

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

DATE: April 28, 2016

Members Present:

Katherine Rowles	Jennifer Niebur	Carole Bradshaw	Dr. David Iftner
Julie Plattner	Theresa Shinn	Michelle Kendrick	Dr. Christopher Wagoner
Andy Borrowman			

Members Absent:

Dr. Stephen Liesen Dr. Ronald Johnson

Others Present:

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

The meeting was called to order at 7:02 p.m. by President Katherine Rowles.

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

Minutes of the January 28, 2016 BOH meeting were approved on a motion made by Dr. Iftner, 2nd by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
 - Temporary Event Licensing – Jane would like to set-up a voluntary licensing program for temporary event vendors with fees. In meeting with the different festival coordinators, 5 of the 11 festivals would like to be inspected. The County Board would like for each vendor to have a Certified Food Handler at each food stand. The Temporary License should be visibly displayed by the vendors. Andy Borrowman stated that the State’s Attorney may need to add some additional wording to the current Pike County Food Ordinance regarding Voluntary Licensing for Temporary Events.
 - Food Code 2013 – The adoption of the new food code has been delayed until January 2018.
 - Food Program Review – PCHD passed the recent IDPH food program review.
- New Salem Sewage Status – The State’s Attorney is currently handling the lawsuits filed regarding a sewage issue in New Salem.
- Tobacco Program
 - Tobacco citations have been written and State’s Attorney will follow-up with collecting the required fines.

A motion for Jane Johnson to proceed with implementing a Voluntary Licensing Program for Temporary Events and forwarding the information on to the County Board was made by Andy Borrowman, 2nd by Carole Bradshaw, vote taken, motion carried.

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

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

- Quarterly Stats reviewed. Home Health stats showed an increase even though we have less staff to complete the visits.
- Billing Issues – We are currently having issues billing United HealthCare. Claims are getting rejected for ICD-10 coding errors and some patient’s coverage changed 1-1-16 while in the middle of a certification period, which is causing issues.
- Currently reviewing the homebound status requirement. We believe it is not as strict as we are applying it.
- Record Reviews – Nursing staff are doing better at completing their work correctly the first time, instead of having several corrections after Cindy reviews the record.
- Patient Satisfaction Surveys – We are above the national level in all categories.
- Staffing – A full-time RN has been hired, Megan Shaw. We are currently still looking for a part-time Home Health RN. Currently HH staff are not taking furlough days, RN’s can work up to 40 hours each week and extra clerical help is being provided.
- Therapy – Occupational Therapy services are currently on hold do to the OT being out on maternity leave.
- Additional Development Request (ADR) Process – We received 5 ADR requests and all 5 have been denied. We will receive one-on-one training with Palmetto and then they will send an additional 5 ADR requests.
- Quality Improvement – QI meetings are currently on hold, due to staffing issues and increased census.

Home Health reports were approved on a motion made by Carole Bradshaw, 2nd by Michelle Kendrick, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly Stats reviewed.
- Family Planning – Beth is currently trying to find an additional provider.
- Vaccine Program – A review of the vaccine program went very well. We received lots of positive comments.
- Griggsville/Perry School Agreement – PCHD signed an agreement with the G/P School District to provide an RN for a special needs student when the school nurse is not available.
- Dental Clinic
 - Expanded Services – Crown and dentures services are in full swing. There is currently a 3 month wait list for denture cases.

- Staffing – We have hired a part-time dental assistant, Emily Campbell and a part-time dentist, who is a new graduate, Kaydi Legate. Katie will start in the fall and be mentored by Dr. Matt Liesen and Dr. Steve Liesen. Our dental hygienist is applying for NHSC loan repayment.
- Hospital Cases – Dr. M. Liesen will do his first solo hospital case on May 20th. Scheduling, billing and staffing will need to be figured out for these cases.
- Payment Sources – We are currently accepting payment from Pike County Unmet Needs for their clients needing dental care and Illinois Care Connect, which pays for Pike County HIV client’s dental care.
- Jail Inmates – Working on an agreement with the Pike County Sheriff’s Department to serve jail inmates on a case by case basis.
- Grants – We have received \$100,000 from the ILCHF to upgrade operatory 4 and to subsidize salaries. We also received a \$20,000 grant to purchase supplies, subsidize salaries and outreach. We are currently writing for 3 additional grants. We are currently trying to figure out how to track special needs clients through our dental clinic so that we may include this information in our grant applications.
- FQHC – There have been 2 new FQHC dental clinics surface in the last couple of months. We are hoping that they will not be coming into Pike County with their dental services.

Public Health reports were approved on a motion made by Andy Borrowman, 2nd by Julie Plattner, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 1st quarter showed an operating profit of \$38,684.
 - Revenues were 1% under budget and expenses were 3% under budget for the 1st quarter of FY 2016.
- Profit and Loss Summary
 - Home Health is currently showing a loss, but this is due to catching up on outstanding contract therapy bills. Dental Clinic is showing a profit due to receiving payments for services from last FY 2015.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 1% during the 1st quarter of FY 2016 as compared to the 1st quarter of FY 2015.
 - Expenses decreased by 13% during the 1st quarter of FY 2016 as compared to the 1st quarter of FY 2015.
- Other
 - Our original \$50,000 UCB loan was paid off with our new UCB loan, as the new loan had a lower interest rate.
 - Outstanding accounts payable is in the \$160,000 range, with the majority being outstanding health insurance payments to the county.

- The County's new Host Fee Agreement with the landfill goes into effect in December 2016. There may be a possibility that PCHD will receive 3% of those funds. The Highway Department and Recycling may also receive a percentage.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A statewide full scale drop and dispensing exercise is scheduled for June 14th - June 16th. We will receive our drop of SNS supplies on Tuesday, June 14th and will dispense to critical personnel on Wednesday, June 15th.
- Building Update - We currently have elevated levels of carbon dioxide in the basement. We are getting quotes from 3 heating and air companies to see how we correct the problem.
- Public Health and Administrative staff are continuing with furlough days on every Friday. Environmental Health staff will no longer take furlough days effective May 1st, due to an employee resigning.
- Administrator's Evaluation – Anita's evaluation will take place in June. Paula will email Personnel Committee the evaluation forms and possible dates in May.
- Expiring Board of Health Terms – Three members' terms will expire on June 30, 2016. They are Carole Bradshaw, Dr. Stephen Liesen and Dr. Christopher Wagoner. Dr. Wagoner agreed to continue to serve on the Board for another 3 year term. Carole Bradshaw and Dr. Stephen Liesen do not wish to continue on the Board of Health. Dr. Liesen has agreed to stay on as our Dental Director. Please submit any names to Anita for possible replacement board members.

A list of closed sessions were reviewed and will remain closed on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

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

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

Next meeting date will be July 21, 2016 at 7:00 p.m. in the Pike County Health Department classroom. This date is a week earlier than previously scheduled.

Meeting was adjourned at 9:00 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary