

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

DATE: October 24, 2019

Members Present:

Andy Borrowman	Dr. David Iftner	Julie Plattner	Dr. Christopher Wagoner
Jennifer Niebur	Tom Leahy	Katherine Rowles	Dr. Ronald Johnson

Members Absent:

Dr. Brett Schafer	Danielle Benz	Becky Motley
-------------------	---------------	--------------

Others Present:

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

The meeting was called to order at 6:02 p.m. by President Dr. David Iftner.

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

Minutes of the August 29, 2019 BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Quarterly Stats reviewed.
- Food Program – The temporary event licensing and inspections have gone well. There were about 50 temporary food vendors during Fall Pickin Days. Approximately \$2500-\$3000 was collected in temporary permit fees to date.
- Smoke Free Illinois – Vaping information has been provided to the area schools.
- Radon – Staff are looking at ways to entice residents in testing their homes for radon and mitigating the issue. A possible option is to draw for a \$500 gift card from those who follow through on the mitigation.
- Tanning & Body Art – There are currently 4-5 licensed tanning salons in the county, down from 15 salons a few years ago. There are currently no licensed body art establishments in the county. If anyone is performing microblading services (the tattooing of the eyebrow), they must follow the body art laws and be licensed.
- West Nile Virus – A dead bird was submitted to IDPH for testing. This is one of the requirements of the grant.
- Staffing – Payton McKinnon has accepted the Director of Environmental Health. She is currently attending LEHP training. Jane will be retiring in January 2020.

All EH programs successfully passed a recent review by IDPH.

Jane discussed seeing a local trash company washing their garbage trucks in front of a residence in Pittsfield and contacted City Hall. This wastewater should not drain into the city's storm drainage system, as the wastewater would contain create environmental concerns.

Dr. Iftner stated there was a nice article in the newspaper complimenting the EH staff for their help with her temporary event license. Andy Borrowman also stated that the Barry Apple Festival committee had positive comments for our EH staff in helping get their temporary event permits in place. Payton McKinnon is currently working with the Chamber of Commerce on the upcoming Ladies Night Out event on the Pittsfield square.

Environmental Health reports were approved on a motion made by Katherine Rowles, 2nd by Tom Leahy, vote taken, motioned carried.

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

- Quarterly Stats reviewed. Referrals were up and visits were down. Our primary payor is Medicare and our primary referral source is hospitals.
- Chart Audits – No patterns noted.
- Billing
 - Monthly billing meetings continue to be held. We currently have \$66,000 in outstanding claims with the Veteran’s Administration. Cindy met with Representative CD Davidsmeyer at a local meet and greet event. New VA referrals are on hold but we continue to see current VA patients.
 - Healthcare First will begin the process of billing Medicare, private insurance claims and the VA beginning November 1st. They will also continue to work on any aging bills including the VA.
- 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. In May we struggled to get plans of care back in a timely matter from a Springfield physician.
- 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. We have learned that the hospitals are asking the patients to choose 3 providers instead of 1 provider. The patient is selecting our agency in the 3 providers chosen, but they are given another agency instead of PCHD. This needs to be discussed with the Discharge Planners at the hospitals.
 - 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. Cindy Hess has completed her certification.

Home Health reports were approved on a motion made by Tom Leahy, 2nd by Dr. Ronald Johnson, 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 State of Illinois will not be taking federal funds for this year’s Family Planning grant. With that change, we are no longer able to order birth control at a discounted rate through the 340b program. The state is looking at another way for agencies to be 340b eligible. We are not able to purchase the HPV vaccine through the grant this year.
- Family Case Management – Completing home visits on infants to age 1 is now part of the grant. This will require additional staff time and we are not sure how we are going to accommodate that at this time.
- WIC –WIC electronic benefits transfer (EBT) program will begin on March 2, 2020.
- Illinois Breast & Cervical Cancer Program (IBCCP) – PCHD provides referrals for the IBCCP program. Hancock County Health Department is the lead agency for the program.
- Communicable Disease
 - Daily medication monitoring of TB patient has ended. CD Nurse will continue to see the patient through the end of the year.
 - High dose flu vaccine delivery has been delayed. We have cancelled two flu clinics to date.

Emergency Preparedness

- Sharon Bargmann attended Public Information Officer training.
- PCHD participated in a Functional Exercise “Crimson Contagion” for pandemic flu in August.

Dental Clinic:

- Quarterly Stats reviewed. We have currently stopped taking new Pike county adults due to staffing issues.
- Grants – SIU did not receive the HRSA New Access Point grant.
- Staffing – An advertisement will be placed for a Dental Hygienist.

Public Health reports were approved on a motion made by Julie Plattner, 2nd by Katherine Rowles, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - The 3rd quarter of FY 2019 resulted in an operating profit of \$52,277.
 - Revenues were 3% under budget and expenses were 4% under budget for the 3rd quarter of FY 2019.
- Profit and Loss Summary
 - The agency is showing a profit of \$24,082 through the 3rd quarter of FY 2019.
- Comparison of Revised FY 2019 Budget to Original FY 2019 Budget
 - Agency budget was adjusted to show a more accurate picture. Revenues were increased by .3% (\$5,000). The leading contributing factors to this revision are a decrease in Home Health revenues and increase in Dental Clinic revenues and cost claiming money.

- Expenses were decreased by 2% (\$38,000). The leading contributing factors to this revision were a decrease in staff salaries.
- Comparison of Revised FY 2019 Budget to FY 2020 Budget
 - An 11.1% decrease in revenues and a 10.6% decrease in expenses are budgeted for the next fiscal year. Total revenues and expenses of \$1,685,000 are expected in FY 2020. The decrease is attributed to the loss of dental clinic revenues and staff salaries.
 - A 2% cost of living adjustment raise was included in the 2020 budget.
- Comparison of Revenues and Expenses to Prior Year
 - Revenues increased by 9% at the end of the 3rd quarter of FY 2019 as compared to the end of the 3rd quarter of FY 2018.
 - Expenses increased by 5% at the end of the 3rd quarter of FY 2019 as compared to the end of the 3rd quarter of FY 2018.
- Funds owed the County
 - Julie Plattner presented the Finance Committee minutes from October 17, 2019. PCHD has been over accounting for insurance premiums of employees on the Health Reimbursement Plan. An accurate premium is being requested from the County Clerk. The County has agreed to transfer \$60,000 from the reinsurance fund to PCHD for the refund of liability payments made by PCHD. These funds will be directly applied to health insurance premiums balance. The Finance Committee will plan to attend the November 13, 2019 County Board Finance Committee meeting to establish accurate outstanding balance and a repayment plan.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Administrators Evaluation –The Administrators evaluation was completed today. Ms. Rowles will compile the comments and get completed evaluation to Ms. Andress for her signature.
- New Business
 - SIU Change in Scope – Since SIU did not receive grant funding for a New Access Point (NAP), they are completing a HRSA Change in Scope application. They expect this to happen in February. They will take over the dental clinic and staff and lease our space and equipment. SIU is working with the Health & Wellness Foundation of Pike County and Mental Health Centers of Western Illinois. Mental Health services will also be housed at PCHD.
 - IT Support – The County has secured a contract with GFI Digital to provide managed IT services to all County offices (except Highway) and the purchase of new computers through a lease agreement. The County has requested that PCHD pay for 2 months of the managed IT service at the rate of \$4,395 per month.

Ms. Andres would like to see how the payments are being broken out for all county offices.

Ms. Address 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 2020 meeting schedule was approved on a motion made by Julie Plattner, 2nd by Dr. Johnson, vote taken, motion carried.

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

Paula Dean presented Personnel Policy changes for 2020. Personnel Policies were approved on a motion made by Katherine Rowles, 2nd by Dr. Johnson, vote taken, motion carried.

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

President Dr. Iftner noted there were no public comments.

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

Meeting was adjourned at 7:49 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary