

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

DATE: October 22, 2015

**Members Present:**

Theresa Shinn	Michelle Kendrick	Katherine Rowles	Dr. Stephen Liesen
Jennifer Niebur	Carole Bradshaw	Dr. David Iftner	Julie Plattner
Dr. Ronald Johnson			

**Members Absent:**

Andy Borrowman      Dr. Christopher Wagoner

**Others Present:**

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

The meeting was called to order at 7:05 p.m. by President Katherine Rowles.

Agenda was approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Minutes of the August 20, 2015 BOH meeting were approved on a motion made by Dr. Liesen, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
  - Cup Cake Law – The County Board can vote to move forward with adopting an ordinance for the Cup Cake Law or the County Board can vote to put a referendum on the ballot, for the upcoming election, to let the citizens decide if an ordinance is needed.
  - Incubator Business Kitchen – Jane is researching a possible community kitchen option for individuals who want to prepare, cook and sell food items.
  - Two FDA food grants have been applied for to provide assessment and training for the food program.
  - Food Code 2013 – The adoption of the new food code will bring a more time consuming inspection, taking approximately 4 hours to complete. IDPH may provide resources for completing an electronic inspection form.
- Tobacco Program
  - Working with State’s Attorney on a pre-conference hearing for an establishment that received a citation from the Smoke Free Illinois Act.
- Zoning – The health department will work in conjunction with the zoning office on cabin elevations when a septic system is involved. FEMA funds will be used.
- Private Water Wells – A class is being developed for home owners to view.
- Septic Systems – PCHD will start enforcing a \$50 charge for those contractors/home owners that do not provide PCHD with a 24 hour notice for setting a septic system.

- 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. Possible look at a contract for these services with the towns in the county.

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

Jan Bleich presented the following Home Health reports:

- Quarterly Stats reviewed.
- Transition from ICD-9 codes to ICD-10 codes is going smoothly.
- Staffing – Cindy Hess, RN has been hired to replace retiring Home Health Nursing Supervisor, Tammy Gilbert, RN.

Home Health had three revised contracts, Private Duty Home Nursing Services Client Contract, Private Duty Griggsville Estates Home Nursing Services Client Contract and Private Duty Home Services Client Contract. Per Board of Health recommendations, the Home Health Nursing Supervisors Name was removed from the contracts. With these changes, the contracts were approved on a motion made by Dr. Liesen, 2<sup>nd</sup> by Dr. Johnson, vote taken, motion carried.

Home Health reports were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly Stats reviewed.
- WIC - Clinics have been decreased to 3 days a week instead of 4 days, effective September 1<sup>st</sup>, due to decreased caseload and funding.
- Media/Advertising – The contract with WBBA has been reduced, due to cash flow issues. A Facebook page for the health department is under development.
- Health Insurance Marketplace – PCHD is no longer assisting with the health insurance marketplace applications, as there is no funding for our staff to provide these services. Also, Adams County Health Department, who has assisted Pike County clients at our agency with applications for the past 2 years, did not receive grant funding to continue these services this year.
- Dental Clinic
  - Treatment Planning – To get an accurate number of adult treatment plans, we will begin scheduling adults to return for a limited exam at the appropriate intervals.
  - Grants – Several grant application have been completed or are in the process. We have received notice that we received the following grants - \$3,000 from the Community Foundation, \$3,000 from the Health and Wellness Foundation of Pike County and \$10,000 from Delta Dental.
  - Jail Inmates – Working on an agreement with the Pike County Sheriff's Department to serve jail inmates on a case by case basis.

Public Health had one revised policy, Declination of Hepatitis B Vaccine. The policy was approved on a motion made by Theresa Shinn, 2<sup>nd</sup> by Dr. Johnson, vote taken, motion carried.

Dental had one revised policy/form, Sliding Fee Scale and one new policy, Recruitment and Retention Plan. The policies were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Liesen, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Jennifer Niebur, 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 profit of \$55,313.
  - Revenues were 2% under budget and expenses were 2% under budget for the 3<sup>rd</sup> quarter of FY 2015.
- Comparison of Original Budget to Revised Budget
  - Agency budget was adjusted to show a more accurate picture. Revenues were decreased by 7% (\$144,000). The leading contributing factor to this revision is a decrease in Home Health Medicare revenues and a decrease in IDHS grant awards.
  - Expenses were decreased by 12.3%. The leading contributing factor to this revision is a decrease in staffing costs and currently behind on making health payments to the county.
- Comparison of Revised FY2015 Budget to FY2016 Budget
  - A 3.4% decrease in revenues and expenses are budgeted for the next fiscal year. Total revenues and expenses expected are \$1,849,000.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues increased by 3% during the 3<sup>rd</sup> quarter of FY 2015 as compared to the 3<sup>rd</sup> quarter of FY 2014.
  - Expenses decreased by 5% during the 3<sup>rd</sup> quarter of FY 2015 as compared to the 3<sup>rd</sup> quarter of FY 2014.
- State of Illinois Budget Impasse
  - Letters have been sent to Governor Rauner, Representative Davidsmeyer and Senator McCann to request the release Local Health Protection grant funding.
  - Letters to the Editor have been sent to local papers advising the public on our current financial status.
  - Full-time Public Health, Environmental Health, Communicable Disease and Administrative staff are taking mandatory furlough days, every Friday. Public Health began taking these days on September 1<sup>st</sup> and the rest of the departments will begin taking these days on October 23<sup>rd</sup>. Home Health full-time staff are now taking 2 furlough days per month and part-time staff have been decreased by one day per week.

- We have supply vendors not filling our orders due to outstanding balances. We will temporarily discontinue taking referrals for HH patients needing Occupational Therapy, as our therapy provider also has an outstanding balance.
- Don distributed a packet to BOH members showing the outstanding revenue from our State grant programs. Cash flow is a major issue. Would like to have at least two payrolls (approx. \$100,000) on hand at all times.
- Anita made a request to pursue an additional loan to help with cash flow issues.
- Discussions were held on various ways to help PCHD through this financial issue. Some ideas were fund raising or apply for funding through Illini Hospital or Quincy Medical Group foundations.
- Dr. Iftner is willing to schedule a meeting with Representative Davidsmeyer and Senator McCann to discuss funding issues.
- Anita will email BOH members if any additional lay-offs are needed.

A motion to pursue a loan up to \$100,000 to help with cash flow was made Dr. Johnson, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

The financial report was approved on a motion made by Dr. Johnson 2<sup>nd</sup> by Carole Bradshaw, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – With limited funding, we will react as able to any emergency events.
- IPLAN – The assessment phase has been completed. Next step is the planning phase. PCHD requested a 6 month extension from IDPH to complete the IPLAN process. Original due date was September 2015.
- The County has been working on new policies for all county offices. During this process, it was learned that PCHD is the only County office that did not offer bereavement days for their employees. Anita would like to add this benefit for PCHD employees.
- Personnel Policies will be presented to the BOH in January.
- The Pike County Sheriff's Department provided someone to assist us in installing new signage for the building and other small jobs. Sheriff Petty indicated that his department would be able to assist with some landscaping in the future.

Ms. Andress distributed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Carole Bradshaw, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

FY 2016 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 Dr. Liesen, 2<sup>nd</sup> by Dr. Johnson, vote taken, motion carried.

A motion to add Bereavement Days as a benefit for employees was made by Michelle Kendrick, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Administrative report was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

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

Next meeting date will be January 28, 2016 at 6:30 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 9:10 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur  
Secretary