

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

DATE: February 11, 2020

Members Present:

Becky Motley	Julie Plattner	Jennifer Niebur	Tom Leahy
Dr. Brett Schafer	Katherine Rowles	Dr. Ronald Johnson	

Members Absent:

Dr. David Iftner	Danielle Benz	Andy Borrowman	Dr. Christopher Wagoner
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Others Present:

Anita Address	Paula Dean	Payton Dean	Sharon Bargmann
Cindy Hess			

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

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

Minutes of the October 24, 2019 BOH meeting were approved on a motion made by Julie Plattner, 2nd by Jennifer Niebur, vote taken, motion carried.

Payton Dean presented the following Environmental Health reports:

- Quarterly & Annual stats reviewed.
- Food Program
 - The temporary event licensing and inspections went well. Approximately \$3000 was collected in temporary permit fees beginning 7/1/19.
 - Will be working with individuals regarding the Sumer Food Program.
 - Food Awards will be announced in the newspaper and will post online. No in-person ceremony will be held.
- Smoke Free Illinois – EH staff will help judge a coloring contest sponsored by the American Lung Association.
- West Nile Virus – Baylis has requested our assistance. They filled the dumpster that was provided them. A tire collection may also be held there.
- Sewage – An issue regarding a septic system in Pearl has been resolved. The Pike County State’s Attorney and Pike County Sheriff’s Department provided assistance.
- Staffing – Jane Johnson continues to assist, coming to the office once a week, until Payton is able to take the LEHP test.

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

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

- Quarterly and Annual Stats reviewed.

- Blessing Hospice began using our HHA again in December.
- Chart Audits – No patterns noted.
- Billing
 - New VA referrals are on hold but we continue to see current VA patients.
 - Healthcare First has begun working the older claims. They consider this a recovery process.
 - Patient Driven Groupings Model (PDGM) went into effect January 1st. This changes the length of an episode and billing from 60 days to 30 days. Requested for Anticipated Payment (RAP) has been decreased from 60% to 20%. The biggest challenge we are facing is getting back the Face to Face documents from the provider with the correct information on them.
- Patient Satisfaction Surveys – Not negative remarks noted.
- 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. We had 2 months where we struggled to get the information back from the providers.
- Home Health Compare shows we currently have a 3 ½ star rating.

Home Health reports were approved on a motion made by Julie Plattner, 2nd by Jennifer Niebur, 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.
- WIC
 - WIC staff will attend electronic benefits transfer (EBT) program training the end of March.
 - A WIC review was held in October 2019 with results being sent in December 2019. Six findings were noted. A corrective action response report has been submitted.
 - Remind.com is being utilized to remind clients of their WIC appointments.
- Communicable Disease
 - CD/STD Log was reviewed.
 - TB patient has completed all treatment.
 - Staff are watching a webinar series on Legionella.
 - Two school districts are reporting increased number of flu cases.

Staff are reviewing options for language interpretation services, specifically for Spanish speaking clients. There is a service available that IDPH has a contract with that we could utilize for a fee.

The Family Case Management program had one revised policies; Face to Face Contacts and Home Visits and the Lead program had one revised policy; Billing and Collection. Policies were approved on a motion made by Tom Leahy, 2nd by Dr. Johnson, vote taken, motioned carried.

Emergency Preparedness

- IDPH host weekly conference calls related to the Corona Virus. IDPH has state labs with testing capabilities.

- Isolation and quarantine information has been sent to our Medical Director, State's Attorney, Sheriff and County Board Chairman.
- PCHD has a stock of expired N95 masks.
- Currently 37 states are reporting Corona Virus cases.
- Dr. Johnson reviewed the number of deaths associated with the seasonal flu vs. the Corona Virus.

Dental Clinic:

- Quarterly and Annual Stats reviewed. New Pike County adults are currently on hold due to not having a hygienist.
- Grants – We are in the 3rd and final year of the HWFPC Health Catalyst grant. \$15,000 will be received for operations. Funding from the 2nd year was used to purchase dental equipment and security equipment.
- We plan to contract with SIU for a dentist and a hygienist. Credentialing of Dr. Atwood Huff will begin, as Dr. Grote will begin medical leave in May.

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

Anita Andress presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 4th quarter of FY 2019 resulted in an operating loss of \$39,978.
 - Revenues were 7% under budget and expenses were 5% under budget for the 4th quarter of FY 2019.
- Profit and Loss Summary
 - The agency is showing an operating loss of \$15,895 for FY 2019.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 3% at the end of the 4th quarter of FY 2019 as compared to the end of the 4th quarter of FY 2018.
 - Expenses increased by 4% at the end of the 4th quarter of FY 2019 as compared to the end of the 4th quarter of FY 2018.
- Funds owed the County
 - Ms. Plattner reported on the PCHD Finance Committee meeting with the County Board Finance Committee on November 13, 2019 at their regular scheduled meeting. The County agreed to transfer \$60,000 from the reinsurance fund to PCHD for the refund of liability payments made by PCHD. Zack drafting an agreement to be signed. The money has since been transferred. Ms. Plattner asked the Finance Committee for total payment forgiveness. It was agreed that PCHD would begin making regular monthly payments and attend the County Board Finance Committee meeting on June 10, 2020 to revisit the outstanding balance.
 - Dr. Iftner and Ms. Plattner will begin reviewing PCHD accounts payable, as per a recommendation from the County Board Finance Committee.

- Ms. Andress discussed discrepancies found in regards to premiums for the health insurance and dental insurance. These were found as we were pushing for a monthly billing statement of premiums due from PCHD. There had never been an audit of insurance premiums against what the County is billed.

Discussed financial office staffing.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - SIU Change in Scope – SIU has submitted their HRSA Change in Scope application. SIU will take over the dental clinic and staff and lease our space and equipment. The Health & Wellness Foundation of Pike County has committed funds to SIU for building renovations needed for the dental clinic and Mental Health Centers of Western Illinois (MHCWI).
 - SIU and MHCWI will both be leasing space from PCHD. Anita will have the State's Attorney draft the lease agreements.
- New Business
 - Draft versions of the FY2019 Annual Report documents were presented. Final documents will be placed on the PCHD website once they are completed.
- Other
 - A large FOIA request is finally complete. It was related to the Color Drive Cryptosporidium event in 2015.
 - The Western Illinois Counties Alliance (WILCA) will be offering an opioid training for providers.
 - Mandatory Sexual Harassment Training – All staff licensed through Illinois Department of Professional Regulations must complete an approved CE training course. This is part of their CE requirement for renewing their license. The training provided by County's risk management company does not offer CEs. Dr. Johnson may have resources for staff through Illinois State Medical Society or Illinois Academy of Family Physicians.

A motion to allow Ms. Andress to approve minor building renovations to PCHD as requested and funded by SIU, was made by Jennifer Niebur, 2nd by Tom Leahy, vote taken, motion carried.

Administrative report was approved on a motion made by Julie Plattner, 2nd by Tom Leahy, vote taken, motion carried.

Vice-President Katherine Rowles noted there were no public comments.

Next meeting date will be April 23, 2020 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:20 pm by Vice-President Katherine Rowles.

Respectfully submitted,

Jennifer Niebur
Secretary