

MINUTES OF BOARD OF HEALTH MEETING HELD AT PIKE COUNTY HEALTH DEPARTMENT CONFERENCE ROOM ON TUESDAY, APRIL 25, 2006

MEMBERS PRESENT:

Anna Beck
Ruth Adams
Carole Bradshaw
Ronald Johnson, MD(arrived at 6:20)
Linda Carnes
Scott Syrcle

OTHERS PRESENT:

Anita Address
Grace Walker
Jan Bleich
Jane Johnson
Jo Ann Smith
Don Beard
Elaine Hayden

The meeting was called to order at 6:20 p.m. by President Carole Bradshaw.

Agenda was approved with one change, Closed Session was moved to #II. This change and the agenda was approved and a motion to go into closed session (5ILCS120/2C1) was made by Scott Syrcle, 2nd by Dr. Johnson, vote taken, motion carried.

Board went back into open session at 7:08 p.m.

Minutes of January 24, 2006 meeting were approved on a motion made by Scott Syrcle, 2nd by Anna Beck, vote taken, motion carried.

Jo Ann Smith presented the following Home Health Reports:

- Quarterly Chart Audit
- Patient Satisfaction Surveys
- Home Health Stats

Jo Ann reported that, once again, we are short on therapists as Rehab Care Group no longer has a physical therapist and Illini Rehab Center has a physical therapist out on sick leave for 4-6 months and another one resigning. So we will be searching for other agencies who might be able to provide us with a physical therapist.

Cathy Norton-Ottwell has retired and Ashley Moss was hired to work part time in Home Health and part time in Public Health. Melissa Huddleston has been hired as a PRN HHA. Anita reported that we had 7 applicants for the RN position. Five of the seven were very good. They narrowed the search to 2 and re-interviewed and Ashley definitely was the unanimous choice for the position.

Tammy Gilbert and Angie Guthrie recently attended the annual IHCC conference in Chicago.

A telehealth representative was here to instruct us on how the program works, etc. At this time, it is not cost efficient for our agency.

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

Grace Walker presented the following Public Health – Maternal & Child Health programs reports and policies and procedures:

- Quarterly Reports
- Policies and Procedures
- Pamphlet – “Health before Pregnancy”

Grace presented a Family Planning policy on dispensing birth control pills here at Pike County Health Department. This policy was approved on a motion made by Scott Syrcle, 2nd by Anna Beck, vote taken, motion carried.

Public Health Maternal and Child Health reports were approved on a motion made by Scott Syrcle, 2nd by Dr. Johnson, vote taken, motion carried.

Jan Bleich presented the following Public Health – Health Promotion programs reports and policies and procedures.

- Nicotine Patch Distribution Program
- 30 Smoke Free Restaurants in Pike County
- Update on programs – Diabetes, Eating Disorder, Bone Density, Cholesterol/Diabetic Screenings
- IPLAN review – pursuing Community Health Partnership
- Mumps outbreak update
- Reviewed school wellness program
- County Employee Wellness meetings
- Dental Sealant program is in progress
- Pre-K vision and hearing screenings are in progress
- Pike County Health & Resource Fair is on May 4, 2006

The State of Illinois has applied for grant funding from CDC for Pandemic Flu planning that will go to the local health departments. Possible \$10,000 for smaller health departments to be used by the end of August by meeting 3 grant deliverables; an assessment, a written plan, and an exercise.

She presented policies and procedures for Diabetes Protocol. This was approved on a motion made by Ruth Adams, 2nd by Anna Beck, vote taken, motion carried.

Health Promotion Program reports were approved on a motion made by David Schultz, 2nd by Dr. Ansari, vote taken, motion carried.

Jane Johnson presented the following Environmental Health report

- Quarterly Reports
- Successful Tanning Workshop
- Sewage Code Revisions Meeting 3/10/06
- Food Ordinance Meeting 4/10/06
- State is proposing a Tattoo Licensing Ordinance
- New State Plumbing Inspector – Steve Hass

Ms. Johnson reported that the Sewage Code Revisions Meeting scheduled by the County Board for 3-10-06 was cancelled due to illness of the speaker. They were not able to notify everyone of the cancellation and still had about 100 people in attendance. They have not been able to reschedule the meeting at this time.

Ms. Johnson reported on the Food Ordinance Meeting that was held on 4-10-06. The purpose of the ordinance is to get restaurants to make contact with the health department before they open. Many of the food establishments and food pantries have expressed concerns about the fees. Will continue to rewrite with input received and continue to move forward.

Ms. Johnson also reported on a form to be sent to property owners and Gary Todaro, Supervisor of Assessments, when they find a building/project that is not in compliance with a permit for which it has been issued. They have sent out 4 or 5 letters to property owners to date. The letters state that the health department is taking no action on the matter, but this is what you need to do about the situation.

Ms. Johnson would like for the board to consider charging an inspection fee for weekend and holiday sewer/well inspections. The current guidelines require that we receive a 48 hour notice to inspect, which could fall on a weekend or holiday. A fee of \$50 on Saturday and \$100 on Sunday and scheduled holidays. The fees were approved on a motion made by Scott Syrcle, 2nd by Dr. Johnson, vote taken, motion carried.

Environmental Health reports were approved on a motion made by Scott Syrcle, 2nd by Anna Beck, vote taken, motion carried.

Don Beard presented the following financial report:

- Comparison of Revenues & Expenses to Budget

- Comparison of Revenue and Expenses to Prior Year
- Comparison of Cash & Investments

The budget and financial report was approved on a motion made by Scott Syrcle, 2nd by Anna Beck, vote taken, motion carried.

Ms. Andress presented the following regarding bioterrorism:

- An SNS Drill was completed on February 17th using students from the Health Occupations class at Pittsfield High School as patients. Our Regional State ERC attended as well as many local partners.
- Sherman Myers will be helping us establish a security plan for our dispensing sites.
- Continue to work on PCHD SNS plan.
- Attended a meeting in February at the Pittsfield Work Camp to discuss preparedness issues.
- County wide terrorism committee meeting was held on March 16, 2006.
- Staff attending several meetings/trainings.
- BK Electric will be providing training on ICOM radios.
- Working on volunteer plan with a training for volunteers in the fall.

Ms. Andress reported that she attended an Annual Administrators Legislative Breakfast on February 16, 2006. On March 7, 2006 she attended Senate Hearings to push for more funding for Basic Health Grant. We have not had an increase in that funding for 10 years.

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

Anita Andress reported on old business issues:

- July 25, 2006 was set for the Administrators 3 year Evaluation.
- RN staffing consists of 8.99 RN's in Public Health and 5.99 RN's in Home Health.
- Employee insurance may be going up.

Anita Andress reported on new business:

- BOH appointments for Anna Beck, Linda Carnes, David Schultz and Sherry Gleckler are to expire in June, 2006.
- A structural engineer is in the process of evaluating our roof. It shows some sagging and creaking when we get a heavy snow.
- A doorbell has been installed for entry into the building after hours.
- Looking into the cost of automated smoke detectors/fire alarms to automatically alert fire department. Possibly can hook a panic button option into the system.

- An OSHA walk through indicated several safety concerns; extension cords, heaters, unsafe ladders, unsafe fire exit, handrails.

Ms. Andress requested a \$50 stipened for health department emblmed shirts per employee per year. It was approved on a motion made by Dr. Johnson, 2nd by Anna Beck, vote taken, motion carried.

Carole Bradshaw noted that no one was present for public comments.

Next meeting date is July 25, 2006.

Meeting adjourned at 9:00 p.m. on a motion made by Dr. Johnson, 2nd by Anna Beck, vote taken, motion carried.

Respectfully submitted,

Linda Carnes
Secretary