

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

DATE: July 28, 2022

Members Present:

Dr. David Iftner	Jennifer Niebur	Jim Sheppard	Tom Leahy
Katherine Rowles	Julie Plattner		

Members Absent:

Dr. Brett Schafer	Danielle Benz	Becky Motley	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 6:02 p.m. by President Dr. David Iftner.

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

Minutes of the May 12, 2022, BOH meeting were approved on a motion made by Julie Plattner, 2nd by Katherine Rowles, 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 the 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. All license holders must pass an 8-hour food managers class and pay a license fee of \$50. Dr. Iftner recommended listing the food items that are not eligible to be made under a cottage food license. Once changes are made, Franci will send the packet to the State’s Attorney for review.

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

Sharon Bargmann presented the following Home Health reports:

- Staffing - One full-time HH RN has been hired. We are currently advertising for additional HH RN’s and a HH Nursing Supervisor. All HH nursing staff are newer staff members and have been here less than a year.

The Home Health program had one new policy and six revised policies and procedures: Definitions, Conformance with Health Care Professional’s Orders, LPN Scope of Practice, Vaccinations, Home Services, Home Services Worker, and Home Services Training and Supervision. The policies and

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

Home Health report was approved on a motion made by Katherine Rowles, 2nd by Jim Sheppard, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- Staffing – Nancy Halpin, RN, Communicable Disease/Immunization Coordinator and Beth Fencik, RN, Family Planning/Family Case Management Coordinator will be retiring on September 2, 2022. A new RN has been hired for Communicable Disease/Immunizations and will start August 9th. Several duties of Nancy and Beth’s will be taken over by current staff members.
 - Lead Program – Michelle Welbourne
 - DCFS Caseload – Taylor Smith
 - Family Case Management Coordinator – Mary Moss
- We are working on a contract with Adams County Health Department (ACHD) to assist with support and coordination of Communicable Disease, Immunization and Emergency Preparedness at the rate of \$3,000 a month. ACHD believes they can help us grow our immunization program and other public health services. Infectious Diseases services is a mandated program through our Local Health Protection Grant, along with Food, Water and Sewage programs.
- Family Planning – Currently no new staff have been hired. Sharon Bargmann will temporarily cover the program. We will reach out to IDPH Family Planning clinics in Quincy and Jacksonville to see if they could provide support for the program.

Staffing continues to be a challenge for all small local health departments per a discussion with our regional health officer.

Emergency Preparedness

- COVID-19 Activities
 - PCHD has adjusted their testing schedule. If Pike County is in high transmission, testing is 3 days per week, Tuesday – Thursday 8:30 – 11:30 am. If Pike County is in medium transmission, testing is 2 days per week, Tuesday & Thursday from 8:30 – 11:30 am. If Pike County is in low transmission, testing is 1 day per week, Thursday from 8:30 – 11:30 am. This is a free drive-up testing and participants remain in their vehicle.
 - Vaccination clinics continue to be held on Thursday’s from 1:30 – 4:30 pm. We have approximately 30 people attend the clinics every week.

Public Health had five revised policies in the Lead Program; Follow-up of Children with Elevated Blood Lead Levels, Closing a Case for Non-compliance in Blood Lead Testing, Closing a Case for Blood Lead Testing, Lead Education Checklist and Anticipatory Guidance for the Illinois Lead Program, two revised items in the Immunization Program; Vaccine Price List and Immunization Program Manual and four revised policies in the Family Case Management Program; Cornerstone Computer Information, Perinatal Depression Screening, Developmental

and Social Emotional Screening and Quality Assurance. The fees and polices were approved on a motion made by Katherine Rowles, 2nd by Julie Plattner, vote taken, motion carried.

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

Kim Ator presented the following Financial reports:

- Fiscal Report
 - The County audit is still not completed. It began in January. Issues with Paycom, the County's payroll software, has created a few reporting errors. The County and Paycom are working on resolving the issues. If issues are not resolved soon, the County could be placed on the state's No Pay List.
 - Checking account balance as of today is \$422,267.00. Of that amount, \$138,000.00 is pre-payment for the Mass Vaccination grant.
 - We received our first payment of \$7,008.00 for doing COVID PCR testing, which started in December 2021.
 - Fiscal reports were given to the Finance Committee members to determine what reports they want to see going forward.

Ms. Andress would like an email be sent to all staff from the County Board Chairman or State's Attorney regarding the payroll issues, letting them know what is being done to fix the issues.

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
 - The IRS mileage rate was increased to 62¢ effective 7/1/22.
 - The Administrator evaluation is scheduled for August 18th at 5:00 pm.
 - A vacancy remains on the Board of Health. Jim Sheppard will work with Ms. Andress to get this vacancy filled. Any recommendations can be sent to Jim or Anita.
- New Business
 - Medical Director – Dr. Ronald Johnson has resigned as Medical Director as of September 30, 2022. Ms. Andress will work with ACHD to secure a new Medical Director.

No changes were made to the current committee appointments.

A motion to retain the current President, Dr. Iftner, Vice-President, Katherine Rowles and Secretary, Jennifer Niebur and current committee appointments was made by Jennifer Niebur, 2nd by Tom Leahy, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be October 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