

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

DATE: August 29, 2019

**Members Present:**

Andy Borrowman	Dr. David Iftner	Danielle Benz	Dr. Christopher Wagoner
Becky Motley	Jennifer Niebur	Dr. Brett Schafer	Tom Leahy

**Members Absent:**

Julie Plattner	Katherine Rowles	Dr. Ronald Johnson
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**Others Present:**

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

The meeting was called to order at 6:04 p.m. by Vice-President Dr. David Iftner.

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

Minutes of the April 25, 2019 BOH meeting were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Dr. Brett Schafer, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program
  - The temporary event licensing and inspections are going well. Staff are working to educate individuals/groups who did not notify us of their temporary food stand, on the proper procedure they need to follow to get a temporary license.
  - An optional variance for Level 3 facilities serving frozen pizza, hot dogs and other precooked sandwiches, was presented. With the variance, Level 3 facilities would not have to have a certified professional food manager (CPFM) present at all times. A CPFM would still need to provide supervision and all workers would need to complete Food Handlers training.
  - EH staff are working with the County to possibly develop a Bed & Breakfast ordinance.
- West Nile Virus – Larvicide training was held with six cities/townships in attendance. At the end of the training larvicide was distributed to those individuals.
- A local elected officials meeting was held in Griggsville. Jane attended and provided information about PCHD environmental health program.
- Smoke Free Illinois – The age to purchase tobacco products increased to 21 years of age effective 7/1/19. Staff are working on a program for area schools regarding vaping. David was concerned with a recent ad in the local paper regarding tobacco products. The company advertising was from Missouri. He stated there has to be a certain disclaimer listed on all advertisements.

- Radon – Staff recently attended training on Radon. They are looking into the purchase of a radon testing device that gives immediate readings versus using the disposal test kits. The device could be rented out for residents to complete their radon testing.
- Staffing – Jane will be retiring in January 2020.

The Variance for Risk Assessment Procedure for Level 3 food facilities was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Tom Leahy, vote taken, motion carried.

Environmental Health reports were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Danielle Benz, vote taken, motioned carried.

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

- Quarterly Stats reviewed. Census continues to be down.
- Chart Audits – No patterns noted. Strategic Healthcare Programs software system is helping staff be more consistent in their documentation and is improving our Star Ratings and has increased our revenue.
- Billing
  - Monthly billing meetings continue to be held. We currently have \$56,000 in outstanding claims with the Veteran’s Administration. A congressional investigation has been started through Congressman LaHood’s office. Information has also been sent to Senator Tammy Duckworth’s office.
  - We are transitioning our home health billing to an outside source, Healthcare First.
  - 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 will also change the amount of money we receive when we submit our initial claim Request for Anticipated Payment (RAP) from 60% to 20%.
- 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.
- Staffing – JoAnn Smith, RN resigned in May, Barb Brown, HHA retired in August and Tammy DeWitt, biller has resigned to move out of state. Chloe Franklin, HHA was hired and Susan VanStrein, HHA came back from retirement to work part-time. We may consider advertising for a part-time Home Health nurse.
- Other
  - Some area hospitals are using a program called Mingle upon patient discharge. The patient is given a tablet to pick the providers they want for home health and other services. PCHD is listed in this program.
  - The State of Illinois has a new administrative code that requires home health supervisors receive Alzheimer’s certification and must renew it every 2 years. New home health hires must receive 6 hours of training and current employees must receive 3 hours of training.

Home Health had thirteen revised policies and one revised patient contract; Hiring New Home Health Employees, Performance Evaluation, Continuing Education In-Service, Referral to Outside Agency, Visit Frequency, Care and Removal of PICC, PT/ST Only Admit, Physician Correspondence, Sending Information by Fax, Resumption of Care, Advance Beneficiary

Notices, Patient Non-Compliance, Scheduling Patient Visits and Home Nursing Services Contract. The policies were approved on a motion made by Tom Leahy, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Home Health reports were approved on a motion made by Dr. Brett Schafer, 2<sup>nd</sup> by Andy Borrowman, vote taken, motioned carried.

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

#### Maternal & Child Health/Health Promotion:

- Quarterly Stats reviewed.
- Family Planning – A 100% was received on the Family Planning program review. The State of Illinois will not be taking federal funds for this year's Family Planning grant.
- 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.
- Family Case Management (FCM) – The FCM grant now requires face to face visits up to age one.
- Communicable Disease
  - There was an individual with a potential rabies exposure who completed the 3 dose series of rabies vaccine.
  - CD Nurse will continue to see a patient with active TB through the end of the year, even after daily medication visits stop.
- Tobacco – The State of Illinois increased the age to purchase tobacco products to age 21 effective July 1, 2019.

#### Emergency Preparedness

- The Pike County EMA Community Partners Meeting is now quarterly and held at John Wood Community College.
- Nancy Halpin & Sharon Bargmann attended the Emergency Preparedness Summit in June. This is one of the grant objectives.
- PCHD participated in a Functional Exercise for pandemic flu in August.

#### Dental Clinic:

- Quarterly Stats reviewed.
- Staffing – Our dental hygienist has resigned to move out of the area. Dr. Grote's loan repayment obligation will end on September 30<sup>th</sup>.

The Communicable Disease program had a revision to the Vaccine Price List. The price list was approved on a motion made by Danielle Benz, 2<sup>nd</sup> by Tom Leahy, vote taken, motion carried.

The Dental program had two revised policy, Billing and Collections, and Dental Services for Pike County Sheriff's Department Jail Inmates. The policies were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

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

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
  - The 2<sup>nd</sup> quarter of FY 2019 resulted in an operating profit of \$18,364.
  - Revenues were 3% under budget and expenses were 3% under budget for the 2<sup>nd</sup> quarter of FY 2019.
- Profit and Loss Summary
  - Dental Clinic is showing a small profit (\$23,883) at the end of the 2<sup>nd</sup> quarter of FY 2019.
  - IDHS grants are showing a small increase of \$5,956 at the end of the 2<sup>nd</sup> quarter of FY 2019.
  - EH & CD are showing a loss of \$44,887 at the end of the 2<sup>nd</sup> quarter of FY 2019.
  - IDPH grants are showing an increase of \$34,450 at the end of the 2<sup>nd</sup> quarter of FY 2019.
  - Home Health is currently showing a loss of (\$4,290) at the end of the 2<sup>nd</sup> quarter of FY 2019.
- Comparison of Revenues and Expenses to Prior Year
  - Revenues increased by 13% at the end of the 2<sup>nd</sup> quarter of FY 2019 as compared to the end of the 2<sup>nd</sup> quarter of FY 2018.
  - Expenses increased by 6% at the end of the 2<sup>nd</sup> quarter of FY 2019 as compared to the end of the 2<sup>nd</sup> quarter of FY 2018.
- Funds owed the County
  - Ms. Andress has been working with the County Board regarding the insurance funds PCHD owes the County. An intergovernmental agreement is being drafted by the State's Attorney. Once this agreement is received and we have the actual outstanding balance, a Finance Committee meeting will be held to discuss payback options.

Mr. Beard stated PCHD struggled with cash flow during the 2<sup>nd</sup> quarter. Our first installment of tax money was received today. No FY 2020 grants payments have been received yet.

Ms. Andress discussed some possible additional funding sources.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
  - SIU FQHC New Access Point (NAP) Grant Application – SIU is still waiting on award notification.
  - Administrators Evaluation - Paula will email the Personnel Committee the evaluation forms and possible dates.
- New Business

Changes were made to the current committee appointments; Tom Leahy was added to the Finance Committee and Becky Motley was added to the Building and Grounds Committee, and Dr. Iftner is now the Chairman of the Building and Grounds Committee. Michelle Kendrick was removed from all committees, as she is no longer on the Board.

Nomination of a new President and Vice-President was held. Dr. David Iftner was nominated for President by Jennifer Niebur, 2<sup>nd</sup> by Tom Leahy. Katherine Rowles was nominated for Vice-President by Jennifer Niebur, 2<sup>nd</sup> by Andy Borrowman.

A motion to retain the current Secretary, Jennifer Niebur and committee changes as presented and the nomination of a new President, Dr. Iftner and new Vice-President, Katherine Rowles was made by Andy Borrowman, 2<sup>nd</sup> Tom Leahy, vote taken, motion carried.

- Other
  - A large FOIA requested has been received regarding the cryptosporidium outbreak in 2015. This request is very time consuming and we are not able to charge for it.

Administrative report was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Becky Motley, vote taken, motion carried.

Vice-President Dr. Iftner noted there were no public comments.

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

Meeting was adjourned at 8:23 pm by Vice-President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur  
Secretary