

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

DATE: July 21, 2016

**Members Present:**

Katherine Rowles	Jennifer Niebur	Dr. David Iftner	Julie Plattner
Theresa Shinn	Michelle Kendrick	Andy Borrowman	Tom Leahy
Dr. Brett Schafer			

**Members Absent:**

Dr. Ronald Johnson    Dr. Christopher Wagoner

**Others Present:**

Anita Andress	Don Beard	Jan Bleich	Paula Dean
Dr. Matt Liesen			

The meeting was called to order at 7:04 p.m. by President Katherine Rowles.

Moved agenda item V. Home Health Report and agenda item VI. Public Health Report before section IV. This change and the agenda were approved on a motion made by Jennifer Niebur 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

Minutes of the April 28, 2016 BOH meeting were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Michelle Kendrick, vote taken, motion carried.

Introductions were made by all in attendance to new board members Dr. Brett Schafer and Tom Leahy.

Jan Bleich presented the following Home Health reports:

- Quarterly Stats reviewed. Home Health referrals and visits showed an increase this quarter.
- Pre-Claim Review – Medicare will be implementing a pre-claim review process in Illinois beginning August 1<sup>st</sup>. This process will be very time consuming for our staff and will heavily rely on provider documentation and homebound status.
- Patient Satisfaction Surveys – We continue to receive very positive responses from our patients.
- Performance Improvement - We are currently reviewing Medicare's requirements for Quality Assurance/Performance Improvement.
- Staffing – We are currently advertising for a full-time Home Health RN. Recently hired a back-up HH secretary, due to a resignation. Working to schedule RN staff so they are getting one day off in seven. Trying to schedule a day off before or after their on-call shift.

Home Health reports were approved on a motion made by Michelle Kendrick, 2<sup>nd</sup> by Theresa Shinn, vote taken, motioned carried.

Jan Bleich presented the following Public Health reports:

Maternal & Child Health/Health Promotion/Dental Clinic:

- Quarterly Stats reviewed.
- Staffing – FCM/WIC RN has recently resigned. This part-time position has been posted internally.
- Contracts with PACT Headstart are in place for PCHD to provide postpartum home visits and infant/toddler classroom assessments. We continue to look for opportunities to generate additional revenue.
- Dental Clinic
  - Services – We currently have over 3,000 patients with 60% being children and 40% being adults. Our no-show rate has dropped to 25% as compared to 30% a year ago. Dr. Matt Liesen’s goal for his 2<sup>nd</sup> year is to focus on sustainability.
  - Staffing – Dr. Kaydi Grote will begin part-time this fall.
  - Hospital Cases – Dr. Matt Liesen is completing hospital cases through Dr. Steve Liesen’s office.
  - Grants – We have received \$100,000 from the Illinois Children’s Healthcare Foundation to upgrade operatory 4 and to subsidize salaries. We have also received a \$20,000 grant from Health Smiles, Healthy Children to purchase supplies, subsidize salaries and outreach.

Public Health had two revised items in the Immunization Program, Vaccine Price List and Communicable Disease Program Manual. The fees and policy were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Brett Schafer, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Anita Andress presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
  - Food Program Review – PCHD passed the recent IDPH food program review.
  - Temporary Event Licensing – The Voluntary Food Vendor Licensing Program has been implemented. To date, 6 of the 9 local festivals have signed up for the program. The Griggsville Apple Festival, Barry Apple Festival and Color Drive committees have declined at this time. The Color Drive may let the individual towns decide if they want to participate. Pig Days was recently inspected and everything went very well.
    - Due to the apple cider illness outbreak last year, the Chamber of Commerce has 2 pending lawsuits against them.
    - A review of the Pike County Food Ordinance was given so new board members were made aware of the long process it took to get into place.
    - Media – There have recently been some positive articles published in the Pike County Express relating to food safety. A PSA was recently sent to local papers regarding the Voluntary Licensing Program and what festivals are participating in it. The Barry Apple Festival rebutted the PSA by posting a letter to editor in The Paper right beside the article.

- New Salem Sewage Status – The lawsuits have been dropped and the county is working with the property owners.
- West Nile Virus – A used tire collection will be held in October at the Western Illinois Fairgrounds in Griggsville. Grant funding will pay for the collection of 3,000 tires.
- Radon – Working to increase the number of radon tests performed in Pike County. Tests kits may be purchased for County employees to test their homes.
- Staffing – Kathy Cooney resigned in May. Jane and Chelsea have been removed from the mandatory furlough days to pick up the 2 days per week that Kathy worked.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
  - The 2<sup>nd</sup> quarter showed an operating profit of \$110,519.
  - Revenues were 5% over budget and expenses were 3% under budget for the 2<sup>nd</sup> quarter of FY 2016.
- Profit and Loss Summary
  - Home Health is currently showing a profit. Several State of Illinois grant payments were also received this quarter. Dental Clinic is showing a profit due to receiving cost claiming money for CY 2014.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues increased by 2% during the 2<sup>nd</sup> quarter of FY 2016 as compared to the 2<sup>nd</sup> quarter of FY 2015.
  - Expenses decreased by 5% during the 2<sup>nd</sup> quarter of FY 2016 as compared to the 2<sup>nd</sup> quarter of FY 2015.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness Report – A statewide full scale drop and dispensing exercise was held June 14<sup>th</sup> - June 16<sup>th</sup>. The exercise went very well and we had participation from our emergency partners.
- Administrator's Evaluation – Anita's evaluation was completed June 21<sup>st</sup>.
- Public Health and Administrative staff are continuing with furlough days on every Friday. Furlough may be lifted to 2 days a month beginning in September. Family Case Management staff will begin working Friday's in August due to a nurse resigning.
- Building Update – The Sheriff's Department sent inmates to rebuild our retaining wall in the parking area in front of our building. We will be replacing current outlets by all water supplies with GFI outlets, per our mock OSHA walk-thru. The generator will be installed with funding received from a Stericycle settlement.

- IPLAN – A SWOT analysis was completed by department managers and presented to the Board of Health.
- FQHC – SIU is meeting with local health departments to see if there are any services/needs that SIU could help meet. They are currently setting up dental services in the Adams County Health Department and Logan County Health Department and a clinic in Morgan County Health Department.

Changes were made to the current committee appointments; Julie Plattner was added to the Finance Committee, Michelle Kendrick was added to the Building and Grounds Committee, Theresa Shinn was added to the Executive Committee, Jennifer Niebur was added to the Grievance Committee and Dr. Brett Schafer was added to the Dental Advisory Committee. Dr. Steve Liesen and Carole Bradshaw were removed from all committees, as they are no longer on the Board.

Election of a new Vice-President was held. Dr. David Iftner was nominated by Jennifer Niebur, 2<sup>nd</sup> by Andy Borrowman.

A motion to retain the current President, Katherine Rowles, Secretary, Jennifer Niebur and committee changes as presented by the President, Katherine Rowles and the nomination of a new Vice-President, Dr. Iftner was made by Dr. Schafer, 2<sup>nd</sup> Tom Leahy, vote taken, motion carried.

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

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

Next meeting date will be October 27, 2016 at 7:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:55 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur  
Secretary