

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

DATE: October 28, 2021

Members Present:

Dr. David Iftner	Becky Motley	Jennifer Niebur	Dr. Brett Schafer
Jim Sheppard	Katherine Rowles	Dr. Christopher Wagoner	

Members Absent:

Julie Plattner	Tom Leahy	Danielle Benz
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Others Present:

Anita Andress	Paula Dean	Cindy Hess	Sharon Bargmann
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The meeting was called to order at 6:10 p.m. by President Dr. David Iftner.

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

Minutes of the April 22, 2021, and September 2, 2021, BOH meeting were approved on a motion made by Jennifer Niebur, 2nd by Dr. Schafer, vote taken, motion carried.

Environmental Health staff were not present for the meeting.

Dr. Iftner reported on discussions at the EH Advisory Committee meeting held in October.

- West Nile Virus (WNV) - Nine different mosquito samples were submitted for testing. None tested positive for WNV.
- Sewage - A sewage contractor meeting is scheduled for October 29, 2021.
- Temporary Events – Temporary event inspections are taking longer than needed. Booths are not set-up and ready when our staff arrive, and a high percentage are not passing the initial inspections and our staff must make an additional inspection.

Cindy Hess presented the following Home Health reports:

- Quarterly Stats reviewed.
- Chart Audits – No patterns noted. Home Health RNs are completing chart audits as time allows.
- Review Choice Demonstration (RCD) – Once documents are submitted for RCD review, it is taking less than a week to receive the required Unique Tracking Number (UTN) needing for billing submission. Hours are spent by staff prior to submission, contacting providers for correct signed documentation.
- Outcome and Assessment Information Set (OASIS) – the data set will be changing to Oasis-E in 2022. It was scheduled to start on 1/1/22 but has been pushed back.
- Staffing – A full-time HH RN resigned. A new HH RN and a new HHA have been hired. Ads were recently placed in local newspapers for a part-time HHA and a full-time HH RN. No applications received for the HHA position and interviews have been conducted for the HH RN position.

- Quality Assurance and Performance Improvement (QAPI) – Our current star rating is 3 ½ out of 5 stars. This rating is determined by OASIS data. Our patient satisfaction star rating is 5 out of 5 stars. This rating is determined by patient satisfaction surveys.
- Home Nursing/Home Services – A HN/HS review is scheduled for December 22nd.

Home Health report was approved on a motion made by Dr. Shafer, 2nd by Dr. Wagoner, 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 – Clinics are held twice a month. Our provider that places IUDs is retiring. We are trying to secure another provider to place IUDs.
- Family Case Management – A program review was recently held. One finding was found.
- We have resumed lead and hemoglobin testing in the office.
- All WIC visits continue by phone.
- Communicable Disease
 - CD/STD Log reviewed.
 - Childhood immunization clinics have resumed on the 1st and 3rd Monday's by appointment only.
 - Flu clinics were held every Friday in October. In November, flu shots will be available on a walk-in Monday – Wednesday.

The WIC program had revisions to WIC Policy & Procedure Manual. The policies and procedures were approved on a motion made by Jennifer Niebur, 2nd by Becky Motley, vote taken, motion carried.

Emergency Preparedness

- COVID-19 Activities
 - Vaccination clinics continue to be held weekly. Pfizer booster doses are now available for those that meet the criteria.
 - A contract with SIU School of Medicine for Contact Tracing services was signed in August.
 - We will set-up a community testing site. It must be operated 3 days per week. PCHD will be reimbursed \$8 per test submitted.
 - Respirator fit testing equipment has been set-up and a staff member trained to complete fit testing for employees.

The Communicable Disease program had 1 new policy Contact Tracing Policy & Procedures. The policy and procedures were approved on a motion made by Dr. Schafer, 2nd by Jim Sheppard, vote taken, motion carried.

Public Health reports were approved on a motion made by Jennifer Niebur, 2nd by Becky Motley, vote taken, motioned carried.

Anita Andress presented the following Financial reports:

- FY 2022 Budget
 - The FY 22 budget shows a 13.7% increase in revenues and expenses are budgeted for the next fiscal year. Total revenues and expenses of \$1,751,200 are expected in FY 2022. The increase is attributed to the funding associated with COVID-19 response with vaccinations and contact tracing.
 - A 2% cost of living adjustment was included in the 2022 budget.
 - Supplies have been broken down into office supplies and medical supplies.
- TB Funds
 - While requesting our TB Funds from the County, the Treasurer indicated that we needed a TB Board and the TB Boards approval to transfer funds. After an investigation by the County Clerk and PCHD, it was determined in 1981 that the TB Board combined and transferred authorization to the Board of Health.
- Fiscal Office Activities
 - All findings from the Department of Human Services (DHS) audit have been cleared.
 - Checking account balance as of 10/27/21 is \$446,060.23. Accounts payable were submitted yesterday in the amount of \$72,940.16.
 - There are no major outstanding accounts payable currently.
 - Health & Dental insurance payments average \$8000 a month. Insurance premiums are slightly increasing. PCHD will know their new amount to pay at the end of December.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - A vacancy remains on the Board of Health. Jim will work with Anita to get this vacancy filled.

Ms. Andress presented the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Katherine Rowles, 2nd by Jim Sheppard, vote taken, motion carried.

- New Business
 - IPLAN – The first meeting with IPLAN committee was held today. Illini is allowing us to use their data report that was compiled for their recertification process. The Health and Wellness Foundation of Pike County has provided funding to complete the IPLAN process.

A new policy regarding COVID vaccination and testing for employees will be sent to the board for review. There are currently 4-5 grievances regarding employees not wanting to vaccinate or test.

Board members reviewed the current list of committees. One change was made to the current committee appointments; Katherine Rowles was added as to the Environmental Health Advisory Committee.

A motion to retain the current officers: President, Dr. Iftner; Vice-President, Katherine Rowles; and Secretary, Jennifer Niebur and committee changes as presented was made by Jennifer Niebur, 2nd by Katherine Rowles, vote taken, motion carried.

Ms. Andress would like to schedule a special meeting in November to approve BOH Bylaw revisions and additional policies and procedures.

FY 2022 meeting schedule was approved on a motion made by Dr. Schafer, 2nd by Dr. Wagoner, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be January 27, 2022, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:13 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary