

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

DATE: January 28, 2016

Members Present:

Katherine Rowles	Dr. Stephen Liesen	Jennifer Niebur	Carole Bradshaw
Dr. David Iftner	Julie Plattner	Dr. Ronald Johnson	Dr. Christopher Wagoner

Members Absent:

Andy Borrowman	Michelle Kendrick	Theresa Shinn
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Others Present:

Anita Andress	Don Beard	Jane Johnson	Jan Bleich
Paula Dean	Dr. Matt Liesen	Cindy Hess	

The meeting was called to order at 7:00 p.m. by President Katherine Rowles.

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

Minutes of the October 22, 2015 BOH meeting were approved on a motion made by Carole Bradshaw, 2nd by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly and Annual Stats reviewed.
- Food Program
 - Cryptosporidiosis Outbreak – Over 100 people were sickened by apple cider sold during the Pike County Color Drive from five states and 10 Illinois counties. We have received a FOIA request wanting any correspondence we have had with the vendor. No information is available, as the vendor was located out of Pike County.
 - Cup Cake Law – County Board voted to not put the referendum on the ballot for the upcoming election with a 6-2 vote at their October meeting.
 - Incubator Business Kitchen – The Pittsfield Community Center may be the possible site of the kitchen. Some small modifications need to be made before renting of the kitchen can take place.
 - Two FDA food grants, for staff training, have been received.
 - Food Code 2013 – The adoption of the new food code will bring a more time consuming inspection, taking approximately 2-4 hours to complete the first inspection. IDPH may provide resources for completing an electronic inspection form.
 - When making restaurant inspections, staff are now completing a tobacco inspection forms as well.
 - Temporary Events – Discussion was held on licensing and inspecting temporary events. Currently only temporary events that are 4 days or longer are inspected. A presentation will be developed to take to the Public Safety committee.

A 2 stage approach will be presented. First year, provide towns holding festivals with educational material they can provide to their vendors. Second year, complete inspection of temporary vendors. We would also like to implement fees to license these vendors, to help offset staff time costs and travel expenses, as these festivals occur on the weekends. We would also like to look at implementing fees for regular food service establishments. All of these items would need to be approved by the County Board and added to the current Food Ordinance. Dr. Johnson suggested possibly writing a grant for funding this project.

- Tobacco Program
 - A conference call with the State's Attorney has been scheduled for February 17th. If found guilty, the establishment will be issued a fine.
- Vector Surveillance – We have applied for a grant for \$10,000 through IDPH.
- Nuisance Ordinance – The current Nuisance Ordinance only covers areas in the county that are not in city limits. Jane does spend hours of her time working with different towns on nuisance issues. Anita wants to look at a possible contract for these services with the towns in the county.

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

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly and Annual Stats reviewed.
- Dental Clinic
 - Sliding Fee Scale – Additional services are being added to the sliding fee scale. Dr. M. Liesen has added the following services: root canals, crowns and dentures.
 - Staffing – We have a dental hygienist on staff that can complete cleanings on adult Medicaid clients. Clients will have to pay for the cleaning, as it is not covered by Medicaid.
 - Hospital Cases – Dr. M. Liesen is training with Dr. S. Liesen to perform surgical cases at Illini Hospital.
 - Scheduling – There is currently a 2 month wait for new non-emergency patients. We are also seeing several Adams County children, as the clinic at the Adams County Health Department is under staffed.
 - Jail Inmates – Working on an agreement with the Pike County Sheriff's Department to serve jail inmates on a case by case basis.
- Vaccine Program – The Vaccine for Adults program is currently on hold by the state due to no funding.

Dental had one new policy, Dental Services for Pike County Jail Inmates. The policy was approved on a motion made by Dr. Liesen, 2nd by Dr. Johnson, vote taken, motion carried.

Public Health had one revised policy, Immunization Program Policies. The policy was approved on a motion made by Dr. Johnson, 2nd by Jennifer Niebur, vote taken, motion carried.

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

Jan Bleich and Cindy Hess presented the following Home Health reports:

- Quarterly and Annual Stats reviewed.
- We are currently in the process of streamlining our chart review process.
- Staffing – Admissions are currently up. Furlough days have been lifted for home health staff. A public health nurse has been trained to do Private Duty visits at Griggsville Estates. We are currently advertising for a part-time Home Health RN.
- Therapy – Advance Physical Therapy is back to providing services for home health.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 4th quarter showed an operating loss of \$23,344. Combined with the first 3 quarters we ended FY 2015 with a profit of \$93,492, due to the sale of the old building.
 - Revenues were 8% under budget and expenses were 7% under budget for the 4th quarter of FY 2015.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 2% during FY 2015 as compared to FY 2014.
 - Expenses decreased by 8% during FY 2015 as compared to FY 2014.
- State of Illinois Budget Impasse
 - No payments have been received for the Local Health Protection Grant or the Family Case Management Grant. These funds are both located in the State of Illinois General Fund.
 - Full-time Public Health, Environmental Health, Communicable Disease and Administrative staff continue to take mandatory furlough days, every Friday.

The financial report was approved on a motion made by Carole Bradshaw 2nd by Dr. Iftner, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A full scale drop site exercise is scheduled in June and meets Emergency Preparedness grant requirements.
- Annual Report Documents – Draft versions were presented. Final documents will be ready the end of February.

Anita Andress presented Personnel Policy changes for 2016. Personnel Policies were approved on a motion made by Julie Plattner, 2nd by Dr. Johnson, vote taken, motion carried.

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

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

Next meeting date will be April 28, 2016 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:05 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary