

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

DATE: October 27, 2022

Members Present:

Dr. David Iftner	Dr. Brett Schafer	Jim Sheppard	Tom Leahy
Katherine Rowles	Julie Plattner		

Members Absent:

Jennifer Niebur	Danielle Benz	Becky Motley	Dr. Christopher Wagoner
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Others Present:

Anita Andress	Paula Dean	Sharon Bargmann	Kim Ator
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The meeting was called to order at 6:03 p.m. by President Dr. David Iftner.

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

Minutes of the July 28, 2022, BOH meeting were approved on a motion made by Dr. Brett Schafer, 2nd by Julie Plattner, vote taken, motion carried.

Dr. Iftner and Anita Andress presented the following Environmental Health report:

- Food Program
 - Temporary Events – Staff are spending too much time on temporary event inspections. Vendors should be set-up and ready when staff arrive for the inspection, and they are not. Some changes to how temporary events are inspected will be forthcoming. An increase in temporary event fees may be coming next year.
 - Electronic Inspections – Software has been purchased to allow staff to do electronic inspections with the ability to email the inspection report to the establishments. The new system will allow establishments to complete their license application and temporary event applications online, with the ability to pay any registration fees. It will also assess a late application fee, if applicable.
- Sewage Program – Several septic systems have been installed during the last quarter. Contractors like to get them installed before the winter months.
- Staffing – Our contract with Cass County Health Department for an LEHP is ending October 31, 2022. We will contract with Adams County Health Department for an LEHP beginning November 1, 2022. The contract will be for 12 hours per week plus mileage.

Environmental Health report was approved on a motion made by Katherine Rowles, 2nd by Julie Plattner, vote taken, motioned carried.

Sharon Bargmann presented the following Home Health reports:

- Staffing - One full-time HH RN has been terminated and one part-time HHA has resigned. We will advertise for a HH RN at this time. All HH nursing staff are newer staff members and have been here less than a year.
- Star Ratings – Our Star Rating dropped from 4 stars to 3 stars. Staff are rating their patients’ activities of daily living (ADL) to high. i.e. patient can stand without assistance, when actually the patient can stand without a person’s assistance but needs a grab bar or walker to stand on own. Staff will be re-educated on how to rate their patients ADLs.
- Outcome and Assessment Information Set (OASIS) – Changes to Medicare’s data collection tool, OASIS, go into effect 1/1/2023. Staff will receive training on the changes from OASIS-D1 to OASIS-E.
- Referrals – Due to staffing, referrals are currently only being accepted for Pike County residents. Our licenses currently covers portions of Adams, Brown, Scott and Calhoun counties.

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

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

Maternal & Child Health/Health Promotion:

- Staffing –A new RN has been hired for Family Planning, Amanda Sledge. Pathway (a family planning agency in Quincy) has agreed to provide training for our new RN. We may be able to collaborate with them to expand services in Pike County.
- WIC/Family Case Management (FCM) – WIC in-person visits and FCM home visits are still on hold through January. If the Public Health emergency is not extended in January, our agency will have 90 days to re-institute in-person and home visits.
- Immunizations – Immunization walk-in clinics have increased from twice a month to twice a week, every Monday and Thursday from 1:00 – 5:00 pm. All vaccinations are available at these clinics.

Emergency Preparedness

- COVID-19 Activities
 - Testing and vaccinations continue at PCHD. We continue to utilize contract nurses to administer vaccinations.
 - Illinois recently eliminated the requirements for vaccination or testing of health care workers and eliminated the face covering requirement in health care facilities to align with federal guidance. When our Community Transmission Level is high, masking is still required. We must still continue to follow federal regulations from CMS that still requires staff at CMS-certified facilities to be vaccinated unless they have an exemption.

Public Health had twenty-five revised policies and 3 new policies in the Family Planning Program; Preconception and Reproductive Health Plan Education Counseling, Publication and Media Development, Abnormal Pap Result Follow-up Management, After Hours Emergency and Contraceptive Emergency, Contraceptives Available at PCHD, Annual Comprehensive Visit, Billing & Collection Policy – Family Planning, Breast Self-Exam, Communication Barrier, Contraceptive Education – Condoms, Dispensing Oral Contraceptives, Use of DMPA, Intrauterine Device/System Consent, Hormonal Intrauterine Device (New), Implant Consent

Form Nexplanon/Implanon (New), Emergency Contraception Pills Information and Consent, Human Subject Research, Human Trafficking Awareness and Referral, Initial Comprehensive Visit, Family Planning In-Service Policy, Hemoglobin Testing Policy, Quality Assurance Policy, Contraceptive Implant (New), Sexual Coercion Resistance, STD Screening and Treatment, Counseling, Pharmaceutical Maintenance, and Intrauterine Device System. The 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 Dr. Schafer, 2nd by Jim Sheppard, vote taken, motioned carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - 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. Jim Daniels with SIU Center for Family Medicine has agreed to serve as an interim, possibly permanent Medical Director. The Board of Health will need to appoint him at the next meeting.

Information regarding contracting with Adams County Health Department has been sent to local providers, facilities and schools. Press releases were sent to local newspapers, county board and board of health.

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

FY 2023 meeting schedule was approved on a motion made by Dr. Schafer, 2nd by Julie Plattner, vote taken, motion carried.

Personnel Policy revisions were approved on a motion made by Jim Sheppard, 2nd by Katherine Rowles, vote taken, motion carried.

The Administrative report was approved on a motion by Julie Plattner, 2nd by Dr. Schafer, vote taken motion carried.

Kim Ator presented the following Financial reports:

- Fiscal Report
 - PCHD has been placed on the State of Illinois “Stop Payment List” due to the County audit not being completed.
 - Checking account balance as of today is \$352,658.00. Some of the balance is pre-payment for the Mass Vaccination grant.
 - TB budget for FY22 needs amended. Once amended, we will transfer \$7,500 to the health department account.

- We have not received our second installment of tax money yet.
- Reviewed comparison of revenues and expenses for FY22.
- The FY23 PCHD budget (\$1,449,315) will be taken to the County Board Budget meeting on November 1st.
- Since the implementation of Pay Com, our mileage expenses have not been automatically transferred to the County with the rest of our payroll expenses
- PCHD pays approximately \$5,478 a month for employee health insurance premiums. We no longer have to pay the reinsurance premiums as of FY22 per Jim Sheppard.

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

President Dr. Iftner noted there were no public comments.

Next meeting date will be January 26, 2023, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:59 pm by President Dr. Iftner.

Respectfully submitted,

Anita Andress
Administrator