

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

DATE: January 25, 2024

Members Present:

Dr. David Iftner	Tom Leahy	Becky Motley	Julie Plattner
Andy Borrowman	Dr. Christopher Wagoner		

Members Absent:

Dr. Brett Schafer	Linda Meyer	Danielle Benz	Jennifer Niebur
Dr. Ayca Raif			

Others Present:

Anita Andress	Paula Dean	Lynnette Johns	Sharon Bargmann
Kim Ator			

The meeting was called to order at 6:00 p.m. by President Dr. David Iftner.

Agenda was approved with one change to move the VII. Fiscal Report to before IV. Environmental Health Report on a motion made by Tom Leahy, 2nd by Julie Plattner, vote taken, motion carried.

Minutes of the October 26, 2023, BOH meeting were approved on a motion made by Andy Borrowman, 2nd by Becky Motley, vote taken, motion carried.

Kim Ator presented the following Financial reports:

- Fiscal Report
 - When reviewing revenues received in the month of December 2022 to the revenues received in December 2023, there is a \$140,000 decrease. This is attributed to no longer receiving the COVID Response grant and the Local Health Protection grant no longer being paid in an upfront lump sum. Home Health revenues were also a contributing factor as we are still in a staffing crisis and are not able to take as many referrals as we did a year ago.
 - Paycom – We are working with Paycom, the payroll software company, to pilot the employee time entry feature and to track paid time off. We are doing the final validations for paid time-off tracking and we will soon move to the daily time tracking portion of the software.
 - County Audit – The audit firm of Sikich LLC has begun to compile information for the 2021 audit. We have received a request from them for additional information. They have stated they are 75% complete on balancing funds to the prior audit year. The Illinois Department of Healthcare and Family (IDHS) services have requested an update on our audit status. Anita will relay the update from the audit company to IDHS.
 - Kim will work on generating a budget report to show each month where we are with revenues and expenses as compared to the budget. Currently we have received 2.5% of our revenues and expended 8.4% of our expenses.

- Currently our building is listed as an asset with a value of \$250,000. Kim will check with the insurance to see what they have our building valued at. It was recommended to have an assessment completed every 5 years to get the current building value.

The financial report was approved on a motion made by Julie Plattner, 2nd by Tom Leahy, vote taken, motion carried.

Lynnette Johns presented the following Environmental Health report:

The Environmental Health advisory meeting scheduled for January was not held due to illness and inclement weather. It will be rescheduled for February.

- Food Program
 - Annual statistics were reviewed.
 - A list of common critical violations were reviewed.
- Sewage Program
 - Discussed sewage complaints. The majority come from town residents, so they are referred to their city offices.
- Radon – We will have a booth at the WGEM Home and Living show the first weekend in March to promote radon awareness. Radon test kits will be available for purchase for \$10.00.
- Tick Surveillance – Six tick drags will be completed once the weather turns warmer. Drags will be completed at Pittsfield Lake and on private property. It was suggested to do a drag at the local dog park. If anyone has suggestions for other locations, please let Lynnette know.
- Nuisance – Several complaints have been received regarding trash in the former Village of Time. A dumpster may be able to be rented for a short period to assist in the clean-up of the area.

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

Sharon Bargmann presented the following Home Health reports:

- Chart Audits – When issues are identified, staff receive training on how to correct them at the weekly patient care conference meetings.
- Quality Assurance/Performance Improvement (QAPI) – Our QAPI focus is on reducing hospitalizations. Recently, two patients were referred for services, but when staff went to admit them, they were very sick and were referred back to the hospital and were not admitted to the hospital. This does not count as a readmission since they were never admitted into our home health program.
- Staffing – Our current staffing is 1 RN and 1 LPN. We are looking to hire another RN and part-time LPN. The HH RN who resigned in October has agreed to work as able to help with coverage when employees are off. Mindy Gunterman continues to assist with office coverage and completing chart audits.

Home Health had five revised policies: Home Health Services, Pulse Oximeter, Physical Therapy Services, Occupational Therapy Services and Home Health Aide Training, Supervision and Competency. The policies were approved on a motion made by Julie Plattner, 2nd by Tom Leahy, vote taken, motion carried.

Home Health report was approved on a motion made by Andy Borrowman, 2nd by Julie Plattner, vote taken, motioned carried.

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

Maternal & Child Health/Health Promotion:

- Family Planning – A draft contract for MD services through Blessing Physician Services for a provider to place intrauterine devices is currently in review. Dr. Dietrich, OB/GYN, would be the provider who would see patients at the Illini Hospital Consulting Physicians clinic once a contract has been established. 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 – Immunization clinics continue to be on Monday and Thursday afternoons from 1:00 – 4:00 pm. The RSV vaccine is available for those 60 and older and some infants and pregnant women.
- WIC – The WIC program had a program review with only three corrective actions. One corrective action was due to our program being below the state assigned caseload.

Emergency Preparedness

- Katie McConnell from Adams County Health Department is completing N95 fit testing on all employees. It is to be completed on an annual basis.
- During the last two months, local long term care facilities have been dealing with COVID outbreaks. Guidance was provided to them regarding infection control and the correct reporting of cases. IDPH along with our staff have made site visits to two facilities to make sure proper procedures are being followed.

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

Anita Andress presented the following Administrative reports:

- Unfinished Business
 - Anita is continuing to work with the Health and Wellness Foundation of Pike County and Adams County Health Department to provide smoking/vaping education in the school districts.
- New Business
 - Illini Community Hospital is starting their 3-year assessment and plan and have asked PCHD to participate. This will provide the information needed for our IPLAN process which will be due next year.
 - Flu vaccination rates are down statewide. Pike County currently has a 25.5% vaccination rate compared to the State's vaccination rate of 26.1%. During the 2019-2020 flu season Pike has a vaccination rate of 40.9%.

Board member Linda Meyer is not able to attend in person meetings due to traveling. Ms. Andress will check with the State's Attorney to see if Linda would have any voting rights if she attended the meetings via video/phone conferencing. Dr. Wagoner withdrew from the Board of Health due to moving out of the county. He recommended Dr. Dakota Lammy as his replacement. County Board chairman, Andy Borrowman requested Ms. Andress to reach out to Dr. Lammy to see if he would be

interested in being on the Board of Health. If he is interested, Ms. Andress will notify Chairman Borrowman.

Ms. Andress presented the revised Personnel Policies. A motion to approve the policies was made by Julie Plattner, 2nd by Becky Motley, vote taken, motion carried.

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

President Dr. Iftner noted there were no public comments.

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

Meeting was adjourned at 7:15 pm by President Dr. Iftner.

Respectfully submitted,

Anita Andress
Administrator