

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

DATE: May 12, 2022

Members Present:

Dr. David Iftner	Jennifer Niebur	Dr. Brett Schafer	Danielle Benz
Jim Sheppard	Tom Leahy	Becky Motley	

Members Absent:

Katherine Rowles	Julie Plattner	Dr. Christopher Wagoner
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Others Present:

Anita Andress	Paula Dean	Sharon Bargmann	Franci Sweetin
Kim Ator			

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

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

Minutes of the January 27, 2022, BOH meeting were approved on a motion made by Dr. Brett Schafer, 2nd by Becky Motley, vote taken, motion carried.

Franci Sweetin presented the following Environmental Health report:

- Food Program
 - Cottage Food – Cottage Food regulations changed January 1, 2022. All cottage food establishments must register with health department. No inspection will be completed unless a complaint is received. Food items must be labeled and state they come from an uninspected kitchen.
 - New software is being looked at to use when doing food and other EH inspections. The software will save staff time when completing inspections.
- Radon – 150 radon test kits were distributed at the recent drive-thru Wellness Expo at Pittsfield Lake.
- Vector Control
 - Staff will be placing mosquito traps (3) and start surveillance and testing for West Nile Virus. Eight batches of mosquitoes were tested last year, and all were negative.
 - The tire collection held at the Western Illinois Fairgrounds was huge. Tires set on the site for longer than they should have, due to the IEPA not getting the tire pick-up on their schedule. Due to the late pick-up, people in the community kept putting tires on the pile. The Fair Board was not happy with the lateness of the tire pick-up. We will try to secure another site for next year's collection.

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

Sharon Bargmann presented the following Home Health reports:

- Staffing - One full-time HH RN resigned effective May 19th and the Home Health Nursing Supervisor resigned May 4th. An ad has been placed in local newspapers for additional HH RN's and a Supervisor. Sharon Bargmann will serve as interim Supervisor until one is hired and trained. A retired RN has agreed to help with chart audits on a contractual basis. Crisis pay has been initiated for the nurses, do to being short staffed.

The Home Health program had revisions to the following policies and procedures: LPN Scope of Practice and Infection Prevention and Control. 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 Dr. Schafer, 2nd by Becky Motley, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- All WIC and Family Case Management visits continue by phone through October.
- Family Planning is working to get a contract with a provider for IUD placement.

Emergency Preparedness

- COVID-19 Activities
 - Testing continues 2 days per week, Monday and Thursday from 8:30 – 11:30 am, at PCHD. This is drive-up testing and participants remain in their vehicle.
 - Contact Tracing – Beginning 6/1/22, IDPH will be sending text messages to positive cases. Cases can call in and follow prompts to receive information on isolation. They will not actually speak to the surge center as contact tracing for general public will be discontinued. PCHD will still be responsible for congregate care settings.
 - Vaccination clinics continue to be held on Thursday's from 1:30 – 4:30 pm.
 - FOIA Requests – We have received 3 FOIA requests regarding COVID. Two requests wanted emails between a school district and emails with the state's attorney. The third requests wanted the number of antibody tests completed.

A new policy was presented, COVID-19 Vaccination and Testing. The policy was approved on a motion made by Jennifer Niebur, 2nd by Tom Leahy, vote taken, motion carried.

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

Kim Ator presented the following Financial reports:

- Fiscal Office Report
 - The County audit is still not completed. It began in January.
 - The Medicare Cost Report was submitted the end of April. This is a requirement for being a Medicare certified provider.

- Paycom issues – Paycom is the software company the County utilizes for payroll processing. An error had been discovered related to IMRF deductions. The County and Paycom are working on resolving the issue.
- So far in 2022, revenues have totaled \$811,000 and expenses have totaled \$337,000.
- 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 motion to authorize PCHD to request TB Funds from the County be deposited into the PCHD checking account was made by Jennifer Niebur, 2nd by Tom Leahy, vote taken, motion carried.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - A vacancy remains on the Board of Health. Jim Sheppard will work with Anita to get this vacancy filled.
 - The IPLAN has been approved by IDPH for a 5-year term (November 10, 2020 – November 9, 2025).
- New Business
 - Expiring Board of Health Terms – Three members' terms will expire on June 30, 2022. They are Dr. Brett Schafer, Dr. Christopher Wagoner, and Tom Leahy. Dr. Schafer and Tom Leahy agreed to continue to serve on the Board for another 3-year term. Dr. Wagoner was not in attendance at the meeting. Paula Dean will contact him to see if he will agree to serve another term.
 - Ms. Andress presented a 6-month report to the County board in April, sharing our FY21 DRAFT agency evaluations and plans.
 - Discussed increasing mileage rates due to the increase in fuel prices. BOH asked for us to bring a recommendation for a fuel surcharge to the July meeting.
 - Administrator's Evaluation – Anita's evaluation is due in July. Paula will email the Personnel Committee the evaluation forms and possible dates in June.
 - Discussed granting vaccinated staff 5 COVID sick days to care for themselves or an immediate family member who tests positive for COVID-19. This is a step to recognize those who have done all they can to protect themselves, their families, and their patients. A plan will be presented to the BOH in July.
 - Title changes will be implemented for Kim Ator and Paula Dean regarding the duties they have been completing since the passing of Don Beard, Financial Director.

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

President Dr. Iftner noted there were no public comments.

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

Meeting was adjourned at 8:05 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary