

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

DATE: October 26, 2017

Members Present:

Katherine Rowles	Michelle Kendrick	Danielle Benz	Dr. Brett Schafer
Andy Borrowman	Dr. David Iftner	Dr. Christopher Wagoner	

Members Absent:

Julie Plattner	Tom Leahy	Jennifer Niebur	Dr. Ronald Johnson
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Others Present:

Anita Andress	Don Beard	Paula Dean	Jane Johnson
Cindy Hess	Sharon Bargmann		

The meeting was called to order at 6:00 p.m. by President Katherine Rowles.

Agenda was approved on a motion made by Michelle Kendrick, 2nd by Dr. Schafer, vote taken, motion carried.

Minutes of the July 20, 2017 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Michelle Kendrick, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
 - FDA Food Code Implementation – EH staff are currently completing dual inspections using the current Illinois Food Code and the FDA Food Code. PCHD will begin implementing the FDA Food Code in January 2018.
 - Pike County Food Ordinance – Revisions to the Food Ordinance to incorporate the FDA Food Code is currently underway. Plans are to take the revisions to the County Board at their November 2017 meeting. Enforcement procedures can be added to the Food Ordinance or be a separate attachment approved by the Board of Health. This would eliminate taking enforcement procedures through the County Board if any changes were needed.
- Radon – Education will be provided in all schools in the county this grant year.
- Smoke Free Illinois Act – EH staff are currently making inspection visits to non-restaurant businesses.
- West Nile Virus – Hoping to get a used tire collection scheduled.
- Zoning – Fred Ruzich, Zoning Administrator, is continuing to work on an electronic shared document for all county offices involved in the permitting process.

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

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed. HHA hospice visits continue to be down, as Blessing is currently using their own staff for these visits.
- Chart Audits – No problem patterns seen at this time.
- Patient Satisfaction Surveys – We continue to receive positive responses. If a negative response is received, we follow-up with the patient to discuss. Many of the negative comments we receive are services out of our control, i.e. Meals on Wheels, being homebound, etc.
- Billing – We continue to experience billing issues for some of our VA patients. We have also stopped accepting referrals for United Healthcare until we get some payment issues resolved.
- Conditions of Participation – Medicare’s Conditions of Participation have several changes which will require updating several policies and creating new ones related to Emergency Preparedness (effective 11/16/17) and Quality Assurance/Performance Improvement (effective 1/13/18).

Home Health had seven revised policies; Emergency Preparedness Plan, Vaccinations, Home Nursing, Client Service Contracts, Home Services, Home Service Workers Training and Supervision and Home Services Worker. The policies were approved on a motion made by Danielle Benz, 2nd by Andy Borrowman, vote taken, motion carried.

In the future, if there are several policies that need to be reviewed and approved by the Board, they will be emailed to the Board Members ahead of the meeting for their review.

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

Sharon Bargmann and Anita Andress presented the following Public Health reports:

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed.
- Communicable Disease
 - CD/STD log of cases/suspected cases reviewed for the 3rd quarter of FY 2017.
 - To date, 544 flu shots have been given.
- MHCWI Medication Pass – Staff only passing medications to patients when the MHCWI nurse is unavailable.
- The Family Planning and WIC programs had state reviews during September and October. Both reviews went well. WIC caseload continues to be down, following a national trend.

Dental Clinic:

- Quarterly Stats reviewed. We currently have 4,000 clients but not all are active.
- FQHC – Anita will be working with SIU in 2018 to see if they have interest in running our dental clinic, as they do in Adams County. SIU is an FQHC, which receives a higher reimbursement rate than a free standing clinic. There may be an option to share staff if SIU decides to move forward with our clinic.

- Staffing - Dr. Kaydi Grote will be on medical leave beginning November 27th through approximately January 18th. Dr. Matt Liesen will cover for Dr. Grote November 27th through December 21st. We currently do not have a dental hygienist on staff and are not planning to hire one at this time.
- Outreach, etc. – Staff will be providing education to area schools in January, while Dr. Grote in on medical leave. They will also be contacting inactive clients to schedule recall appointments and performing preventative maintenance on equipment.
- Our sterilizer, which is about 10 years old, is currently out of service and we are renting one. Cost to repair is \$3000 and cost to purchase is \$6000. Oral Health Advisory recommended purchasing a new one and keeping the old one to repair later as a back-up.
- We recently had a verbally abusive patient and are looking for guidance on interacting with violent patients and we will be dismissing the patient from our clinic.
- Our dentists are currently using the Illinois Prescription Monitoring program to better serve our clients.
- Grants – We have recently been awarded two different grants. One through Community Foundation of the Quincy Area for \$3,000 and one from the Health & Wellness Foundation of Pike County for \$7500.

The Family Case Management program had ten revised policies; Client Education-Prenatal and Anticipatory Guidance, Quality Assurance Plan, Developmental and Social Emotional Screening, Newborn Hearing Follow-up, High Risk Case Management, Cornerstone Computer Information, Face to Face Contacts and Home Visits, Assessments, Perinatal Depression Screening, and Coordination of Care. The policies were approved on a motion made by Michelle Kendrick, 2nd by Dr. Iftner, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Wagoner, 2nd by Dr. Iftner, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 3rd quarter of FY 2017 resulted in an operating profit of \$127,777.
 - Revenues were 3% under budget and expenses were 3% under budget for the 3rd quarter of FY 2017.
- Profit and Loss Summary
 - The agency is showing a profit of \$25,893 through the 3rd quarter of FY 2017.
- Comparison of Revised FY 2017 Budget to Original FY 2017 Budget
 - Agency budget was adjusted to show a more accurate picture. Revenues were decreased by 8.2% (\$181,000). The leading contributing factors to this revision are a decrease in Home Health Hospice revenues and Dental Clinic cost claiming money.
 - Expenses were decreased by 5.5%. The leading contributing factor to this revision was a decrease in staffing and better supply management.
- Comparison of Revised FY 2017 Budget to FY 2018 Budget

- A less than 1% increase in revenues and a 28.9% increase in expenses are budgeted for the next fiscal year. Total revenues of \$2,040,000 and expenses of \$2,034,000 are expected in FY 2018.
- A 2% cost of living adjustment raise was included in the 2018 budget.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 9% through the 3rd quarter of FY 2017 as compared to the same time period in FY 2016.
 - Expenses increased by 17% through the 3rd quarter of FY 2017 as compared to the same time period in FY 2016. This can be attributed to staff no longer taking furlough days and the addition of a part-time dentist.

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

Anita Andress presented the following Administrative reports:

- Emergency Preparedness (presented by Sharon Bargmann)
 - Staff attends monthly emergency partner meetings hosted by the Pike County EMA Coordinator.
 - Pike County EMA Coordinator is planning a full scale exercise in the summer of 2018.
 - PCHD is hosting an earthquake table top exercise on November 3, 2017. PCEMA will be the presenting the exercise.
 - Pike County Sheriff's Department and PCEMA are encouraging Pike County residents to sign-up for Hyper-Reach to receive emergency notifications via text message, email or phone call. Information will be emailed to Board Members.
- Unfinished Business
 - Basement Flooding –We continue to wait on the Sheriff's Department to pull up old carpet and replace with new and paint cement floors in certain areas of the basement.
- Building Maintenance
 - The Sheriff's Department covered the cement steps on the south side of the building by building a floor bed around them. They are also going to repair/rebuild the brick signage on the corner of Franklin St. and Adams St.
- Ms. Andress reported grant funding was received by the SIU School of Medicine. Funding will be used to provide opioid education to medical providers, dentists and veterinarians.

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

FY 2018 meeting schedule was approved on a motion made by Michelle Kendrick, 2nd by Dr. Schafer, vote taken, motion carried.

Ms. Andress presented Personnel Policy changes for 2018. Personnel Policies were approved on a motion made by Andy Borrowman, 2nd by Michelle Kendrick, vote taken, motion carried.

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

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

Next meeting date will be January 25, 2018 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:37 pm by President Katherine Rowles.

Respectfully submitted,

Anita Andress
Administrator