

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

DATE: January 25, 2018

**Members Present:**

Katherine Rowles	Julie Plattner	Danielle Benz	Dr. Brett Schafer
Andy Borrowman	Jennifer Niebur	Dr. David Iftner	Dr. Christopher Wagoner
Dr. Ronald Johnson (6:30 pm)			

**Members Absent:**

Michelle Kendrick      Tom Leahy

**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 Julie Plattner, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

Minutes of the October 26, 2017 BOH meeting were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Schafer, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Annual and Quarterly Stats reviewed. Septic installs continue to be down, showing a decrease in new construction in the county.
- Food Program
  - FDA Food Code Implementation – With the use of the FDA Food Code, establishments must have a “Person in Charge” onsite. If this person is not a Certified Food Protection Manager they must be able to answer a series of 17 questions.
  - Pike County Food Ordinance – The Pike County Board approved the revisions to the Pike County Food Ordinance incorporating the FDA Food Code.
  - Food Awards – Food awards will be presented in the spring for establishments meeting the criteria. EH staff is still trying to figure out a food award system for the coming year, as the new FDA Food Code inspections do not produce a score.
  - Temporary Events – Working with Illinois Department of Public Health (IDPH) on the definition and inspection criteria for temporary events. IDPH states that all vendors must be inspected at temporary events.
- Water Program – Staff is working to schedule a water operators training and are updating the PCHD Emergency Water plan.
- Radon – Staff will have a booth at the WGEM Home & Living show March 2<sup>nd</sup>-4<sup>th</sup>.

- Smoke Free Illinois Act – EH staff are currently making inspection visits to non-restaurant businesses and working to secure referral partners for the Illinois Tobacco Quitline.
- West Nile Virus – A successful used tire collection was held, collecting approximately 13,000 used passenger tires.

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

Cindy Hess presented the following Home Health reports:

- Annual and Quarterly Stats reviewed. Numbers were down a little as compared to last year. Due to payment issues, referrals are not being taken from United Healthcare, Coventry and Blue Cross Blue Shield. 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 – During the last fiscal year, we received negative response. These negative comments were not actual complaints of our services, but were things out of our control, i.e. Meals on Wheels, being homebound, etc.
- Star Reports – We feel the results of these reports are not ranking us high enough. It is based on what the patient can do at their first visit compared to their last visit. Nurses are rating their patient's tasks to high at their first visit, therefore not showing a large improvement to their last visit, even though our patients are meeting their goals.
- Billing – Monthly billing meetings are held. We continue to experience issues with VA billing. Each VA has different billing requirements, which has been an issue. We are also having issues with Public Aid billing. We fax in our pre-authorizations, but we are finding out that they did not receive our fax and are denying our claims for no pre-authorization.
- Conditions of Participation (COP) – A new Patient Handbook has been developed to include all required CMS patient notices. Several policies have been revised or created to meet the new COP's that went into effect on January 13, 2018.
- Medicare Review – An unannounced Medicare review was held January 16<sup>th</sup> – 18<sup>th</sup>. Review went well, considering the new COP's had just went into effect. Two deficiencies were noted; 1) Plan of Care not received back from physician within 30 days, 2) blood pressure cuff was not wiped down after patient use. We have not received the final write-up of the review yet. Medicare has dropped the requirement to have a Professional Advisory Committee (PAC), but we must now have a Quality Improvement Committee (QIC). We will continue to utilize the PAC as the QIC.

Home Health had eight new policies; Personnel Qualifications, Accessibility, Compliance, Organizational and Administrative Services, Skilled Professional Services, Clinical Records, The Comprehensive Assessment, Infection Control and fifteen revised policies; Patient Rights, Transfer-Discharge Planning-Discharge Criteria, Investigation of Complaints, Care Planning-Coordination of Services-Quality of Care, OASIS Reporting and Transmitting, Home Health Aide Policy, Home Health Aide Procedure, Home Health Aide Training and Supervision, Quality Assessment and Performance Improvement, Bag Technique, Handwashing, Admission Criteria, Record Review-Chart Audits, Initial-60 Day-Discharge Summaries, Physicians Orders. Dr. Iftner had recommendations of spelling out acronyms and adding a glossary. The policies

with Dr. Iftner's recommendations being added were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Wagoner, 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.

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

#### Maternal & Child Health/Health Promotion:

- Annual and Quarterly Stats reviewed.
- Communicable Disease
  - CD/STD log of cases/suspected cases reviewed for FY 2017.
  - Flu vaccine is still available.
- Family Planning
  - Offering four clinics per month with the addition of an additional Nurse Practitioner.
  - IUDs have been purchased, but we currently do not have anyone that can insert them in our clinics. We will check with the new Nurse Practitioners collaborating physician to see if this is a procedure she can perform or we may contact the Illini OB clinic to see if there is a way for their providers to utilize them.
- Facebook is being utilized to share Press Releases and any other relevant information.
- Emergency Preparedness
  - Sharon attended FEMA ICS 300/400 training in Peoria.
  - PCHD hosted an earthquake table top exercise on November 3, 2017. Pike County EMA presenting the exercise. With the implementation of new Medicare COPs, nursing homes and dialysis centers are now required to participate in exercises.

#### Dental Clinic:

- Annual and Quarterly Stats reviewed. We currently average 50-60 new patients a month. Staff is reaching out to clients that have not been seen in the clinic for awhile and get appointments scheduled for them.
- Staffing – Dr. Matt Liesen's last day was December 21<sup>st</sup>. Dr. Kaydi Grote returned from medical leave on January 22<sup>nd</sup>.
- SIU FQHC – Anita has submitted paperwork to SIU to see if they have interest in running our dental clinic. SIU receives a higher reimbursement rate than free standing clinics, due to being a Federally Qualified Health Center, which would improve the sustainability of our clinic.
- Outreach, etc. – Staff is providing education to Kindergarten – 3<sup>rd</sup> grade students in area schools during January and February.
- A new autoclave sterilizer was purchased. The old one is being kept to repair at a later time to have as a back-up.
- Grants – We are waiting to see if we receive a grant from the Health & Wellness Foundation of Pike County for \$45,000. This will be a 3 year grant, receiving \$15,000 per year to be used for supplies, salary subsidy and equipment repairs and maintenance.
- Cost Claiming – We are currently able to receive cost claiming money from Healthcare and Family Services for dental services, based on our cost and what we receive in

payments. With the new Medicaid MCOs in 2018, we do not believe we will be eligible for these funds, as they will be going to the MCOs.

The WIC program had two revised policies; Geographic Boundaries and Follow-up on Deferred Bloodwork and the CD Program had revisions to the TB Policy Manual. The policies were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
  - The 4<sup>th</sup> quarter of FY 2017 resulted in an operating loss of \$34,857. Combined with the first three quarters of FY 2017, we ended the fiscal year with an operating loss of \$8,964.
  - Revenues were 6% under budget and expenses were 4% under budget for FY 2017.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues decreased by 8% during FY 2017 as compared to FY 2016.
  - Expenses increased by 3% during FY 2017 as compared FY 2016.

Mr. Beard stated the Line of Credit loan from Farmers State Bank was paid in full the end of November.

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:

- Unfinished Business
  - Basement Flooring –We are still waiting on the Sheriff’s Department to pull up old carpet and replace with new carpet squares and paint cement floors in certain areas of the basement.
- New Business
  - Draft versions of the FY2017 Annual Report documents were presented. Katherine Rowles suggested sharing an electronic version of the Annual Reports with Board Members instead of printing them.
  - IDPH is looking to partner with local health departments regarding application assistance for the Medical Cannabis Pilot Program. A staff member was sent to a training today to see what all is involved in the process. A \$50 fee would be collected for each successfully completed application.
  - Dr. Johnson stated there was an article published in the Wall Street Journal about the Spanish Flu and the need to support the public health infrastructure.

After discussion on the Medical Cannabis Pilot Program, authorization was given to Anita Andress, Administrator to decide if the health department wanted to participate in the program on a motion was made by Jennifer Niebur, 2<sup>nd</sup> by Andy Borrowman, vote taken, motion carried.

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

Next meeting date will be April 26, 2018 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:17 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur  
Secretary