

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

DATE: July 27, 2023

Members Present:

Dr. David Iftner	Julie Plattner	Tom Leahy	Danielle Benz
Andy Borrowman	Dr. Christopher Wagoner		

Members Absent:

Becky Motley	Dr. Brett Schafer	Linda Meyer	Jennifer Niebur
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Others Present:

Anita Andress	Paula Dean	Lynnette Johns	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 Julie Plattner, 2nd by Dr. Chris Wagoner, vote taken, motion carried.

Minutes of the April 27, 2023, BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Danielle Benz, vote taken, motion carried.

Lynnette Johns presented the following Environmental Health report:

- Food Program
 - All food license application renewals have been received.
 - With the start of fair/festival season, there have been 64 temporary events licensed. Due to the number of vendors at an event, EH staff are not inspecting vendors who have had a previous temporary event license if they had not had any issues with previous inspections.
 - The new electronic inspection system is working well. There is one issue being worked on with the system. Individuals paying their application fees online are not being directly deposited into our account. Lynnette and Kim are working with the company to get that straightened out.
- Sewage Program – A contractors continuing education meeting is scheduled for Friday, October 27, 2023, at the Farm Bureau building.
- West Nile Virus – One dead bird was submitted to the state and tested negative. Four communities received larvicide. One dumpster was provided for a clean-up project. Repellant has been distributed to 20 different events/organizations.
- Tick Surveillance – A new grant for FY24 was received for tick surveillance. Tick drags will be completed in the fall and spring with samples submitted to IDPH.
- Local Health Protection Grant (LHPG) – The LHPG saw an increase of \$34,316.00 for FY24. This grant provides funding for the mandated programs of food, water, sewage, and communicable disease and has been historically underfunded.
- Smoke Free Illinois – Vaping has become an issue in the local school districts. The county was working on an ordinance and the goal is to provide vaping education in the school districts with the assistance of Adams County Health Department.

- Nuisance Ordinance – Anita has asked the State’s Attorney to review the current Nuisance Ordinance. There are some situations in the ordinance that would be better handled by another department withing the county, other than the health department.

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

Sharon Bargmann presented the following Home Health reports:

- Staffing – Our full-time physical therapist (PT) has been on an unexpected leave since July 1st. PT visits were on hold for 2 weeks while we were securing a contract with another physical therapist. is currently on HH registered nurse was hired.
- Star Ratings – Our star ratings were down for the period of 1/1/22-12/31/22. The drop in the rating is affected by the way the nurses answer assessment questions, not by the care they provide the patients. Staff are being reeducated in the appropriate way to answer the assessment questions.
- Quality Assurance/Performance Improvement (QAPI) – Our QAPI focus is on reducing hospitalizations and improving communication with patients. State-wide hospital readmissions are up. Patients are being released from the hospitals sooner than they are ready to be released.

Home Health report was approved on a motion made by Danielle Benz, 2nd by Andy Borrowman, 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) – FCM had a program review with just 1 corrective action documented. WIC in-person visits have resumed. The WIC caseload has decreased. With the decrease in Link card funding, we are hopeful our WIC caseload will increase. WIC Modernization legislation is still in the works. This would allow visits to continue over the phone for clients, if requested.
- Communicable Disease/Immunizations – A new vaccine refrigerator has been purchased with the current Vaccination grant. A drive-thru flu clinic is being planned for September 23rd at the new Pike County Highway Department building.

Emergency Preparedness

- EP Grant Activities – Community Partner meetings have resumed on a quarterly basis. One of the focus areas of this year’s grant is chemical emergencies.

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

Anita Andress presented the following Financial reports:

- Fiscal Report
 - County ARPA Funds – A new generator has been purchased and installed. The new generator is large enough to run the whole building during a power outage and keep the vaccine refrigerator and freezer running so vaccine does not have to be moved offsite. Metal handrails were also approved and are currently being made. An

- approval has been received to pay for the cost of an engineer's study and plan for a hard surface parking lot.
- The Illinois Department of Human Services (IDHS) fiscal audit held in May had to corrective actions. Two policies were developed and will be submitted to IDHS for approval.
 - Workforce Development Grant – A new 5-year grant was received in the amount of \$350,000 with the focus to hire and retain current staff.
 - As of July 24th, our checking account balance is \$181,029. We are at 59% of our budget for revenues and 70.39% of our budget for expenses. Expenses will most always be higher than revenue, as we must purchase items for grants, but reimbursements for those items are on a quarterly basis.

Julie Plattner would like to see more information on the Balance Sheet presented. She would like to see our loan listed and outstanding accounts receivable. Also, the current budget is not listed in the reports. Ms. Plattner will schedule a Finance Meeting Committee meeting to discuss this further.

The board moved into closed session for employment matters per 5ILCS 120/2(c)(1) on a motion made by Tom Leahy, 2nd by Julie Plattner, vote taken, motion carried.

Upon return from closed session, no action was taken.

The financial report was approved on a motion made by Dr. Chris Wagoner, 2nd by Andy Borrowman, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Administrators Evaluation – The Administrators evaluation was completed today, prior to the Board of Health meeting.
 - BOH Vacancies – Dr. Ayca Raif has agreed to serve on the Board of Health and will fill the vacancy left by Dr. Johnson. The County Board Chairman will appoint her to a 3-year term to expire June 30, 2026, at the August County Board meeting. Linda Meyer, RN who was recently appointed to the Board of Health to fill the remaining term of Katherine Rowles, RN, may not be able to stay on the board as she travels out of state frequently. Ms. Andress will reach out to Linda and will assist in finding a replacement if she is not able to serve the remainder of her term that expires on June 30, 2024.

- New Business

A motion to retain the current President, Dr. Iftner, Vice-President, Julie Plattner and Secretary, Jennifer Niebur and current committee appointments was made by Andy Borrowman, 2nd by Dr. Wagoner, vote taken, motion carried.

Committees were updated to include the following changes: Tom Leahy was added to the Grievance Committee.

Administration had two new policies and procedures: Procurement and Contract/Grant Management and Fraud, Waste and Abuse. The policies and procedures were approved on a motion made by Tom Leahy, 2nd by Andy Borrowman, vote taken, motion carried.

The Administrative report was approved on a motion by Tom Leahy, 2nd by Andy Borrowman, vote taken motion carried.

President Dr. Iftner noted there were no public comments.

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

Meeting was adjourned at 7:30 pm by President Dr. Iftner.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator