

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

DATE: October 26, 2023

Members Present:

Dr. David Iftner	Tom Leahy	Becky Motley	Jennifer Niebur
Dr. Ayca Raif	Andy Borrowman (6:45 pm)		

Members Absent:

Dr. Brett Schafer	Linda Meyer	Julie Plattner	Dr. Christopher Wagoner
Danielle Benz			

Others Present:

Anita Andress	Paula Dean	Lynnette Johns	Sharon Bargmann
Kim Ator			

The meeting was called to order at 6:06 p.m. by President Dr. David Iftner. No action was taken until a quorum was established at 6:45 p.m.

Agenda was approved with one change to move the VII. D. Closed Session to after IX. Public Comments on a motion made by Tom Leahy, 2nd by Jennifer Niebur, vote taken, motion carried.

Minutes of the July 27, 2023, BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

Lynnette Johns presented the following Environmental Health report:

- Food Program
 - A list of common critical violations were reviewed.
 - A food establishment had to be shut down due to a cooler not working on a random inspection. The establishment was closed for a day and a half while repairs were made.
 - The Barry Apple Festival had 22 registered temporary food vendors. That is the most temporary vendors at any of the events this year. Several temporary vendors applied for multi-event permits this year.
- Sewage Program
 - Two sewage complaints were received this quarter. One was in an incorporated area and referred to the city and one was in an unincorporated area and was corrected.
 - The annual sewage contractors training is scheduled for tomorrow, Friday, October 27, 2023, at the Farm Bureau building. There are currently 55 contractors registered for the training.
- West Nile Virus
 - Larvicide was distributed to Nebo, Pleasant Hill, Kinderhook, and Hull. One box of larvicide is still available.
 - Bug repellent was distributed to all school maintenance departments, as well as city departments, fire departments, water district and state highway department. The Jeep event in May also received bug repellent.
- Radon – Radon test kits are available for purchase at the front desk for \$10.00.

- Tick Surveillance – Supplies for completed tick drags have been purchased. Six tick drags need to be completed by June 30, 2024. Drags will be completed at Pittsfield Lake and on private property.
- Local Health Protection Grant (LHPG) – We have been notified that the LHPG will not be paid due to being on the State stop pay list. Anita has reached out to Scott Henkel at IDPH to ask how to proceed since the mandated programs of food, water, sewage, and communicable disease are included in this funding. The County of Pike would still be responsible for these programs. The information has been passed on to the IDPH Director who is working on a waiver with the Department of Commerce and Economic Opportunity (DCEO). There are currently 10 local health departments on the states stop pay list due to their County not having audits completed.
- Smoke Free Illinois – It was suggested from the EH Advisory meeting that we work with the D.A.R.E program and present information on the dangers of vaping/smoking.

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

Sharon Bargmann presented the following Home Health reports:

- Quality Assurance/Performance Improvement (QAPI) – Our QAPI focus is on reducing hospitalizations. State-wide, hospital readmissions are up. Patients are being released from the hospitals sooner than they should be.
- Star Ratings – We continue to work to increase our star ratings. Staff are being reeducated on the appropriate way to answer assessment questions.
- Staffing – Our full-time physical therapist (PT) has returned from medical leave and is assisting Sharon with chart reviews. A HH registered nurse resigned for personal reasons. Our staffing is back down to 1 RN and 1 LPN. We are looking to hire another RN.

Home Health had two revised client contracts: Home Nursing Client Service Contract and Home Services Client Service Contract. The client contracts were approved on a motion made by Dr. Ayca Raif, 2nd by Tom Leahy, vote taken, motion carried.

Home Health report was approved on a motion made by Jennifer Niebur, 2nd by Dr. Ayca Raif, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- Family Planning – Sexual transmitted infections (STIs) continue to climb. We do offer expedited partner treatment to participants that test positive, to get treatment to their partner(s) so their partner(s) do not have to come in and seek treatment.
- Communicable Disease/Immunizations –A drive-thru flu clinic was held on September 23rd at the new Pike County Highway Department building. Approximately 30 individuals were vaccinated. In-house immunization clinics are having longer than anticipated wait times. This is due to the registration process utilized by Adams County Health Department (ACHD). We will look at ways to decrease the wait times.

Emergency Preparedness

- EP Grant Activities – PCHD participated in the Great American Shakeout earthquake drill, held on October 19th at 10:19 am.

TB testing fees were increased to \$20 for a regular TB skin test and \$40 for a 2-step TB skin test on a motion made by Jennifer Niebur, 2nd by Dr. Ayca Raif, vote taken, motion carried.

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

Kim Ator presented the following Financial reports:

- Fiscal Report
 - We are waiting for our second installment of tax money. Once received we will request TB funds be transferred to our account.
 - Paycom – We are working with Paycom, payroll software company, to pilot the employee time entry feature and to track paid time off.
 - The State of Illinois passed the Paid Leave for All Workers Act which will become effective 1/1/24. This new Act will require employers to provide 40 hours of paid time off for any reason to employees. A policy will be developed, but we are waiting on guidance from the attorney group we utilize through the Illinois Counties Risk Management Trust.

The FY 2024 budget, which included a 2% cost of living adjustment for all staff, was approved on a motion made by Jennifer Niebur, 2nd by Tom Leahy, vote taken, motion carried.

The financial report was approved on a motion made by Andy Borrowman, 2nd by Jennifer Niebur, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - County ARPA Funds – The County Board approved the use of \$235,000 to resurface our parking lot with asphalt at the October 23rd meeting. We are working with MECO Engineering to get the bid process started.
- New Business
 - The Health and Wellness Foundation of Pike County is offering \$45,000 to provide health education in the school districts. Anita will discuss with ACHD and meet with the foundation next month. Dr. Ayca Raif suggested using the funds for parenting classes.
 - The County's IT Coordinator is retiring in December. The County may divide the current stipend for these duties between different departments, but this is still in discussion.

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

FY 2024 meeting schedule was approved on a motion made by Dr. Ayca Raif, 2nd by Jennifer Niebur, vote taken, motion carried.

The Administrative report was approved on a motion by Dr. Ayca Raif, 2nd by Tom Leahy, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

The board moved into closed session for employment matters per 5ILCS 120/2(c)(1) at 7:39 p.m. on a motion made by Andy Borrowman, 2nd by Becky Motley, vote taken, motion carried.

Returning from closed session at 7:43 p.m., a motion to increase the salary of Administrator and Administrative/Fiscal Assistant by \$1,000 in addition to the 2% annual increase effective December 1st was made by Tom Leahy, 2nd by Dr. Ayca Raif, vote taken, motion carried.

Next meeting date will be January 25, 2024, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:44 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur
Secretary