Hunting Lodges – Letters were sent to all hunting lodges that we know about, to see how they cater or cook for their guests. PCHD tries to inspect all lodges during food service hours.
- Private Sewage Code – Revisions to the sewage code have not been seen yet. Hoping the state has made decisions that all departments can agree on.
- NPDES – An open house will be held November 1st by the U.S. EPA to answer questions regarding the proposed permitting of septic system discharge.
- Geothermal – No updates have been received on the geothermal rules. No inspection forms have been received to date.
- Code Hearing – Interim Code Hearing Officer, Amy Jackson, is hearing cases one Friday afternoon a month during September, October and November until a new Code Hearing Officer is appointed at the end of the year.

Environmental Health reports were approved on a motion made by Dr. Liesen, 2nd by Dr. Iftner, vote taken, motioned carried.

Jan Bleich presented the following Home Health reports:

- Quarterly Stats reviewed – Home Health stats remained stable this quarter. Skilled Nursing visits showed an increase this quarter.
- Non-billable visits – The number of non-billable visits has decreased over the last quarter.
- Chart Audits – Audits continue to be done on a monthly basis, as well as continuing monthly Performance Improvement meetings.
- Staffing – A home health nurse was released from her position in September. A PRN and part-time home health nurse have been hired.
- Patient Satisfaction Surveys (Deyta) – PCHD is ranked in the top 20% nationally for the home health services we provided.
- Write-Offs – It was previously reported that \$24,323 was to be written-off due to not being filled in a correct and timely manner by the previous billing clerk. That amount has been adjusted down to \$13,816, due to current staff investigations and subsequent corrected billings being submitted. An additional \$162.68 will be written-off this month for 2 additional claims.
- Private Duty – Only seeing patients in Pike County for this service, as it is not cost effective to travel to Scott County at this time due to the Florence bridge being closed.
- Telehealth – We are working with Hancock County to utilize telehealth equipment in the homes of patients who qualify for the service.
- Health Information Exchange (HIE) – Trying to figure out how this will affect health departments, if there will be a cost to our agency, and what software would be required.

The home health program had one revised policy, Billing/Bad Debt and two new policies, Home Health Write-Off and In-home Chemotherapy. The policies were approved on a motion made by Dr. Johnson, 2nd by Katherine Rowles, vote taken, motion carried.

Discussion was held on what payer sources we will accept in Home Health. We currently see all payer sources. Dr. Johnson recommended discontinue seeing out of county patients that are a no pay, but continue to see Pike County no pay, as we have a responsibility to our county. Dr. Liesen recommending using discretion in admitting questionable payment sources. Katherine Rowles suggested the patient pay at time of visit with a possible discount for paying in full at time of service.

Ms. Andress discussed finding a software vendor that meets the needs of our agency. CareAnyware is a web-based solution that integrates the clinical and billing components in one software package. This system allows unlimited users, cost is based on census, and has built in alerts to decrease entry errors which will decrease staff time. Ruth recommended checking our internet speed and reviewing with CareAnyware to make sure it meets their specifications and options for a back-up database in case we lose internet service. The recommendation to pursue the software purchase was approved on a motion made by Anna Beck, 2nd by Dr. Johnson, vote taken, motion carried.

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

Anita Andress presented the following information on the Dental Clinic:

- The HWFPC informed PCHD after the last BOH meeting that their attorney would draft the Non-Binding Letter of Intent.
- Reviewed utility costs for the 606 E. Adams property.
- Reviewed remodeling costs for the 606 E. Adams property. Bill Schlipmann from Schlipmann Construction and Dennis Dalton from Henry Schien did a walk-through of the property to determine remodeling needs.
- Reviewed letter from HWFPC regarding purchase price for 606 E. Adams property.
- The HWFPC deadline to sign a purchase agreement for the 606 E. Adams property is November 1st.
- All construction costs will be paid at prevailing wage.

A motion was made at 8:20 pm to go into closed session (5ILCS120/2C5) by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

Board went back into open session at 8:55 p.m. No action was taken. A call was placed to the HWFPC to discuss the possible purchase of the 606 E. Adams property. HWFPC board members decided to come to PCHD to answer our questions regarding the purchase.

Once the HWFPC board was present, Dr. Liesen stated that the health department was interested in purchasing the 606 E. Adams property. Purchase will have to be made from the HWFPC and not directly from Quincy Medical Group. The HWFPC presented a copy of the Non-Binding Agreement (formerly referred to as the Non-Binding Letter of Intent) for PCHD to sign so the HWFPC can move forward with their purchase agreement with QMG. The agreement will be sent to the State's Attorney for review and approval. Once approved, Anita Andress will sign as authorized by the Board of Health at the August 30th board meeting.

A motion to pursue the purchase of the 606 E. Adams property for \$150,000 from the Health and Wellness Foundation of Pike County was made by Andy Borrowman, 2nd by Anna Beck. Motion carried with a roll call vote. Ms. Beck, yes; Dr. Iftner, yes; Dr. Johnson, abstain; Dr. Liesen, yes; Ms. Reinhardt, yes; Ms. Rowles, yes; Mr. Borrowman, yes.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.
- Program Updates
 - WIC – Walk-in clinics will begin in January 2013.
 - FCM – Participating in an FCM pilot program, which will decrease home visits.

The Family Case Management program had ten revised policies. The revised policies are Clinical Record/Intake, Case management Process-Assessments, Care Plan Development and Referral Process, Face to Face Contacts and Home Visits, Case Management Process-High Risk Infant Case Management, Case Management Process-Client Education/Prenatal and Anticipatory

Guidance, Age/Trimester Appropriate handout Protocol, Case Management Process-Case Closure, Perinatal Depression Screening, and Developmental and Social Emotional Screening. The Family Case Management policies were approved on a motion made by Anna Beck, 2nd by Barb Reinhardt, vote taken, motion carried.

Health Promotion:

- Quarterly Stats reviewed.
- Communicable Disease
 - Flu clinics are in progress.
 - Guidelines/eligibility for the VFC program are changing.
 - There have been a large number of Chlamydia cases reported in Pike County.
- Tobacco – A local tobacco coalition has been formed.
- Diabetes – Cholesterol/diabetes screenings may be discontinued, due to equipment repairs, supply costs and staffing.

Public Health reports were approved on a motion made by Katherine Rowles, 2nd by Dr. Iftner, 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 \$81,831.
 - Revenues were 6% under budget and expenses are 2% under budget for the 3rd quarter of FY 2012.
- Comparison of Initial Budget to Revised Budget
 - Revenues were increased by \$115,000 after revision. The leading contributing factor to this revision is the reclassification of dental clinic funds that were received in 2012 but not spent until 2013.
 - Expenses were increased by \$120,000 after revision. The leading contributing factor to this revision is the purchase of dental clinic equipment.
- Comparison of Revised FY2012 Budget to FY2013 Budget
 - A 12% increase in revenues is budgeted for the next fiscal year.
 - A 12% increase in expenses is budgeted for the next fiscal year.
 - A 3% cost of living raise is included in the FY2013 budget.

We should end FY2013 with a small profit of \$20,000.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 9% during the 3rd quarter of FY 2012 as compared to the 3rd quarter of FY 2011.
 - Expenses increased by 11% during the 3rd quarter of FY 2012 as compared to the 3rd quarter of FY 2011.

The FY2013 budget was approved on a motion made by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

Andy Borrowman stated that all departments at the county level were asked to cut their budgets by 10% for the upcoming fiscal year.

The financial report was approved on a motion made by Dr. Liesen 2nd by Barb Reinhardt, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – 24/7 contact information must now be entered into an online program called CEMP (Comprehensive Emergency Management Program). This program will also be used to house our SNS plan and other emergency preparedness documents.

Ms. Andress presented Personnel Policy changes for 2013. Personnel Policies were approved on a motion made by Dr. Liesen, 2nd by Katherine Rowles, vote taken, motion carried.

Ms. Andress distributed the list of Closed Sessions for review. Closed sessions will remain closed on a motion made by Barb Reinhardt, 2nd by Dr. Iftner, vote taken, motion carried.

FY 2013 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 Dr. Liesen, 2nd by Andy Borrowman, vote taken, motion carried.

Closing the office December 24th for an extra Christmas holiday was granted for all employees on a motion made by Katherine Rowles, 2nd by Dr. Iftner, vote taken, motion carried.

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

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

Next meeting date will be our annual dinner meeting on January 24, 2013 at 6:30 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:50 pm by President Ruth Holman.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator