

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

DATE: October 23, 2014

Members Present:

Andy Borrowman	Anna Beck	Katherine Rowles	Ruth Holman, DNP
Theresa Shinn	Jennifer Niebur	Carole Bradshaw	Dr. Christopher Wagoner
Dr. David Iftner	Dr. Stephen Liesen		

Members Absent:

Dr. Ronald Johnson

Others Present:

Anita Andress	Don Beard	Tammy Gilbert	Jane Johnson
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The meeting was called to order at 7:02 p.m. by President Ruth Holman.

Agenda was approved on a motion made by Katherine Rowles, 2nd by Carole Bradshaw, vote taken, motion carried.

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

Anita Andress presented the following Properties information:

- 606 W. Adams Property
 - Drywall is being installed in the new addition.
 - The Pittsfield Rotary Club has been wonderful in helping paint and tear up old carpet on the south side of the building.
 - Paul Lennon is completing minor routine maintenance projects on the south side of the building and in the basement.
 - Flooring will be installed on the south side of the building beginning next week.
 - RED LG funds have been received. First payment is due the end of November.
 - Many of the bills for the south side renovations have come in under budget. We did experience an increased cost with the addition. The roof on the west side of the original building needed to be re-shingled due to the additions roof tying in with it.
 - PCHD will be closed November 24th – 26th to move to the new location.
 - Paul Petty is coordinating the move. He was in charge of moving the office's from the courthouse to the annex a few years ago.

- 113 E. Jefferson Property
 - The closing on the property will take place the 1st part of December.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed. Septic and Well installations continue to be down.

- Staffing – Ed Knight has resigned and Chelsea Hayden was hired as a Health Inspector.
- Food Program – A new shorter food class was held. All attendees passed the exam. Another class is scheduled for November in Barry. All restaurants received their License of Compliance for 2014-2015.
- Radon – An informational meeting was scheduled with local businesses. Attendance was very poor, with only 1 business attending.
- Zoning – The County has a new Zoning Administrator, Mark Mountain. He seems to be doing a great job so far.
- Smoke Free Illinois – One complaint was received during the last quarter. New rules regarding smoking in “beer gardens” are under development at the state level. We have not seen them in final form. A sting will be scheduled in January targeting bars and taverns at more appropriate times.
- Land Fill Host Fee Agreement – The County Board Ag Committee is working with Hickory Ridge Landfill, Inc. to revise the current Host Fee Agreement. The landfill is wanting to add fracking waste, PCB’s, and railroad transportation of waste to the county agreement. This process is moving slowly as the county wants to make sure the environment stays safe and the county is reimbursed properly.

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

Tammy Gilbert presented the following Home Health reports:

- Quarterly Stats reviewed – Stats continue to decline, but is very comparable to last year at this time. Patients are being seen for shorter periods of time, which is decreasing the number of visits made. OT visits have increased due to having a contract with Advance Physical Therapy that includes Occupational Therapists.
- Patient Satisfaction Surveys – Surveys continue to have very positive comments about our staff and services.
- Chart Audits – Audits are currently behind, as providers are not returning the 485’s in a timely manner. Provider’s offices are now receiving a reminder call to return their 485’s.

Anita discussed a situation regarding a patient who was needing hospice services, which our agency provides through Blessing Hospice. The patient was told by their provider that if they did not choose the providers hospice agency, then the physician would quit being their provider. The patient was not given a choice for hospice services. Anna Beck suggested writing a letter to the provider explaining the situation/misunderstanding. We must be vigilant in helping our patients or potential patients understand their options.

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

Anita Andress presented the following Public Health reports:

Maternal & Child Health:

- Quarterly Stats reviewed.

- WIC – Slight increase in caseload this quarter. Clients are unhappy with some of the USDA changes regarding the type of milk they can purchase.
- FCM – Funding continues to decrease.
- FP – One of our practitioners, Ruth Holman, will be moving out of the area. We are beginning our search for a replacement.

Health Promotion:

- Quarterly Stats reviewed.
- Ebola Planning – A meeting was held last Friday with emergency response partners (law enforcement, PEMA, hospital, county board members, mental health, PCHD, SCHD Administrator) to plan for a possible exposure in Pike County. A second meeting is scheduled for tomorrow. One concern addressed at the meeting was PPEs for law enforcement. Some law enforcement agencies have no PPEs.

Dental Clinic:

- Quarterly stats reviewed.
- Recruitment – Currently advertising for a full time dentist to replace Dr. Emani. Dr. Liesen continues to help with complicated cases one day per month.
- Patient Satisfaction Surveys – Very few surveys were completed, but those that were had positive comments.
- Grants –
 - SIU School of Medicine - \$9,000 for staff training and recruitment
 - Rotary Club - \$4,000 to install nitrous in Operatory 2

The dental clinic had one revised consent form, Consent for Treatment (Adult/Child), and three new policies, Radiation Safety, Medical Consultation Request, and Dental Care for Obstetric Patients. The policies were approved on a motion made by Dr. Iftner, 2nd by Anna Beck, vote taken, motion carried.

Meetings are currently underway with Blessing Hospital and other local health departments regarding “Accountable Care Entities”. The goal is to case manage Medicaid clients that have been discharged from the hospital. Blessing is not wanting to duplicate any services that are already being provided by local health departments. Another meeting will be scheduled in the coming months.

Public Health reports were approved on a motion made by Carole Bradshaw, 2nd by Dr. Liesen, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 3rd quarter showed an operating profit of \$51,042. Combined with the 1st and 2nd quarter losses we are ending the 3rd quarter with a loss of \$132,355.
 - Revenues were 10% under budget and expenses were 16% under budget for the 3rd quarter of FY 2014.
- Comparison of Initial Budget to Revised Budget

- Agency budget was adjusted to show a more accurate picture. Revenues were decreased by 16.8% (\$389,000). The leading contributing factor to this revision is a decrease in Home Health Medicare revenues and a decrease in our Family Case Management grant.
- Expenses were decreased by 16.8% also. The leading contributing factor to this revision is a decrease in staffing costs and removing construction expenses out of the budget.
- Comparison of Revised FY2014 Budget to FY2015 Budget
 - An 11% decrease in revenues and expenses are budgeted for the next fiscal year. Total revenues and expenses expected are \$2,058,000.
 - A 2% cost of living raise is included in the FY2015 budget. All staff are still expected to take 1 furlough day a month.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 6% during the 3rd quarter of FY 2014 as compared to the 3rd quarter of FY 2013.
 - Expenses increased by 12% during the 3rd quarter of FY 2014 as compared to the 3rd quarter of FY 2013.

The FY2014 budget was approved on a motion made by Andy Borrowman, 2nd by Dr. Wagoner, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – Robin Wainman, ERC and other health department staff have been participating in Ebola conference calls and webinars with IDPH. Andy Borrowman reported that County Board member Dr. Dan Mefford complimented the health department on their work and stated the Ebola meeting was first class.
- IPLAN – Another round of the IPLAN will be completed in 2015.

Ms. Andress distributed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Dr. Liesen, 2nd by Anna Beck, vote taken, motion carried.

FY 2014 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 Carole Bradshaw, 2nd by Andy Borrowman, vote taken, motion carried.

Closing the office December 24th at noon was granted for all employees on a motion made by Anna Beck, 2nd by Katherine Rowles, vote taken, motion carried.

Board members were asked to provide Andy Borrowman and Anita Andress with potential BOH member names, due to Ruth Holman moving out to the area and Anna Beck no longer wishing to serve on the board.

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 January 22, 2015 at 6:30 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