

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

DATE: April 27, 2023

**Members Present:**

Dr. David Iftner	Julie Plattner	Jennifer Niebur	Danielle Benz
Dr. Brett Schafer	Andy Borrowman	Dr. Christopher Wagoner	

**Members Absent:**

Becky Motley	Tom Leahy	Linda Meyer
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**Others Present:**

Anita Andress	Paula Dean	Kim Ator	Sharon Bargmann
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The meeting was called to order at 6:01 p.m. by President Dr. David Iftner.

Agenda was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Minutes of the February 9, 2022, BOH meeting were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Dr. Brett Schafer, vote taken, motion carried.

Anita Andress presented the following Environmental Health report:

- Food Program - A \$25 late fee will be assessed to temporary events vendors if their application is not received 7 days prior to the event.
- Radon and West Nile Virus – PCHD had a booth at the WGEM Home and Living Show in March to promote these programs. Currently working with municipalities to clean up waste and used tires.
- Staffing – Mitch Housewright, LEHP is the individual assigned to our agency through the Adams County Health Department contract. He is working well with the community.

Environmental Health report was approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Danielle Benz, vote taken, motioned carried.

Sharon Bargmann presented the following Home Health reports:

- Staffing – A new full-time HH registered nurse was hired. We are currently only accepting referrals for Pike County residents. When fully staffed we will begin accepting referrals to see patients from surrounding counties.
- Quality Assurance/Performance Improvement (QAPI) – Our QAPI focus will be on reducing hospitalizations and improving communication with patients. Beginning in 2024, value-based pricing reimbursement model will take data from 2022 and 2023 and pay based on that.
- Due to hiring a new RN, we did not request an additional waiver from the Illinois Department of Labor to relax the One Day Rest in Seven Act.

Home Health report was approved on a motion made by Dr. Brett Schafer, 2<sup>nd</sup> by Dr. Chris Wagoner, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- WIC/Family Case Management (FCM) – WIC in-person visits and FCM home visits will resume in August. WIC Modernization legislation is in the works. This would allow visits to continue over the phone for clients, if requested.
- Outreach – Our Facebook page will be reactivated. ACHD will post as needed and requested by PCHD.
- Immunizations – The Vaccine for Childrens program has a reviewed scheduled for May 2<sup>nd</sup>. ACHD is the actual provider, but vaccines are stored at our facility.

Emergency Preparedness

- COVID-19 Activities
  - A new grant for \$100,000 was received for supporting COVID, Influenza and any other recommend ACIP vaccines. A new vaccine refrigerator and vaccine inventory system will be purchased with the funding. One of the focus areas of the grant is to host off-site clinics. A drive-thru flu clinic is being planned for the fall.
  - Contract Staff – ACHD has discussed possibly contracting with the nurses we had used during COVID clinics to assist again this fall.
- EP Grant Activities – Working with Katie McConnell, ERC from ACHD. She is working on volunteer management and hazard vulnerabilities.

Public Health reports were approved on a motion made by Julie Plattner Benz, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motioned carried.

Kim Ator presented the following Financial reports:

- Fiscal Report
  - Unspent Mass Vaccination grant funds were returned to IDPH in the amount of \$83,245.11. The initial grant award was \$297,900.
  - Currently working on gathering information for our Medicare cost report.
  - The County is having a standard audit completed by Illinois Mutual Retirement Fund (IMRF). We have had to provide documentation for the audit.
  - The Illinois Department of Human Services (IDHS) has scheduled an audit for May 23<sup>rd</sup>.
  - The county has hired an independent accountant to audit the payroll system so the County audit can be completed. The accountant found some discrepancies in the health department's payroll. These issues were related to mileage paid out and had already been identified, addressed, and paid by our agency.
  - PCHD has received a waiver from IDHS and IDPH for payments to continue even after being placed on the State of Illinois "Stop Payment List" due to the County audit not being completed. We are currently working to get a waiver with IEMA.
  - Upcoming Grant – A Workforce Development grant in the amount of \$69,791 a year will be received for a 5-year period. This will be focused on hiring and retaining current staff.
  - ARPA Funds – A request has been made to the County Board to purchase a new generator and replace existing exterior wooden handrails with metal handrails. We have also reached out to MECO engineering to provide a plan for paving our parking lot. A request has been made to approve the cost of the engineer's study and plan.

Dr. Iftner would like a report with more comparison of revenues and expenses. He will meet with Kim to see what QuickBooks reports he would like her to provide.

The financial report was approved on a motion made by Dr. Brett Schafer, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
  - BOH Vacancies - Linda Meyer, RN has been appointed to fill the remainder of the Board of Health term for Katherine Rowles, RN. Linda's term will expire June 30, 2024. Dr. Ayca Raif may fill the vacancy left by Dr. Johnson. Anita will reach out to her and then send any recommendations to the County Board Chairman.
- New Business
  - Expiring Board of Health Terms – Two members' terms will expire on June 30, 2023. They are Dr. David Iftner and Danielle Benz. Dr. Iftner and Danielle Benz agreed to continue to serve on the Board for another 3-year term.
  - Administrator's Evaluation – Anita's evaluation is due in July. Paula will email the Personnel Committee the evaluation forms and possible dates in June.

Ms. Andress discussed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Andy Borrowman, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

The Administrative report was approved on a motion by Julie Plattner, 2<sup>nd</sup> by Danielle Benz, vote taken motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be July 27, 2023, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:11 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur  
Secretary