

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

DATE: July 26, 2018

Members Present:

Andy Borrowman	Dr. David Iftner	Tom Leahy	Katherine Rowles
Dr. Brett Schafer	Dr. Ronald Johnson (6:34 pm)		

Members Absent:

Becky Motley	Julie Plattner	Danielle Benz	Jennifer Niebur
Dr. Christopher Wagoner			

Others Present:

Anita Andress	Don Beard	Paula Dean	Sarah McNulty
Sharon Bargmann	Cindy Hess	Scott Syrcle	

The meeting was called to order at 6:34 p.m. by President Katherine Rowles.

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

Minutes of the April 26, 2018 BOH meeting were approved on a motion made by Dr. Iftner, 2nd by Tom Leahy, vote taken, motion carried.

Scott Syrcle, County Treasurer, was in attendance on behalf of the Pike County Board Finance Committee. Discussion was held on money the health department owes the County related to health insurance premiums and money the health department has paid towards liability insurance over the past 20+ years. Mr. Leahy questioned Mr. Syrcle on why the health department paid their own liability insurance if it was being levied. Mr. Syrcle stated that enough money was not levied for the liability insurance but that has been corrected and this year is our last year of paying it. Regarding health insurance, the following departments within the County pay their own premiums: Ambulance, Highway and Health Department. The other agencies premiums come out of the General Fund.

A motion to request an invoice with a balance due and due date from the County Board and to negotiate a settlement payment, taking into account past liability insurance payments was made by Dr. Johnson, 2nd by Tom Leahy, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 2nd quarter of FY 2018 resulted in an operating loss of \$121,316.
 - Revenues were 12% under budget and expenses were 8% under budget for the 2nd quarter of FY 2018.

- Profit and Loss Summary

- Home Health is currently showing a loss. Census has been low and Medicare is spacing out payments.
 - IDHS Family Case Management grant payments are currently behind.
 - IDPH grant payments are currently on schedule.
 - Dental Clinic is showing a small profit through the 2nd quarter of FY 2018.
 - We borrowed \$100,000 from our tax anticipation loan the beginning of June.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 5% during FY 2018 as compared to FY 2017.
 - Expenses decreased by 7% during FY 2018 as compared FY 2017.

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

Sarah McNulty presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program – Nine food establishments have not turned in their application to receive their 2018-2019 Food License. Discussed the possibility of adding a license fee. Currently all Illinois counties have a license fee except 3 or 4. Staff will take proposal to the County Board Public Safety Committee.
- Smoke Free Illinois Act – EH staff secured one new referral partner, Quincy Medical Group.
- West Nile Virus – The new grant application has not been released yet.
- Sewage – The Environmental Health Advisory committee discussed imposing fees on contractors who start septic install projects without contacting the health department first. The County doubles the building permit fee if a building project is started before obtaining a building permit.
- Nuisance – Discussed creating an intergovernmental agreement and charging the incorporated areas of the county a fee for our nuisance services. Staff will take proposal to the County Board Ag Committee.
- Staffing – Jane Johnson is currently out on medical leave. She is able to work part-time from home.

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

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed. Visits and referrals were up during the 2nd quarter compared to the 1st quarter.
- Chart Audits – No problem patterns seen at this time. Currently revising audit form to add in guidelines from the revised Conditions of Participation.
- Quality Assurance/Performance Improvement (QA/PI) – Working to get all verbal orders and plans of care returned within the required time frame. Sharon has been tracking these documents and calling providers when they have not been returned. She

stated that our local providers are good at returning their documents, but we struggle to get documents back from out of town providers.

- Pre Claim Review/Review Choice Determination – The Medicare Pre Claim Review process ended in April of 2017, which we were very happy about, as it delayed timely billing. We have now received notice that the process is being reinstated with a new name, Review Choice Determination which may start in October 2018. Once we hit a 90% approval rate, we can opt out of the demonstration.
- It has come to our attention that some patients being discharged from area hospitals are not being given a choice as to who they want to provide their home health services. Our nurse showed up at a patient's house to find another agency seeing the patient, but the patient wanted our agency.
- Patient Satisfaction Surveys – Survey results continue to show positive comments.
- Billing – Monthly billing meetings continue to be held.

Home Health had five revised policies; Do Not Resuscitate (DNR)/Practitioner Orders for Life-Sustaining Treatment (POLST) Order, Conformance with Physicians Orders, Electronic Signatures, Advance Directives, and Abuse, Neglect and Financial Exploitation Prevention The policies were approved on a motion made by Dr. Schafer, 2nd by Dr. Johnson, vote taken, motion carried.

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

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

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed. Family Planning clinics are down due to one provider being on medical leave and another provider working PRN instead of a regular schedule. Immunizations given are down.
- WIC Breastfeeding Peer Counselor – We are currently looking for a Breastfeeding Peer Counselor for the WIC program.
- Communicable Disease - CD log of cases/suspected cases reviewed. STD cases are on the rise. We do provide treatment for STDs to partners also.
- Family Planning - A contract with SIU and Dr. White, to insert IUDs for Family Planning clients, has been signed.
- Facebook continues to be utilized to share Press Releases and any other relevant information.

Emergency Preparedness

- Nancy Halpin and Sharon Bargmann attended the Emergency Preparedness Summit in June.
- Mike Lemons, Pike County Sheriff's Department, presented Drug Awareness Training in June.
- We had to activate our emergency vaccine response plan due to a power outage in June. We have a back-up generator, but it did not start and was determined that the start motor was bad and needed replaced. Vaccine was moved to an off-site location until our generator was fixed.

Dental Clinic:

- Quarterly Stats reviewed. Due to clinic wait times, we need to start limiting children from outlying counties. We would continue to see children from surrounding counties and only see clients that are still active.
- Grants – Currently submitting grants to the Community Foundation, DOT and Health & Wellness Foundation of Pike County. Discussion was held on the need for new chairs for the assistants. Anita will talk to Dr. Grote regarding the chairs.
- Staffing – Currently working on a new schedule and hours to accommodate Dr. Kaydi Grote. Due to the loan repayment program, she needs to work 40 hours per week to be eligible. Dr. Johnson suggested checking to see if she would be eligible for loan repayment and work part-time.
- Hospital Surgical Cases – In researching the option of Dr. Schafer to perform hospital surgical cases on behalf of PCHD, it does not look like it is a financially viable option at this time.

The Family Planning program had one new policy, Long Acting Reproductive Contraceptive. The Family Case Management program had two revised policies; Client Record/Intake and Cornerstone Computer Information Maintenance. The CD Program had revisions to the Immunization Program Manual. The policies were approved on a motion made by Tom Leahy, 2nd by Andy Borrowman, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Paula will send additional dates to the Personnel Committee to secure a date for the Administrators 15 year evaluation. Due to vacations, it was not able to be scheduled prior to the July board meeting.
- New Business
 - New Board of Health Member – Becky Motley has been appointed to the board for a three year term.
 - Medical Cannabis Application Agent – We have one staff member who has been trained to assist clients with completing their application for Medical Cannabis. To date, no applications have been completed, but information has been mailed out to those patients who may apply.
 - We have been approved as a Medication Takeback site through the Illinois EPA. We are just waiting on our container to arrive.
 - A HRSA grant is being submitted the Western Illinois Counties Alliance and SIU regarding Opioid education to providers and assistance using the online electronic prescription drug database.

Changes were made to the current committee appointments; Katherine Rowles was removed from the Dental Advisory Committee.

A motion to retain the current President, Katherine Rowles, Vice-President, Dr. Iftner and Secretary, Jennifer Niebur and committee changes as presented by the President, Katherine Rowles was made by Andy Borrowman, 2nd Dr. Iftner, vote taken, motion carried.

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

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

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

Meeting was adjourned at 8:17 pm by President Rowles.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator