

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

DATE: January 24, 2019

**Members Present:**

Andy Borrowman	Dr. David Iftner	Julie Plattner	Dr. Christopher Wagoner
Becky Motley	Danielle Benz	Jennifer Niebur	Katherine Rowles
Dr. Brett Schafer	Tom Leahy	Dr. Ronald Johnson (6:13 pm)	

**Members Absent:**

**Others Present:**

Anita Address	Don Beard	Paula Dean	Jane Johnson
Sharon Bargmann	Cindy Hess	Payton McKinnon	

The meeting was called to order at 6:01 p.m. by President Katherine Rowles.

Agenda was approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Becky Motley, vote taken, motion carried.

Minutes of the October 25, 2018 BOH meeting were approved on a motion made by Danielle Benz, 2<sup>nd</sup> by Dr. Iftner, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly and Annual Stats reviewed.
- Zoning – Jane is working with the County on a Zoning Ordinance to incorporate the Plat Act.
- West Nile Virus – A used tire collection is scheduled for March. There is also a possibility of funds being used for dumpsters to help community with clean-up efforts which would alleviate breeding grounds for mosquitoes.
- Radon – We will have a booth at the WGEM Home and Living Show the 1<sup>st</sup> weekend in March to promote the Radon Program and sell testing kits.
- Food Program –The program is scheduled to have a program review this year. With the incorporation of the FDA Food Code and inspection format, Ms. Johnson presented the revised criteria to receive an award through the Food Award program.
- Food Ordinance – The County Board approved the revisions to the Pike County Food Sanitation Program Ordinance to allow the Board of Health to set food license fees with the County Boards approval. Fees will be based on the establishment’s category. If fees are approved by the County Board, they will go into effect with the renewal of license in July 2019.

After reviewing the food ordinance, Tom Leahy asked who the Pike County Code Hearing officer is. Mike Roseberry is the current Code Hearing Officer. Code Hearing is scheduled for the 3<sup>rd</sup> Friday afternoon of each month.

A recent IDPH Report of Foodborne Outbreaks in Illinois from 2017 shows that Norovirus was the largest reported foodborne illness in Illinois.

PCHD was involved in a recent foodborne illness outbreak investigation related to 5 individuals who stayed in Pike County and became ill after returning home to Canada. IDPH will count this as a foodborne illness outbreak of toxoplasmosis. Toxoplasmosis can be obtained by eating undercooked, contaminated meat, such as venison. The state would like us to provide outreach on the cooking of wild game meat to the residents of Pike County.

A motion to approve the fees as presented; Category I - \$200/annually, \$75 seasonal, \$20/month partial year, Category II - \$100/annually, \$50 seasonal, \$10/month partial year and Category III - \$50/annually, \$25 seasonal, \$5/month partial year, was made by Dr. Iftner, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

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

Cindy Hess and Sharon Bargmann presented the following Home Health reports:

- Quarterly and Annual Stats reviewed. The 3<sup>rd</sup> quarter was our busiest month.
- Chart Audits – A new service has been added to our HH software system that looks at all assessment questions and checks for consistency. This will ensure that questions are being answered correctly and could increase our payments from Medicare and increase our Star Ratings.
- Quality Assurance/Performance Improvement (QA/PI) – We continue to track all verbal orders and plans of care to make sure they are returned within the required time frame.
- Review Choice Determination – The Review Choice Determination (Pre Claim Review replacement procedure) is scheduled to start any time. We will have 2 weeks to choose one of three options for the program. We will pick the option that follows the pre-claim review procedure and once we hit a 90% approval rate, we can then do a random review of 5% of our claims.
- Patient Satisfaction Surveys – This quarter's surveys showed 100% satisfaction with our services.
- Billing – Monthly billing meetings continue to be held. We continue to have issues with VA billing and payments. We have contacted Congressman LaHood's office and they are starting a congressional investigation to see why we are not receiving our payments.
- Staffing – Susan VanStrien, HHA retired December 31, 2018 after 31 years. Kelle Monroe, RN will begin orientation on February 1, 2019.

Home Health reports were approved on a motion made by Dr. Ronald Johnson Niebur, 2<sup>nd</sup> by Dr. Chris Wagoner, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- Quarterly and Annual Stats reviewed. Our DCFS caseload has increased each quarter this year, which means more children are being placed in foster care.

- WIC Breastfeeding Peer Counselor – Bailey Coultas has been hired as our Breastfeeding Peer Counselor.
- Communicable Disease - Flu shots given to date are 800+.
  - Hepatitis A Campaign – IDPH is offering a free Hepatitis A vaccine to high-risk groups age 18 and over. This program is federally funded. CD Coordinator is currently working with the Pike County Jail to vaccinate inmates.
- TB – We were notified today of an active pulmonary TB case in the county. A nurse will need to make daily visits to the patient’s home to administer their TB medications.
- Health Fair – A Health Fair/Senior Expo is being scheduled for May 16<sup>th</sup> at the Crossroads Center in Pittsfield.

#### Emergency Preparedness

- The Pike County EMA Community Partners Meeting is moving from a monthly meeting to a quarterly meeting. These meetings are held at John Wood Community College.

#### Dental Clinic:

- Quarterly and Annual Stats reviewed. Preventative visits were up and restorative visits were down, which is good. We are currently seeing 50% children and 50% adults. We would like our child case load to be higher.
- Grants – Funding was received from the Community Foundation and DOT Foods to replace the lights in two of the operatories. We were also awarded grant funding through the Health & Wellness Foundation of Pike County to help offset the cost of security equipment, dental equipment and dental supplies.
- Staffing – We will begin recruitment for another dentist, with a starting date of late summer/fall. Adams County Health Department and Hancock County Health Department are also currently looking for a dentist. A part-time dental hygienist is working 1 day per week.
- Hospital Cases – Hospital cases have been on hold since the Barry Dental Clinic stopped accepting Public Aid. We have had discussions with Illini Hospital and Dr. Brett Schafer, to continue with the cases through our clinic. After learning that reimbursement for hospital cases is the same rate as procedures performed in the office, we decided it would not be cost effective for PCHD to do the cases. Ms. Andress has recently spoken to Dr. Liesen and they will reevaluate to see if we can find a solution.

The Family Planning program had one revised policy, Long Acting Reproductive Contraceptive and the Lead Program had two revised policies; Closing a Case and Closing a Case for Non-Compliance. The policies were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Danielle Benz, vote taken, motion carried.

Public Health reports were approved on a motion made by Dr. Schafer, 2<sup>nd</sup> by Jennifer Niebur, 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 2018 resulted in an operating profit of \$35,784.

- Revenues were on budget and expenses were 3% under budget for FY 2018.
- Profit and Loss Summary
  - The agency is showing a profit of \$11,794 through the end of FY 2018.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues decreased by 10% during FY 2018 as compared to FY 2017.
  - Expenses decreased by 11% during FY 2018 as compared FY 2017.

Mr. Beard state that the auditors were here the 1<sup>st</sup> week of January and everything went well. Mr. Borrowman stated the findings of the audit will be presented at the February County Board meeting.

The financial report was approved on a motion made by Jennifer Niebur 2<sup>nd</sup> by Tom Leahy, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
  - The Administrators 15 year evaluation was completed on December 4<sup>th</sup>. One of the biggest issues that faced the agency during the last year was staff turnover.
- New Business
  - Draft versions of the FY2018 Annual Report documents were presented. Final documents will be placed on the PCHD website once they are completed.
  - Currently reviewing all administrative and fiscal policies, standing orders and contracts/agreements.
  - The county lighting project has been completed with LED lights and motion sensors installed.
  - Services we are currently providing to inmates at the Pike County Jail are dental, STD testing and Hepatitis A vaccine.

Administrative report was approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

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

Next meeting date will be April 25, 2019 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:45 pm by President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur  
Secretary