

MINUTES OF BOARD OF HEALTH MEETING HELD AT PIKE COUNTY HEALTH DEPARTMENT CONFERENCE ROOM ON TUESDAY, NOVEMBER 13, 2007

MEMBERS PRESENT:

Shari Borrowman
Ruth Adams
Dr. Stephen Liesen
Anna Beck
Dr. Shehnaz Ansari
Scott Syrcle
Jack Kirk (arrived 7:40)

OTHERS PRESENT:

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

The meeting was called to order at 7:10 p.m. by President Anna Beck.

Agenda was approved on a motion made by Scott Syrcle, 2nd by Ruth Adams, vote taken, motion carried.

Minutes of April 24, 2007 meeting and review of July 26, 2007 staff reports were approved on a motion made by Dr. Ansari, 2nd by Shari Borrowman, vote taken, motion carried.

Anita Andress presented the following Environmental Health reports:

- Reviewed minutes of EH advisory committee meeting on 10-9-07
- New employee – Jamie Patterson was hired in September as EH support staff.
- Food Ordinance Surveys are still being distributed. Our focus is on continuing to educate establishments.
- Private Sewage Legislative Update – No new update. The state is still making changes.
- Smoke Free Illinois Guidelines – PCHD staff will be attending a meeting in the next couple of weeks on the guidelines. As of now, we do not know what our role in enforcement will be.
- Septic Systems in Flood Plains – Jane is working with state and local officials on guidance for these septic systems.
- Tattoo Parlor Inspections – Currently there are no active tattoo parlors in the county.

Ms. Andress reported that she had received complaints on four hunting lodges in the county. These complaints have been turned over to the State's Attorneys office.

Ms. Andress presented information on the Solid Waste Proposal with the U of I Cooperative Extension. EH staff would assist with solid waste activities and receive reimbursement from the U of I Extension in the amount of \$4500 for the first partial year then \$6000 a year after that. The contract will be signed on an annual basis. Solid Waste

Proposal was approved on a motion made by Dr. Ansari, 2nd by Dr. Liesen, vote taken, motion carried.

Environmental Health reports were approved on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motion carried.

JoAnn Smith presented the following Home Health reports:

- Quarterly Stats – There has been a slight increase in visits for 2007 compared to 2006.
- Patient Satisfaction Surveys
- Home Health Marketing Plan – Discussed the outreach that has been completed to date and plans for the coming months.
- PPS payment changes will take effect January 1, 2008. There are a few changes that may help increase our revenue i.e. number of therapy visits, charging for supplies.

Ms. Smith also discussed three revised policies and procedures for Home Health. They were our Collection Policy, Home Support Fees, and Sliding Fee Scale. Policies and procedures were approved on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motion carried.

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

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

- Quarterly Stats
- DHS Review – A review of Family Case Management, WIC, Family Planning, and Healthworks was completed in September. The review went well with each program only receiving 2-3 corrective actions. A Corrective Action Plan will be submitted to DHS on November 14, 2007.
- Family Case Management is looking into using a new screening called Ages in Stages. Completing this screening at WIC appointments will allow us to bill an additional \$16.90 per visit.
- Family Planning is looking into completing a Genetic Screening Tool on clients that present with a positive pregnancy test. This would generate an additional \$5 per visit.

Ms. Walker also presented fifteen new Policies and Procedures for the WIC program (Job Specific Training, Self Monitoring, Enhanced Outreach, No Smoking, Breastfeeding Friendly Environment, Breastfeeding Promotion, Breastfeeding Coordinator, Geographic Boundaries, Follow-up on Deferred Bloodwork, Physicians Standing Orders, Screening and Maintenance of Referral Listings, Immunization Screening and Documentation, Formula Issuance, Distribution of Sample Formula, Safe Disposal of Sample Formula) and three revised Policies and Procedures for the Family Case Management (Quality

Assurance Plan, Cornerstone Computer Information, High Risk Infant Case Management). Policies and procedures were approved on a motion made by Dr. Ansari, 2nd by Dr. Liesen, vote taken, motion carried.

Public Health-MCH reports were approved on a motion made by Dr. Ansari, 2nd by Ruth Adams, vote taken, motioned carried.

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

- Quarterly Stats – There was one active case of TB in the county for the last quarter.
- Student Nurses - We currently have three student nurses working with PCHD. One from SIUE in the RN to BSN program and two from St. Johns working on their RN degree.
- Oral Health – An Oral Health Needs Assessment meeting was held at PCHD to discuss the needs of oral health in the county. Attendance was good with 2 local dentists attending and several from social service agencies. Another meeting is scheduled for December 4, 2007.
- Healthy Smiles Hero Award – Dr. Liesen received this award on October 10, 2007. This award recognizes dentists who go above and beyond the call of duty to make sure people in rural and underserved communities across Illinois get the dental care they deserve. Congratulations Dr. Liesen!
- Policies/Procedures – Vaccine price list for ages 19 and up has been revised by adding 2 additional vaccines, Shingles and Tdap.

Ms. Bleich also presented a revised policy and procedure on the Vaccine Price List for ages 19 and over. Policy and procedure was approved on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motioned carried.

Public Health-Health Promotion reports were approved on a motion made by Scott Syrcle, 2nd by Dr. Liesen, vote taken, motion carried.

Don Beard presented the following Financial reports:

- Comparison of Revenues & Expenses to Budget
 - Currently we have a year-to-date operating loss of \$155,000. This is a decrease of \$51,000 compared to last year.
 - Medicare revenue is 7% under budget.
 - PA revenue is down for Home Health. No payments have been received since August.
- Comparison of Revenues and Expenses to prior year
 - State revenues are a little lower than last year.
 - Home Health revenues show a slight increase over last year.
 - Contract staff fees are down \$70,000 compared to last year.

Mr. Beard also discussed the Budget for FY2008. The budget shows \$12,000 less on revenues and \$56,000 less on expenses compared to FY2007 budget. The budget also includes a 3% cost of living raise. FY2008 Budget was approved on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motion carried.

The financial report was approved on a motion made by Scott Syrcle, 2nd by Dr. Ansari, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Bioterrorism
 - PCHD participated in a County Full Scale Exercise on August 11, 2007 at the Pleasant Hill Fairgrounds.
 - A Full scale dispensing exercise was held October 19, 2007 in conjunction with the first flu clinic held at the Crossroads Center.
 - PCHD staff has been trained and fitted with N95 masks.
- Letters to legislators have been written thanking them for their continued support of local health department.

Ms. Andress distributed the list of Closed Sessions for review. Closed sessions will remain closed on a motion made by Scott Syrcle, 2nd by Dr. Liesen, vote taken, motion carried.

Ms. Walker presented Personnel Policy changes for 2008. Personnel Policies were approved on a motion made by Ruth Adams, 2nd by Dr. Ansari, vote taken, motion carried.

Anita Andress presented the following old business:

- Administrator's Evaluation
- Bids to repair the roof have expired. A contract for snow removal will be obtained with Petty Construction.
- A picture in memory of Elaine Hayden is hanging in the north hallway.

Administrative report was approved on a motion made by Scott Syrcle, 2nd by Dr. Ansari, vote taken, motion carried.

New Business:

Jack Kirk nominated the current slate of officers for the coming year. Dr. Liesen 2nd the motion, vote taken, motion carried. Anna Beck then asked if anyone wanted to be on any specific committee. It was decided to make Dr. Liesen Chairman of the Finance Committee and Carole Bradshaw to Chairman on the Personnel Committee.

FY 2008 meeting schedule was discussed with meetings remaining on the 4th Thursday of the month in January, April, July, and October. The meeting in January is the annual

dinner meeting and will begin at 6:00 pm instead of 7:00 pm. Meeting schedule was approved on a motion made by Dr. Liesen, 2nd by Ruth Adams, vote taken, motion carried.

Approval of hams or turkeys for staff for Christmas was approved on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motion carried.

An extra Christmas holiday (December 24th) was granted for all employees on a motion made by Dr. Liesen, 2nd by Dr. Ansari, vote taken, motion carried.

Anna Beck noted that no one was present for public comments.

Next meeting date will be our annual meeting and meal on January 24, 2008 at 6:00 p.m. in the Pike County Health Department classroom.

Meeting adjourned at 9:00 pm on a motion made by Dr. Ansari, 2nd by Dr. Liesen, vote taken, motion carried.

Respectfully submitted,

Anita Andress, RN, BSN
Administrator