

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

DATE: April 25, 2019

Members Present:

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| Andy Borrowman | Dr. David Iftner | Julie Plattner | Dr. Christopher Wagoner |
| Becky Motley | Katherine Rowles | Dr. Brett Schafer | Dr. Ronald Johnson |

Members Absent:

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| Tom Leahy | Danielle Benz | Jennifer Niebur |
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Others Present:

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

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, 2nd by Becky Motley, vote taken, motion carried.

Minutes of the January 24, 2019 BOH meeting and March 13, 2019 Special BOH meeting were approved on a motion made by Dr. Iftner, 2nd by Dr. Johnson, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Ordinance –Food licensing fees for businesses were not approved by the County Board. Temporary Event licensing fees were approved by the County Board. Beginning July 1, 2019, inspections will begin and fees will be assessed. EH staff are reaching out to all the festivals to let them know of this new requirement. Estimated revenue from these fees is \$3,000-\$4,000 and will help offset the cost for this unfunded mandate.
- Food Program –A virtual food program review is being conducted by IDPH.
- West Nile Virus – To meet grant deliverables, 2 dead birds must be submitted for testing this summer. The used tire collection was very successful collecting 193 tons, up from last year’s collection. Communities and organizations may apply for the use of a dumpster to help with clean-up efforts which would alleviate breeding grounds for mosquitoes. May 4th from 8:00-noon is the Pike County Landfill Day. The first Saturday of May and October of each year is set aside for this purpose.
- Other – A recent household hazardous waste collection had 100 households participate.

Environmental Health reports were approved on a motion made by Dr. Wagoner, 2nd by Dr. Iftner, vote taken, motioned carried.

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

- Quarterly Stats reviewed.

- Chart Audits – No patterns noted. Strategic Healthcare Programs software system is helping staff be more consistent in their documentation and increasing our Star Ratings.
- Review Choice Determination – The Review Choice Determination (Pre Claim Review replacement procedure) will begin June 1st and is a five year program. This is a very time consuming program. We must choose which option our agency will follow by May 16th.
- Billing – Monthly billing meetings continue to be held. New VA patient referrals are currently on hold until we start receiving payments. We have \$55,000 in outstanding payments. A congressional investigation has been started through Congressman LaHood’s office. Dr. Iftner recommends contacting Senator Dick Durbin’s office. Beginning in January 2020, Medicare will be using the Patient Driven Groupings Model to issue payments and will change the certification period of a patient from 60 days to 30 days. This change may affect our reimbursement in a negative way.
- Patient Satisfaction Surveys – This quarters surveys showed 100% satisfaction with our services.
- 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. During the last quarter we had a 90% timely return rate. Dr. Johnson suggested having the Medical Director sign if a provider has no one covering them and they are out for a long period of time.
- Staffing – Megan Shaw, RN resigned March 31, 2019. Kim Huddleston, RN will being orientation on May 13, 2019. Kim is a former PCHD home health employee. We continue to advertise for a Home Health Aide.
- Other – A patient was recently discharged after threatening our staff. The sheriff’s department was notified.

Home Health had eleven revised policies; Plan for Policy Review, Professional Advisory Committee, Procedure-Medical Supplies, Billing Private Insurance, Billing Illinois Public Aid, Billing DORS, Billing Private Pay, Rate Changes, Rate Changes Home Services, Speech Pathology Services and IV Meds/PICC Lines. The policies were approved on a motion made by Andy Borrowman, 2nd by Dr. Johnson, vote taken, motion carried.

Home Health reports were approved on a motion made by Julie Plattner, 2nd by Dr. Brett Schafer, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed. Family Case Management caseload has increased due to the increase of children being placed in foster care.
- WIC Breastfeeding Peer Counselor – Bailey Coultas resigned April 1st. Susan Gregory was hired April 16th as our Breastfeeding Peer Counselor.
- Family Planning – A Family Planning program review is scheduled for May 7th.
- WIC – The state WIC program will be moving to a new online software program that will utilize an electronic benefits transfer (EBT) card for participants. Our agency will begin piloting the new program in early 2020.
- Communicable Disease – Continuing to see cases of Influenza A & B.

- Hepatitis A Campaign – CD Coordinator offered vaccine to inmates at the Pike County Jail.
- Health Fair – The Health Fair/Senior Expo will be held on May 16th at the Crossroads Center in Pittsfield. PCHD programs that will have a booth are: home health, family planning, environmental health, WIC and dental.

Emergency Preparedness

- The Pike County EMA Community Partners Meeting is now quarterly and held at John Wood Community College.
- Lock Down Policy – Sheriff Department personnel came and toured the building and gave recommendations on some security options. Panic buttons will be our first priority. The sheriff's department can also provide A.L.I.C.E. training for our staff.

Dental Clinic:

- Quarterly Stats reviewed.
- 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.
- Supplies – Oral Health of America is no longer providing free supplies to safety net dental clinics.
- Staffing – Our dental hygienist has increased from working 1 day per week to 2 days per week.
- Hospital Cases – Hospital cases are still on hold.
- Inmate Care – Working with Sheriff's Department to revise current policy and developing a referral form.

The Lead program had two revised policies, Collection of Blood for Lead Screenings and Follow-up of Children with Elevated Blood Lead Levels. The policies were approved on a motion made by Julie Plattner, 2nd by Becky Motley, vote taken, motion carried.

The Dental program had one revised policy, Non-Discrimination Policy. The policy was approved on a motion made by Dr. Schafer, 2nd by Dr. Johnson, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 1st quarter of FY 2019 resulted in an operating loss of \$46,559.
 - Revenues were 2% under budget and expenses were 1% under budget for the 1st quarter of FY 2019.
- Profit and Loss Summary
 - Dental Clinic is showing a small profit (\$1,188) for the 1st quarter of FY 2019.
 - IDHS grants are showing a small loss (\$1,542) for the 1st quarter of FY 2019.

- EH & CD are showing a loss of \$60,366 for the 1st quarter of FY 2019. We have not received our local health protection grant funding.
- IDPH grants are showing a small loss (\$3,139) for the 1st quarter of FY 2019.
- Home Health is currently showing a loss, due to lack of payments from the Veteran's Administration.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues decreased by 14% during the 1st quarter of FY 2019 as compared to the 1st quarter of FY 2018.
 - Expenses increased by 4.5% during the 1st quarter of FY 2019 as compared to the 1st quarter of FY 2018.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - SIU FQHC NAP Grant Application – SIU has submitted their grant application for a New Access Point for a Federally Qualified Health Center to be located at PCHD on April 11th. They may know in June if they receive the grant award. SIU seems fairly confident that they will be awarded. If the grant is received, dental staff will be given the option to become SIU employees. SIU will staff the medical clinic with a full-time nurse practitioner with a physician in clinic 1-2 days per week. PCHD will continue to keep their Family Planning grant and work with SIU to provide these services. SIU will be touring our building to do an IT and security assessment.
- New Business
 - Expiring Board of Health Terms – Three members' terms will expire on June 30, 2019. They are Dr. Brett Schafer, Dr. Christopher Wagoner and Tom Leahy. Dr. Schafer and Dr. Wagoner agreed to continue to serve on the Board for another 3 year term. Tom Leahy was not in attendance at the meeting. Anita will contact him to see if he will agree to serve another term.
 - Administrator's Evaluation – Anita's evaluation is due in July. Paula will email the Personnel Committee the evaluation forms and possible dates in June.
 - Ms. Andress would like to schedule a Finance Committee meeting. Paula will email dates to the members.

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. Iftner, vote taken, motion carried.

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

President Katherine Rowles noted there were no public comments.

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

Meeting was adjourned at 7:34 pm by President Katherine Rowles.

Respectfully submitted,

Anita Andress
Administrator