

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

DATE: October 24, 2013

**Members Present:**

Dr. David Iftner	Andy Borrowman	Anna Beck	Katherine Rowles
Jennifer Niebur	Ruth Holman, CNP	Barb Reinhart	Dr. Christopher Wagoner

**Members Absent:**

Carole Bradshaw	Dr. Stephen Liesen	Dr. Ronald Johnson
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**Others Present:**

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

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

Welcome and introductions were made to new board member, Dr. Christopher Wagoner.

Agenda was approved on a motion made by Barb Reinhardt, 2<sup>nd</sup> by Anna Beck, vote taken, motion carried.

Minutes of the July 25, 2013 BOH meeting were approved on a motion made by Dr. Iftner, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

Greg Sandidge presented the following Construction Project's information:

- Dental Clinic
  - Timeline is on schedule with the open date being December 2<sup>nd</sup>.
  - Dental equipment to be installed first week of November.
  - Project is currently \$10,000 over proposal amount of \$87,000 due to plumbing issues and changing out light fixtures to accommodate T8 bulbs.
  - Seven dentists have inquired about the Dentist position. Many are requesting a larger salary than we have budget for. We may need to contract with a dentist on a daily flat rate basis until May when new graduates will be looking for jobs.
  - National Health Service Corp – Currently none of the dentists that have approached us would need help paying back school loans at this time. We are not currently listed on their website, as our clinic must be up and seeing patients before we can be listed.
  - Policies – A special Ad Hoc Executive Committee is needed to review the new Dental Clinic policies prior to December 2<sup>nd</sup>.

A motion to appoint Dr. Stephen Liesen, Dr. Christopher Wagoner, and Ruth Holman to the Ad Hoc Executive Committee to review Dental Policies was made by Anna Beck, 2<sup>nd</sup> Andy Borrowman, vote taken, motion carried.

- Building Phases
  - Capital Plan Funding Sources – Four sources of funding are being explored for the building renovations and expansion.
    1. USDA RED L&G 10 year no interest loan
    2. USDA Community Facilities Grant, loan and grant combination,
    3. United Community Bank Construction line of credit
    4. Ryan Capital short term leasing.

In working on the grant/loan applications it is noted from the Health and Wellness Foundation of Pike County that they have provided \$174,041 of in-kind contributions.
  - An appraisal of our current property was conducted. The value of the appraisal is \$185,000.
  - Phase II timeline has been revised. Bids will be let in December with work to begin in January.
  - Phase III timeline has been revised. Bids will be let in February with work to begin in March.
  - Phase IV is the moving of the health department from our current location to the 606 W. Adams location. PCHD will need to close for a few days as the computer network and phone system will need to be uninstalled and reinstalled at the new location, as well as the moving of all furniture. Anticipated shutdown and moving dates are June 11-13 with all services being at 606 W. Adams on June 15<sup>th</sup>.
  - Place current PCHD building on the market July 1<sup>st</sup> or sooner.

A motion to accept the revised timelines of Phase II and Phase III of the Construction Projects was made by Andy Borrowman, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

A motion to adopt of Resolution to allow Anita Andress and Andy Borrowman, County Board Chairman, to sign construction loan documents with United Community Bank was made by Jennifer Niebur, 2<sup>nd</sup> by Katherine Rowles, vote taken, motion carried.

Construction Project's reports were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Andy Borrowman, vote taken, motioned carried.

Kathy Cooney presented the following Environmental Health reports:

- Quarterly Stats reviewed
- Food Program – Effective January 1<sup>st</sup>, no one is allowed to offer the state food exam. Effective July 1<sup>st</sup>, all new license holders must go through a 7 hour course followed by exam. Those with existing license will need to meet the same criteria. The refresher course will be eliminated.
- Zoning – Properties are not receiving final inspections. Wording on the permit allows entrance to ensure compliance.
- Sewage Code Revisions – Jane will be attending a meeting on December 2<sup>nd</sup> to learn more about the revisions. These changes include soil evaluations to see if suitable for sewage on the permit application.
- Wells – Changes to the Water Well code are still pending.
- The Big River Fish Plant is opening next week.

Environmental Health reports were approved on a motion made by Katherine Rowles, 2<sup>nd</sup> by Dr. Wagoner, vote taken, motioned carried.

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

- Quarterly Stats reviewed – Skilled Nursing visits were down during June and July.
- Chart Reviews – We are currently working on streamlining the chart review process after discussions with other local health departments. We are creating visits checklists to help with correct documentation.
- Billing – Our billing process has improved. We continue to fight for our payments from some insurance companies. Letters were sent to Private Duty clients in September to notify them of a rate increase effective October 1<sup>st</sup>. A special agreement with Griggsville Estate was put in place to not raise their patients Private Duty rates for a year.
- Marketing – Calendars were purchased and distributed to flu clinic patrons and given to new home health clients.
- Electronic Visit Verification – This is a system used to verify homemaker staff are in a client's home. We are not sure how this will affect us at this time. It is required for Department on Aging clients, which we are not a provider for at this time.
- Annual surveys were sent to all referring providers and discharge planners.

Home Health reports were approved on a motion made by Barb Reinhardt, 2<sup>nd</sup> by Andy Borrowman, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.
- WIC – We continue to be below assigned caseload. During the government shutdown we were instructed to only print one month of coupons for clients instead of the normal three months.

Health Promotion:

- Quarterly Stats reviewed.
- Diabetes Program – This program is becoming hard to sustain due to lack of funding for one on one education sessions and RD counseling.
- Outreach – Farm & Home sponsored a Ladies Night Out event where we promoted our Tobacco, Diabetes, IBCCP and IPC programs.
- In Person Counselor – A statewide outreach event for the Health Insurance Marketplace called Cover Your Community is scheduled for November 2<sup>nd</sup>. We will have our contracted IPC at County Market from 9:00-11:00 to distribute information.

Public Health reports were approved on a motion made by Katherine Rowles, 2<sup>nd</sup> by Anna Beck, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
  - The 3<sup>rd</sup> quarter showed an operating loss of \$46,259.
  - Revenues were 9% under budget and expenses were 7% under budget for the 3<sup>rd</sup> quarter of FY 2013.
- Comparison of Initial Budget to Revised Budget
  - Revenues were increased by \$1,000 after revision. The leading contributing factor to this revision is a decrease in Home Health Medicare revenues and receiving the local health protection grant in September 2013 instead of January 2014.
  - Expenses were increased by \$21,000 after revision. The leading contributing factor to this revision is the purchase of used dental clinic equipment vs. new equipment.
- Comparison of Revised FY2013 Budget to FY2014 Budget
  - A 16% increase in revenues is budgeted for the next fiscal year. Total revenues expected are \$2,319,000.
  - A 16% increase in expenses is budgeted for the next fiscal year. Total expenses expected are \$2,319,000
  - A 3% cost of living raise is included in the FY2014 budget.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues decreased by 9% during the 3<sup>rd</sup> quarter of FY 2013 as compared to the 3<sup>rd</sup> quarter of FY 2012.
  - Expenses decreased by 6% during the 3<sup>rd</sup> quarter of FY 2013 as compared to the 3<sup>rd</sup> quarter of FY 2012.

The FY2013 budget was approved on a motion made by Dr. Iftner, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

The financial report was approved on a motion made by Dr. Iftner 2<sup>nd</sup> by Katherine Rowles, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – EP Coordinator out on medical leave. Staff continue to do quarterly staff call down drills.
- Unfinished Business –
  - The City of Pittsfield will provide a total of \$50 a month towards the dental clinics city utilities for three years.
  - The County has also agreed to cover \$3,000 of insurance coverage for the dental clinic for one year and re-evaluate at the next budget year.
  - The Pittsfield Rotary Club will be assisting with permanent signage for the dental clinic/health department.

Due to Dr. Ansari's retirement, committee appointments were reviewed. Dr. Christopher Wagoner will serve on the Dental Advisory Committee, be the alternate Medical Advisor, and an alternate on the Personnel Committee. Committee appointments were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> Dr. Iftner, vote taken, motion carried.

Paula Dean presented Personnel Policy changes for 2014. Personnel Policies were approved on a motion made by Katherine Rowles, 2<sup>nd</sup> by Anna Beck, vote taken, motion carried.

Ms. Address distributed the list of Closed Sessions for review. A motion to open the Closed Sessions on Real Property dated 11-19-09, 1-28-10, 11-29-11, and 10-25-12 was made by Barb Reinhardt, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried. A motion to leave the rest of the Closed Sessions closed was made by Katherine Rowles, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

FY 2014 meeting schedule with meetings taking place the 4<sup>th</sup> Thursday in the months of January, April, July, and October was approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

Administrative report was approved on a motion made by Anna Beck, 2<sup>nd</sup> by Jennifer Niebur, 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 23, 2014 at 6:30 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:02 pm by President Ruth Holman.

Respectfully submitted,

Jennifer Niebur  
Secretary