

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

DATE: January 27, 2022

Members Present:

Dr. David Iftner	Jennifer Niebur	Dr. Brett Schafer	Julie Plattner
Jim Sheppard	Katherine Rowles	Danielle Benz	

Members Absent:

Tom Leahy	Becky Motley	Dr. Christopher Wagoner
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Others Present:

Anita Andress	Paula Dean	Cindy Hess	Sharon Bargmann
Franci Sweetin	Kim Ator		

The meeting was called to order at 6:05 p.m. by President Dr. David Iftner.

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

Minutes of the October 28, 2021 BOH meeting were approved on a motion made by Julie Plattner, 2nd by Dr. Schafer, vote taken, motion carried.

Franci Sweetin presented the following Environmental Health report:

- Food Program
 - All inspections were completed by the end of the year.
 - A new law “Serve Kids Better” requires restaurants that serve “children’s meals” to provide a nutritious drink option. Information sheets were distributed to restaurants.
- Sewage – Ms. Sweetin recommended removing fees associated with the replacement cost for a septic system as it was treated as a new system install.

The revised Private Sewage Program Fees were approved on a motion made by Julie Plattner, 2nd by Dr. Schafer, vote taken, motion carried.

Environmental Health report was approved on a motion made by Danielle Benz, 2nd by Dr. Schafer, vote taken, motioned carried.

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

- Quarterly and Annual Stats reviewed.
- Chart Audits – No patterns noted.
- Notice of Admission (NOA) – Beginning 1/1/22, a NOA must be submitted to Medicare within 5 days of admission. If the NOA is not received within the 5-day time period a reduction in payment will be assessed for each day it is late.
- Staffing – One full-time HH RN resigned and one HH RN retired. Two new HH RN’s have been hired and a new part-time HHA has been hired. An ad will placed in local

newspapers for an additional HH RN/LPN. One HH RN recently passed her Advance Practice Nurse exam and will be leaving once she secures a nurse practitioner position.

- Quality Assurance and Performance Improvement (QAPI) – Our current star rating is 4 ½ out of 5 stars on Home Health Compare website. This rating is determined by OASIS data, which is analyzed by software integrated into our home health software program.

The Home Health program had revisions to the following policies and procedures: Occupational Therapy Services; Home Health Service; Billing, Medicare; Billing, Private Insurance; Billing, Illinois Medicaid and Managed Care Organizations; Continuing Education/In-Service; Pulse Oximeter; Clinical Documentation and Filing Timelines; Physical Therapy Services; and Correction to Medical Records. The policies and procedures were approved on a motion made by Jennifer Niebur, 2nd by Danielle Benz, vote taken, motion carried.

Home Health report was approved on a motion made by Jennifer Niebur, 2nd by Julie Plattner, 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.
- All WIC and Family Case Management visits continue by phone through March.

Emergency Preparedness

- COVID-19 Activities
 - PCHD is part of a community testing pilot through IDPH. Drive-thru testing began on 12/1/21 at the Pike County Farm Bureau Monday – Thursday from 9:00 am – 1:00 pm. Testing was relocated to PCHD on 12/20/21 with hours of 8:30 am – 12:30 pm. Beginning in January, IEMA provided a nurse to assist with testing due to the high demand for testing. PCHD will be reimbursed \$8 per test on a quarterly basis.
 - Contact Tracing – As of 1/13/22 contact tracing shifted to the IDPH Surge Center. Positive cases will receive a text message from IDPH and opt in to contact tracing. The Surge Center will contact priority cases, which include those 64 and older and unvaccinated persons. PCHD will still be responsible for congregate care settings.
 - Vaccination clinics continue to be held weekly.

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

Kim Ator and Anita Andress presented the following Financial reports:

- COVID-19 related funding
 - Mass Vaccination – Additional grant funding, \$157,900 was received. With this funding, the grant period was extended to 12/31/22.
 - COVID Response - \$125,000 is available for use from 1/1/22-12/31/22. This can be utilized for any COVID related activity, except Mass Vaccinations.
 - COVID Crisis - \$97,961 is available to use from 1/1/22-12/31/22. This can be used for staff hiring and retention.

- Local Recovery Funds – The County will receive this funding and a portion can be utilized by PCHD to improve their parking lot. Anita’s office has been hit twice by persons attending Maxx Vaccination clinics.
- 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.
- Fiscal Office Report
 - Checking account balance as of today is \$280,655.49. Accounts payable were submitted today in the amount of \$60,000.
 - Documents were recently gathered and submitted for the County audit.
 - GATA reporting will be coming up.
 - In 2021, we had deposits of \$1,900,00 with \$720,000 being from grants.
 - Paycom issues – Paycom is the software company the County utilizes for payroll processing. An error had been discovered related to IMRF deductions. Paycom is resolving the issue. This has delayed the issuance of W-2’s to the employees.

A discussion was held regarding COVID sick pay for employees. The County had granted COVID sick pay for employees beginning in 2020 and extended it through 2021. As of January 1, 2022 the benefit has not been renewed. PCHD has had staff out during January that were upset they did not have the sick leave benefit available to them. The Board of Health agreed that the extension of the benefit needs to come from the County and PCHD should not offer a different benefit.

The financial report was approved on a motion made by Jennifer Niebur, 2nd by Jim Sheppard, 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.
 - The IPLAN must be submitted to IDPH by March 15th. The Board of Health must assure that PCHD completed an Organizational Capacity Self-Assessment and has reviewed and approved the Community Health Plan. All information will be emailed to the BOH members for review and approval.

A motion to authorize President David Iftner to sign IPLAN approval letter after being reviewed and approved by the Board of Health was made by Katherine Rowles, 2nd by Dr. Schafer, vote taken, motion carried.

Board of Health By-laws were amended to remove the Professional Advisory Committee and the Dental Advisory Committee on a motion made by Jennifer Niebur, 2nd by Julie Plattner, vote taken, motion carried.

Paula Dean presented Personnel Policy changes for 2022. Personnel Policies were approved on a motion made by Julie Plattner, 2nd by Jennifer Niebur, vote taken, motion carried.

The State's Attorney is currently reviewing a policy regarding COVID-19 vaccinations for employees and testing and exemptions for those that refuse the vaccination.

President Dr. Iftner noted there were no public comments.

Next meeting date will be April 28, 2022, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:50 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary