

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

DATE: April 22, 2021

Members Present:

Dr. David Iftner	Julie Plattner	Becky Motley	Danielle Benz
Jim Sheppard	Katherine Rowles		

Members Absent:

Dr. Brett Schafer	Tom Leahy	Dr. Christopher Wagoner	Jennifer Niebur
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Others Present:

Anita Andress	Paula Dean	Kim Ator	Cindy Hess
Sharon Bargmann			

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

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

Minutes of the January 28, 2021 BOH meeting were approved on a motion made by Katherine Rowles, 2nd by Becky Motley, vote taken, motion carried.

Environmental Health staff were not present for meeting. Information from the Environmental Health advisory meeting was emailed to Board Members prior to meeting.

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

- Quarterly Stats reviewed.
- Chart Audits – No patterns noted. Home Health RN’s have been completing chart audits due to low census.
- Review Choice Demonstration (RCD) – Required Face-to-Face documents are slow to come in from the physicians which in turn slows down the RCD submission. Hours are spent by staff reaching out to physicians to get the documentation needed.
- Patient Driven Grouping Model (PDGM) – Billing requirements for Home Health changed 1/1/21 to PDGM. This payment system is based on need and not number of visits to a patient. Also, changes to Outcome and Assessment Information Set (OASIS) data set will changing 1/1/22.
- Staffing – Interviews will be held next week for an HHA. Our full-time HHA will be leaving in August to attend nursing school.
- Quality Assurance and Performance Improvement (QAPI) – Reports from our patient satisfaction surveys were presented. We currently have a star rating of 3 ½ out of 5. This rating is determined by OASIS data.

Home Health report was approved on a motion made by Jim Sheppard, 2nd by Katherine Rowles, 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 – Our provider has returned from medical leave, so clinics have resumed.
- Family Case Management – All home visits continue via phone call currently.
- WIC – All WIC visits continue by phone currently. If clients need to come to the office, they call when they arrive, and staff meet them at their car.
- Communicable Disease
 - CD/STD Log reviewed.
 - Immunization are given by appointment only.

Emergency Preparedness

- COVID-19 Activities
 - Staff meet weekly to discuss mass vaccination clinics.
 - COVID cases currently on the rise in Pike County. We were notified today that our region is in the orange level. There are currently 19 active cases, 3 hospitalizations and 86 close contact in quarantine.
 - To date, 3,728 Pike County residents are fully vaccinated, with 7,361 total doses administered.
 - The refusal of a parent to quarantine their child led to a court case. PCHD was assisted by the Pike County State's Attorney and Illinois State Board of Education. The case ended in favor of PCHD.

Public Health reports were approved on a motion made by Danielle Benz, 2nd by Julie Plattner, vote taken, motioned carried.

Kim Ator presented the following Financial reports:

- Audits
 - The interim audit report from the Department of Human Services (DHS) has been received. An extension from April 6th to May 6th will be requested to gather and submit additional documentation to DHS before the audit report is finalized.
 - The County's audit went well. The auditor has been very helpful in answering any questions we may have.
- Fiscal Office Activities
 - Checking account balance as of today is \$360,700.
 - Revenues and Expense totals for January – March equal \$633,052 in revenues and \$625,000 in expenses.
 - Health insurance payments average \$13,000 a month.
 - Online QuickBooks training has been completed. Fiscal office is currently getting information entered the system. Hopefully, useful reports will be available by the next board meeting.
 - Finalized Grant Accountability Transparency Act (GATA) reports and submitted to the County Treasurer. This is a very time-consuming process.
 - The County is changing payroll systems in June from CIC to Paycom. Currently employees are paid ahead of the time they actually work (time worked 1st – 15th of the month is paid on the check of the 10th and time worked the 16th – 31st is paid on the check of the 25th). Payroll will change to paying in arrears beginning in July with time worked 6/16/21-6/30/21 paid on 7/10/21 and time worked 7/1/21-

7/15/21 paid on 7/25/21. The County will send us information on the change to share with employees.

The financial report was approved on a motion made by Katherine Rowles, 2nd by Danielle Benz, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - A vacancy remains on the Board of Health. Please email any suggestions for board members to Paula or Anita. Anita will then work with Jim Sheppard for the new appointment.
 - Mental Health Centers of Western Illinois (MHCWI) will not be relocating to PCHD, but SIU is still planning to lease space and an RN for the Psychiatric services 1 day per week.

- New Business
 - Expiring Board of Health Terms – Four members' terms will expire on June 30, 2021. They are Becky Motley, Jennifer Niebuhr, Julie Plattner and Katherine Rowles. Julie Plattner and Katherine Rowles agreed to continue to serve on the Board for another 3-year term. Jennifer Niebuhr and Becky Motley (left early) were not in attendance at this time in the meeting. Anita will contact them to see if they will agree to serve another 3-year 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.
 - The review and approval of the closed sessions will be presented at the next board meeting.

President Dr. Iftner noted there were no public comments.

Next meeting date will be July 22, 2021 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:37 pm by President Dr. Iftner.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator