

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

DATE: April 26, 2018

Members Present:

Julie Plattner	Danielle Benz	Andy Borrowman	Jennifer Niebur
Dr. David Iftner	Tom Leahy		

Members Absent:

Michelle Kendrick	Katherine Rowles	Dr. Brett Schafer	Dr. Ronald Johnson
Dr. Christopher Wagoner			

Others Present:

Anita Andress	Don Beard	Paula Dean	Chelsea Hayden
Sharon Bargmann			

The meeting was called to order at 6:00 p.m. by Vice-President Dr. Iftner.

Agenda was approved on a motion made by Andy Borrowman, 2nd by Danielle Benz, vote taken, motion carried.

Minutes of the January 25, 2018 BOH meeting were approved on a motion made by Julie Plattner, 2nd by Jennifer Niebur, vote taken, motion carried.

Chelsea Hayden presented the following Environmental Health reports:

- Quarterly Stats reviewed. Septic installs continue to be down, showing a decrease in new construction in the county.
- Food Program – FDA Food Code inspection implementation began on January 1st. Inspections are going well. Staff are reviewing the completed forms to make sure everything was completed correctly.
- Water Program – An emergency water/boil order meeting was held in March. It was held to educate engineers and city council officials on the importance of understanding and following boil order guidelines.
- Smoke Free Illinois Act – EH staff are continuing to secure referral partners for the Illinois Tobacco Quitline.
- West Nile Virus – Most of the grant funding has been spent on the very successful used tire collection and speaking with the towns in the county.
- Radon – Staff participated in the WGEM Home & Living show in March. Twenty three radon test kits were sold. Kits are available for purchase at PCHD for \$10.
- Nuisance – PCHD handles nuisance complaints in unincorporated areas of the county only. New Canton’s Mayor and Nebo’s citizens have contacted Jane for assistance with nuisance issues in their towns. The enforcement agency for these towns would be the Pike County Sheriff’s Department. Jane may be able to assist in an initial Health Hazard Survey and could provide results to the enforcement agency.

Environmental Health reports were approved on a motion made by Tom Leahy, 2nd by Andy Borrowman, vote taken, motioned carried.

Sharon Bargmann presented the following Home Health reports:

- Quarterly Stats reviewed. Referrals were down during the last quarter, but are currently coming back to the normal level.
- Chart Audits – No problem patterns seen at this time.
- Medicare Review – A Medicare review was held in January. Two deficiencies were noted; 1) Plan of Care not received back from physician within 30 days. New logs have been created to track documents more closely so they are followed up to make sure they are received in the 30 day time period. Local providers return documents on a timely basis. 2) Blood pressure cuff was not wiped down after patient use. Our policy was updated to follow new CDC guidelines. We were following the new guidelines, but they were not in our policies yet.
- Quality Assurance/Performance Improvement – The members of the Professional Advisory Committee (PAC) will also be the Quality Improvement Committee (QIC) as required by the Medicare Conditions of Participation. The committee will look at how we can increase our STAR ratings during the next year.
- Patient Satisfaction Surveys – Survey results continue to be positive.
- Billing – Monthly billing meetings continue to be held.

Home Health had one new policy; Physician's Signatures and ten revised policies; Internal Agency Audits, Billing-Department of Rehabilitative Services, Billing-Home Services Rate Changes, Billing-Illinois Public Aid, Billing-Medicare, Billing-Private Insurance, Billing-Private Pay, Billing-Rate Changes, Medical Supplies and Financial Determination for In-home Care. 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, 2nd by Julie Plattner, vote taken, motion carried.

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

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

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed. WIC numbers continue to be down.
- Communicable Disease
 - CD log of cases/suspected cases reviewed. STD cases are on the rise.
- Family Planning
 - We are working on an agreement with SIU, who has a provider that comes to Illini Community Hospital's Consulting Physicians Clinic. PCHD Family Planning staff would set-up an appointment with the client and provide education on the IUD and then schedule an appointment at the Consulting Physicians Clinic for the IUD to be inserted. PCHD Family Planning provider would remove the IUD when needed.
- Facebook is being utilized to share Press Releases and any other relevant information.

- Emergency Preparedness
 - Memorandums of Understandings have been signed with Illini Community Hospital for emergency vaccine storage and Adams County Health Department's Medical Reserve Corp to utilize their volunteers.
 - Monthly EMA Community Partner meetings continue to be held.

Dental Clinic:

- Quarterly Stats reviewed. Current caseload is 60% children and 40% adults.
- Staffing – Dr. Kaydi Grote returned from medical leave on January 22nd.
- SIU FQHC – Our application was submitted to SIU to see if they have interest in running our dental clinic.
- Services – Dr. Grote will stop providing services for partials and molar root canals. They are very time consuming and have a low reimbursement rate.
- Operations – A clinic manager from Hancock County will be doing a review of our clinic to see if there are ways we can be more efficient in our clinic.
- Medicaid Managed Care Organizations (MCO) – We have contracted with all 5 MCO plans. MCOs have coverage for some adult preventative services which were not covered previously. Barry Dental Clinic will not be accepting the new MCO plans, so we will work with Adams County Health Department to see if we can refer our surgical cases to them.
- 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 – A grant was received 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. Next month we will be writing two additional grants to DOT Foods and Community Foundation. Funding is currently needed to replace the dental light in Ops 1 & 3 and new chairs for the dental assistants.
- 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 Family Planning program had two revised policies; Client Record Maintenance and Interagency Agreements & Contracts and the CD Program had revisions to the Communicable Disease Program Manual. The policies were approved on a motion made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 1st quarter of FY 2018 resulted in an operating profit of \$41,749.

- Revenues were 1% under budget and expenses were 3% under budget for the 1st quarter FY 2018.
- Profit and Loss Summary
 - Home Health is currently showing a loss, due to a lower census.
 - The Local Health Protection Grant funding of \$64,446 has been received.
 - IDHS Peer Counselor grant payments are currently behind from the state.
 - IDPH grant payments are currently on schedule.
 - Dental Clinic is showing a small profit for the 1st quarter of FY 2018.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 6% during FY 2018 as compared to FY 2017.
 - Expenses decreased by 10% during FY 2018 as compared FY 2017.
- Staffing – Our Financial Assistant has resigned. We will begin interviewing for a replacement tomorrow.

A motion to request a line of credit loan not to exceed 85% of our estimated tax levy for the coming year was made Tom Leahy, 2nd by Jennifer Niebur, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- New Business
 - Expiring Board of Health Terms – Four members’ terms will expire on June 30, 2018. They are Michelle Kendrick, Jennifer Niebur, Julie Plattner and Katherine Rowles. Michelle Kendrick does not wish to continue on the Board of Health. Katherine Rowles not in attendance at the meeting. Anita will contact her to see if she will agree to serve another term. Jennifer Niebur and Julie Plattner agreed to continue to serve on the Board for another 3 year term. Please submit any names to Anita for possible replacement board members.
 - Administrator’s Evaluation – Anita’s evaluation is due in July. Paula will email the Personnel Committee the evaluation forms and possible dates.
 - A public Naloxone Training will be held on May 22nd. Two sessions will be available in the afternoon. Training for providers will be held the same day in the morning.
 - Anita asked the BOH members if they knew of any funding sources that could possibly assist with some of the needs in the Dental Clinic. Andy Borrowman stated that the County recently contracted with Johnson Controls, who could possibly retrofit the current lights in the Dental Ops with LED lighting. It was also suggested to contact the Two Rivers Jeep Club (contacts Lee Ator or Hamer Tate) or the Pittsfield Lion’s Club (contact Michael Graham).

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 Jennifer Niebur, vote taken, motion carried.

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

Dr. Iftner noted that no one was present for public comments.

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

Meeting was adjourned at 7:55 pm by Vice-President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary