

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

DATE: October 25, 2018

Members Present:

Andy Borrowman	Dr. David Iftner	Julie Plattner	Dr. Christopher Wagoner
Becky Motley	Danielle Benz	Jennifer Niebur (6:15 pm)	
Dr. Ronald Johnson (6:50 pm)			

Members Absent:

Tom Leahy	Dr. Brett Schafer	Katherine Rowles
-----------	-------------------	------------------

Others Present:

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

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

Welcome and introductions were made for new board member Becky Motley.

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

Minutes of the July 26, 2018 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Julie Plattner, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Staffing – Payton McKinnon and Lynette Johns were recently hired. They replace Chelsea Hayden and Sarah McNulty who recently resigned.
- Food Program – Inspections for the year are currently a little behind. The new food code needs incorporated into the Pike County Food Ordinance. The Environmental Health Advisory committee recommends adding food licensing fees.
- Sewage & Water – The Environmental Health Advisory committee recommends imposing inspection fees when less than 48 hours is given for needing an inspection or no notification when install is rescheduled, is received from individuals/contractors. The goal is not to have to assess the fees but to have the installation follow the proper steps and requirements. Julie Plattner and Anita worked with a gentleman who had a septic install complaint while Jane was out on medical leave.
- West Nile Virus – Jane is checking on another used tire collection for this year.
- Nuisance – Discussed creating an intergovernmental agreement and charging the incorporated areas of the county a fee for our nuisance services. Law enforcement is to take care of these areas, but on several occasions these incorporated areas have asked for our assistance. The situations end up taking a lot of our staff time and this is an unfunded program.

A motion to present changes to the Public Safety committee allowing the creation of licensing fees and giving the Board of Health authority to set those fees in the Pike County Food Ordinance was made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

A motion to add late or no notification fees for septic and well installations was made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

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

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed. Third quarter stats compared to last quarter. September was a very busy month.
- Chart Audits – No documentation for a missed visit is being caught during the chart audits. Staff were reminded to enter missed visit information.
- Quality Assurance/Performance Improvement (QA/PI) – Working to get all verbal orders and plans of care returned within the required time frame. Due to high census last month, some plans of care were not sent out to the physician in a timely manner.
- 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. The Review Choice Determination (Pre Claim Review replacement procedure) is scheduled to start December 10, 2018. We do have three different options to choose from for this process. One option is to follow the pre-claim review procedure and once we hit a 90% approval rate, we can opt out for a random review of 5% of our claims. This is the method we will choose.
- 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 continue to show positive comments. This quarter one patient reported a complaint. She was upset she didn't have her regular nurse.
- Billing – Monthly billing meetings continue to be held.
- Staffing – Kim Parker, PTA and Ariel White, HHA were recently hired. We are still looking for another RN. Dr. Wagoner suggested working with the Sheriff's Department and possibly splitting a full-time nurse.

Home Health had seven revised policies; Medicare Requirements Eligibility, Physicians Signatures, Infection Control, Bag Technique, Drug Regimen Review, Electronic Visit Verification and Two Way Receipt. The policies were approved on a motion made by Andy Borrowman, 2nd by Danielle Benz, vote taken, motion carried.

Home Health reports were approved on a motion made by Jennifer Niebur, 2nd by Julie Plattner, 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 – The IUD referral process is going well. The policy has been revised to allow SIU to perform a pregnancy test prior to insertion of IUD. One of our nurse practitioners has returned from medical leave and one has requested to go to a PRN status.
- WIC Breastfeeding Peer Counselor – Currently interviewing for a Breastfeeding Peer Counselor.
- Communicable Disease - CD log of cases/suspected cases reviewed. STD cases decreased this quarter. Flu shots given to date are 500. We are offering high-dose flu vaccine to those over 65 years of age.
- TB – We are participating in a program for TB cases, Video Directly Observed Therapy.

Emergency Preparedness

- Staff attended an IDPH Pandemic Influenza webinar in October. This was in preparation for a tabletop exercise in December and a full-scale exercise scheduled for 2019.

Dental Clinic:

- Quarterly Stats reviewed.
- Grants – Funding was received from the Community Foundation to replace the light in one of the operatories. Two grants are still pending with DOT Foods and the Health & Wellness Foundation of Pike County.
- Staffing – Dental clinic hours changed effective September 1st. The dental clinic hours are now 7:30 am – 4:00 pm Monday-Thursday and 7:30 am – noon on Fridays. A part-time dental hygienist was hired in October. She is working 1 day per week.
- MCOs – Due to the Medicaid Managed Care Organizations (MCOs) paying for an adult cleaning, all adults needing a procedure, will be scheduled for a cleaning first and then their procedure.
- Inmates – We continue to see county and federal inmates located at the Pike County Jail. Inmates are scheduled as the first appointments to limit disruption of the clinic.

The Family Planning program had one revised policy, Long Acting Reproductive Contraceptive. The Communicable Disease program had two revisions; STD Program Policies and Vaccine Price List. 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 Julie Plattner, 2nd by Andy Borrowman, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 3rd quarter of FY 2018 resulted in an operating profit of \$55,546.
 - Revenues were 3% under budget and expenses were 3% under budget for the 3rd quarter of FY 2018.
- Profit and Loss Summary
 - The agency is showing a loss of \$24,021 through the 3rd quarter of FY 2018.

- Comparison of Revised FY 2018 Budget to Original FY 2018 Budget
 - Agency budget was adjusted to show a more accurate picture. Revenues were decreased by 15.6% (\$318,000). The leading contributing factors to this revision are a decrease in Home Health revenues and Dental Clinic revenues and cost claiming money. Cost claiming money will now be given to the Medicaid MCOs instead of the providers providing the services.
 - Expenses were decreased by 13.9% (\$282,000). The leading contributing factors to this revision were a decrease in staffing and less utilization of contract staff in home health.

- Comparison of Revised FY 2018 Budget to FY 2019 Budget
 - A 9.8% increase in revenues and a 9.8% increase in expenses are budgeted for the next fiscal year. Total revenues of \$1,890,000 and expenses of \$1,923,000 are expected in FY 2019.
 - A 2% cost of living adjustment raise was included in the 2018 budget.

- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 15% during FY 2018 as compared to FY 2017.
 - Expenses decreased by 12% during FY 2018 as compared FY 2017.

- Funds owed the County
 - At the July Board of Health meeting the board gave direction 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. To date, no settlement has been reached.

The financial report was approved on a motion made by Jennifer Niebur 2nd by Dr. Johnson, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Due to several scheduling conflicts, the Administrators 15 year evaluation has not been completed. Paula will send additional dates to the Personnel Committee to secure a date.
- New Business

A review of Vital Record fees from surrounding counties was distributed for review. PCHD fees had not been adjusted since 2012. A motion to increase fees for certified copies of birth and death certificates to match the Pike County Clerk's office fees of \$15 for the first copy & \$12 for each additional copy of a birth certificates and \$20 for the first copy & \$15 for each additional copy of a death certificate with an effective date of December 1, 2018 was made by Jennifer Niebur, 2nd by Andy Borrowman, vote taken, motion carried.

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. Johnson, vote taken, motion carried.

FY 2019 meeting schedule was approved on a motion made by Dr. Johnson, 2nd by Jennifer Niebur, vote taken, motion carried.

Closing the office on December 24th was granted for all employees on a motion made by Jennifer Niebur, 2nd by Dr. Johnson, vote taken, motion carried.

Paula Dean presented Personnel Policy changes for 2019. Personnel Policies were approved on a motion made by Jennifer Niebur, 2nd by Dr. Johnson, vote taken, motion carried.

Administrative report was approved on a motion made by Dr. Johnson, 2nd by Jennifer Niebur, vote taken, motion carried.

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

Next meeting date will be January 24, 2019 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:22 pm by Vice-President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary