

MINUTES OF BOARD OF HEALTH MEETING HELD AT PIKE COUNTY HEALTH DEPARTMENT CONFERENCE ROOM ON TUESDAY, APRIL 24, 2007

MEMBERS PRESENT:

Shari Borrowman
Ruth Adams
Ronald Johnson, MD
Carole Bradshaw (arrived 7:10)
Jack Kirk (arrived 7:15)
Linda Carnes (arrived 7:25)
Patrice Mills (arrived 7:40)

OTHERS PRESENT:

Anita Andress
Paula Dean
Jan Bleich
Jane Johnson
JoAnn Smith
Don Beard
Grace Walker

VISITORS:

Jim Bensman and Max Middendorf

A presentation by Jim Bensman with MECO Engineering was given on the findings and recommendations for repairing the roof. He presented 4 options: 1. Make no repairs, but cannot guarantee building safety, 2. Retro fit with additional support beams (long term fix) approximate cost \$20,000, 3. Contract for snow removal on a 24/7 basis (short term fix) approximate 5 year cost \$5,000, or 4. have the metal tested to verify strength, but if at a lower strength will still need to do the retro fit, approximate cost \$3,000-\$8,000.

The meeting was called to order at 7:15 p.m. by Vice-President Carole Bradshaw.

Agenda was approved with one change. Moved IV (MECO Engineering) to I. This change and the agenda were approved on a motion made by Jack Kirk, 2nd by Linda Carnes, vote taken, motion carried.

Minutes of January 23, 2007 meeting were approved on a motion made by Ruth Adams, 2nd by Jack Kirk, vote taken, motion carried.

Jane Johnson presented the following Environmental Health reports:

- Potluck Suppers – EH staff will be providing food safety information to not-for-profit organizations.
- Merit Food Awards – Would like to change the format for giving awards. Possibly presenting the award at the establishment instead of at the health department.
- Long Term Care Centers – We will begin doing food inspections in 3 county facilities.
- Food Code Updates have been posted on our web site www.pikecoilhealth.org
- IEPA Solid Waste Delegation Agreement – IEPA is asking Pike County if they would inspect solid waste activities. No additional funding would be provided.

- Sanitary Inspections for Real Estate Transfers – A meeting is scheduled with area banks regarding potential real estate buyers and their septic system. Our hope is that the buyer will check with our office to see if a septic permit is on file with us.
- Legislative Update – HB3728 (Private Sewage Disposal Licensing Act) has made it into the house without additional input from local health departments. The LHD administrators will be opposing this bill.
- Tattoo Parlor Inspections – The program will begin 7-1-07 and will take approximately 6 months to a year to get the program going due to additional training of staff.
- EH Program Review – Review went well. Have not received written copy of findings/corrective actions yet.

Environmental Health reports were approved on a motion made by Shari Borrowman, 2nd by Dr. Johnson, vote taken, motion carried.

JoAnn Smith presented the following Home Health reports:

- Quarterly Chart Audits
- Patient Satisfaction Surveys
- Quarterly Stats – Physical therapy visits are doing better since hiring our own Physical Therapist.
- Policies/Procedures – Increasing Home Support fees effective 7-1-07. Also dropping a couple of the services, eye drops and phone check-in, that were being offered but not utilized.

JoAnn also discussed possibly charging a No Show fee for home support visits that do not notify us that they won't be home or when we get to the home and they don't want our service.

Home Health reports were approved on a motion made by Ruth Adams, 2nd by Dr. Johnson, vote taken, motioned carried.

Grace Walker presented the following Public Health – Maternal & Child Health reports:

- Quarterly Stats – Have restructured our quarterly stats sheet and added All Kids Applications completed. PCHD receives \$50 for each completed and approved application. Dental Sealant stats are down. There are other resources available in the county that is providing some of these services.
- An APORS review is scheduled for June.

Public Health-MCH reports were approved on a motion made by Linda Carnes, 2nd by Patrice Mills, vote taken, motioned carried.

Jan Bleich presented the following Public Health – Health Promotion program reports:

- Quarterly Stats – Diabetes Newsletters were down due to mailings going out quarterly instead of monthly. Flu doses were down due to not receiving vaccine in a timely manner. In December we had an increase in reportable diseases due to an outbreak of Pertussis.
- Policies/Procedures – Vaccine price list for ages 19 and up has been revised by adding 2 additional vaccines, Shingles and Tdap.
- Cholesterol/Diabetes Screening - \$1000 grant was received for Women’s Health Week in May. We will be providing free Cholesterol/Diabetes screenings to the first 40 Pike County women to register.
- TB Clinic – We have a signed contract with a Pulmonologist from Blessing Physician Services.
- Pike County Community Health Partnership – A meeting is schedule for community members May 10, 2007. All Board of Health members are invited to attend.

Public Health-Health Promotion reports were approved on a motion made by Jack Kirk, 2nd by Ruth Adams, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - Medicare revenue is \$30,000 under budget, but is continuing to increase.
 - PA revenue is down.
 - Private Pay and Insurance are 10% under budget.
 - Grants are on budget.
- Comparison of Revenues and Expenses to prior year
 - Operating loss is \$70,000 compared to \$78,000 last year.
- Cashed in a CD for cash flow purposes.
- Distributed a Profit & Loss summary, Revenue Summary, Medicare Payment Summary, and Accounts Receivable Summary.

Discussion on the roof was held. Approximately \$1200 was paid out for roof snow removal last winter. Jack Kirk asked if our insurance would cover snow damage if the roof collapsed. Anita will check with our insurance agent regarding this. After reviewing the options presented by MECO Engineering, an advertisement for bids will be placed in the local newspaper for roof repairs on a motion made by Jack Kirk, 2nd by Linda Carnes, vote taken, motion carried.

The financial report was approved on a motion made by Dr. Johnson, 2nd by Shari Borrowman, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Administrators Evaluation is due before next board meeting.
- Bioterrorism

- Next County Terrorism Task Force/Pan Flu meeting is scheduled for May 2, 2007 with speaker Mike McKinney from IDOC.
- Several Conferences and Meetings are scheduled for the upcoming summer months that will help us meet our grant milestones.
- A Full-Scale Exercise is still being planned for the summer of 2007.
- Paula Dean has been hired as the Administrative Assistant. We have received 24 applications for Program Secretary.
- A picture has been ordered in memory of Elaine Hayden. It will be hung in the conference room.

Anita Andress presented the following old business:

- Review and approval of closed sessions on file.
- Discussed changing the night of the BOH meeting to the 4th Thursday of the month. Anita will check with the members who were absent to see if this will work for them.

Administrative report was approved on a motion made by Dr. Johnson, 2nd by Linda Carnes, vote taken, motion carried.

New Business:

- BOH appointments for Shehnaz Ansari, Carole Bradshaw, and Stephen Liesen are to expire in June, 2007.

Carole agreed to remain on the board. Anita will contact Dr. Ansari and Dr. Liesen to see if they wish to continue serving.

Carole Bradshaw noted that no one was present for public comments. Next meeting date is tentatively scheduled for Thursday, July 26, 2007 at 7:00 pm.

Meeting adjourned at 9:10 pm on a motion made by Ruth Adams, 2nd by Patrice Mills, vote taken, motion carried.

Respectfully submitted,

Linda Carnes
Secretary