

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

DATE: June 25, 2020

**Members Present:**

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

**Members Absent:**

Becky Motley	Jennifer Niebur	Dr. Brett Schafer
--------------	-----------------	-------------------

**Others Present:**

Anita Andress	Paula Dean	Payton Dean	Sharon Bargmann
Cindy Hess	Kim Ator	Derek Ross	

The meeting was called to order at 6:00 p.m. by President Dr. David Iftner.

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

Minutes of the February 11, 2020 BOH meeting were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Katherine Rowles, vote taken, motion carried.

Payton Dean presented the following Environmental Health reports:

The focus of the Environmental Health staff for the last 3 months has been related to COVID-19 and assisting schools, restaurants and other businesses with guidance and answering questions.

- Food Program
  - Inspections are currently behind due to COVID-19.
  - There will not be any summer lunch programs in the county this year.
  - Food classes will be scheduled now that we are in Phase 4 of the Restore Illinois Plan.
- West Nile Virus
  - There were no applications received for the Community Clean-up Program.
  - A tentative date for a used tire collection will be advertised once it is confirmed.
  - To date, 3 dead birds have been submitted for WNV testing. Two have been negative and we are awaiting results on the 3<sup>rd</sup>.
  - Equipment for collecting mosquitoes and larvicide have been purchased.
- Staffing – Jane Johnson continues to contract with PCHD for LEHP services. Payton is scheduled to take her LEHP test in July.

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

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

- Due to COVID-19, referrals are down during March – May compared to last year. Providers were not doing elective surgeries during this time. When calling to schedule visits for a new referral, the patients were refusing services, as they did not want anyone coming into their home.
- Billing
  - New VA referrals continue to be on hold, but we continue to see current VA patients. Current outstanding revenues over 181 days old is \$32,549. If a board member hears from a veteran that we were not able to take them as a patient and they are upset, please have them call our office so we can talk to them.

Home Health reports were approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Danielle Benz, vote taken, motioned carried.

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

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

- Family Planning – No clinics have been held since March 17<sup>th</sup>. Clinics will resume on July 7<sup>th</sup>. Clients will wait in their car until they are ready to be seen in the clinic.
- WIC - WIC staff transitioned to the new WIC EBT (electronic benefits transfer) system in May. Services are provided curbside. The new system does not currently have reporting available. The Breastfeeding Peer Counselor resigned in March.
- Family Case Management – No home visits have been made since March 17<sup>th</sup>.
- Communicable Disease
  - There have been 4 possible rabies cases reported since April.

#### Emergency Preparedness

- COVID-19 Activities
  - Pike County has had 2 residents test positive and has placed 18 individuals in quarantine. There have been over 800 negative tests of Pike County residents.
  - All 3 long term care facilities have tested all their residents and staff. All results were negative.
  - Adams County Health Department has a courier that we meet when specimens need to go to the state lab.
  - Several PPE shipments have been received from the state and regional hospital. Delivery from our drop site to our agency is provided by the sheriff's department. Delivery of PPEs to the long-term care facilities is provided by the highway department. PPEs have been distributed to long term care, hospital, dentist, jail, and county offices.
  - Dr. Johnson reported that all antibody tests performed at Pittsfield QMG have been negative.
  - Working with restaurants on outdoor dining. Some restaurants have shown blatant disregard to the guidance they were provided. Beginning tomorrow, restaurants can open to indoor dining.
- COVID-19 Grants/Funding
  - A COVID Crisis grant has been received. These funds will be used to cover overtime costs staff have incurred.

- Funds were received from the COVID Cares Provider Relief fund. These funds are focused on our Home Health department. They can be used for lost revenue and staff time and training related to COVID.
- We have applied for a Contact Tracing grant. If approved 25% of the grant funds will be paid upfront. Once those funds have been expended then funds will be received on a reimbursement basis. The hiring of additional personnel has been included in the grant.
- Beginning June 29<sup>th</sup>, PCHD will be providing all regular services to the public by appointment only. Due to limited staffing the office doors will remain locked, as we are not able to provide appropriate screenings for those entering the building.

Dental Clinic:

- Dental has been closed since March 17<sup>th</sup>. Emergency patients were seen on a case by case basis until the end of April.
- Dental staff were furloughed beginning May 1<sup>st</sup>.
- Dr. Grote is currently on medical leave and plans to return the middle of August. The dentist that was going to fill in for Dr. Grote while she was on medical leave is high-risk for COVID-19 and is not currently practicing.
- Our Quarterly and Annual Stats reviewed. New Pike County adults are currently on hold due to not having a hygienist.
- PCHD has contracted with SIU for a dental hygienist.
- Grants – The remainder of the HWFPC Health Catalyst grant we used for dental staff salaries.

Public Health reports were approved on a motion made by Dr. Johnson, 2<sup>nd</sup> by Katherine Rowles, vote taken, motion carried.

Kim Ator presented the following Financial reports:

- Account Balance
  - As of May 29, 2020, the checking account balance was \$125, 432. This includes funds from the COVID Crisis grant of \$36,000 and COVID Cares Provider Relief fund deposit of \$71,000.
  - Currently have \$36,000 in outstanding accounts payable.
  - TB Funds were transferred into our account to help with COVID response. Jim Sheppard amended the budget for us.
  - There continues to be an issue with the county's payroll software automatically pulling 1/2 of the employer's portion of the dental/vision insurance. We pay our portion through accounts payable, which is a better tracking mechanism for our agency.
- Fiscal Office Activities
  - Gathering data for our accountant to complete the Medicare Cost Report. Cost Report must be submitted by June 30<sup>th</sup>.
  - Working with County Clerk's office to see if their current CIC software system would be beneficial for the health department to utilize.
  - The accounting software utilized by the Director of Finance is not compatible with Windows 10. We are researching QuickBooks to see if that would work for

our needs. County Board members Jim Sheppard and Derek Ross currently utilize the software and stated we can reach out to them for assistance. Derek also stated that our bank statement could be imported into QuickBooks.

- Trying to gain a “view only” access to our checking account so we can continually see what funds are available.
- Completed a grant reconciliation for the Grant Accountability and Transparency Act (GATA). This is the second year to complete this information and is very time consuming. It is completed for our fiscal year but spans 2 different state grant program fiscal years.

- Finance Committee Report

Ms. Plattner stated that two PCHD Finance Committee meetings have been held since the passing of the Financial Director.

- On April 16<sup>th</sup> the committee met to determine an interim plan and determine the needs of the fiscal office. Current staff will work to streamline processes before hiring for the Director of Finance position. The Finance Committee also agreed to provide a letter of support to the County Board for PCHD to receive a tax anticipation loan.
- On June 11<sup>th</sup> the committee met to discuss requesting a deferral of the decision on the outstanding insurance balance from the County Board Finance Committee. The reason for requesting the deferral is due to the delay of the SIU lease, due to the COVID-19 pandemic. Per Jim Sheppard, our committee did not need to attend the June 17<sup>th</sup> County Board Finance Committee meeting, but a written request to defer until the October County Board Finance Committee meeting was needed.

At the June 17<sup>th</sup> County Board Finance Committee meeting, it was placed in the minutes that PCHD should attend the July 15<sup>th</sup> meeting to discuss a repayment plan. The original motion presented at the County Board Finance Committee meeting on November 13, 2019 was for PCHD to begin making regular monthly payments and attend to attend the June 2020 County Board Finance Committee meeting to revisit the outstanding balance. Ms. Plattner will contact Jim Sheppard, County Board Finance Committee Chairman to discuss attending the July meeting, the need for the original motion to be address and request a deferral until the October meeting.

Ms. Ator asked the Board what fiscal information they want to see at each meeting and not just provide information that may irrelevant to them.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
  - SIU Change in Scope – SIU has had some funding cuts due to COVID-19. They will no more, at the end of the month, regarding our dental clinic and building renovations. Mental Health Centers of Western Illinois (MHCWI) are possibly

going to expand services, but there is not currently room for them to expand if they relocate to the PCHD building.

- New Business
  - Expiring Board of Health Terms – Three members' terms will expire on June 30, 2020. They are Danielle Benz, Dr. Iftner and Dr. Johnson. Danielle Benz and Dr. Iftner agreed to continue to serve on the Board for another 3-year term. Dr. Johnson had to leave the meeting early, so 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 for her evaluation in August.
  
- Other
  - An extension has been requested to delay our IPLAN process for 6 months, it was originally due September 2020.
  - The election of officers and committee appointments will take place at the October Board of Health meeting.

Ms. Dean distributed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Andy Borrowman, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Administrative report was approved on a motion made by Katherine Rowles, 2<sup>nd</sup> by Tom Leahy, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be October 22, 2020 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 8:27 pm by President Dr. Iftner.

Respectfully submitted,

Anita Andress, RN, BSN  
Administrator