

# MINUTES

**Livingston County Public Health Department  
Board of Health  
Board of Health  
Monday, September 11, 2017, 6:00 pm - 8:00 pm  
Conference room**

## **In Attendance**

Armin Groom; Donnie Simmons, LEHP; Jackie Dever RN, BSN; James Day, D.D.S.; Jeanne Elliott, R.N.; Joe Steichen; MaLinda Hillman, RN, BSN, CPHA; Patricia Platz, R.N.

## **Not In Attendance**

Janine Boggs, J.D.; John M Rinker, M.D.; Katherine Austman, M.D.

### **I. Call to Order by President Day - Introductions**

The meeting was called to order by President Jim Day at 6 PM.

### **II. Approval of June 12, 2017 Meeting Minutes**

The minutes for the June 12, 2017 Board of Health Meeting and the Officers Budget Meeting on August 8, 2017 were furnished.

Move: Joe Steichen Second: Armin Groom Status: Passed

### **III. Reports**

#### **A. Administrative Report - MaLinda Hillman, Administrator**

Fred Strufe's (a long term TB and Board of Health member), wife, Heidi passed away. A donation was made to the Livingston County Cancer Fund from the Board of Health and Health Department.

Humiston Trust once again has granted the School Based Health Center \$21,000 to operate the clinic. They have done this for more than fifteen years.

Home Services and Home Nursing (Livingston County Community Health Care program) had their audit September 5<sup>th</sup> and 6<sup>th</sup>. The audit was perfect with both programs receiving many positive comments.

At the Insurance Advisory Committee meeting for the county, Blue Cross Blue Shield gave a report and anticipated that premiums will go up 1%. The vision and dental components will give their anticipated increases the end of September. It was then reported that the county will change to only picking up 80% of the premium for county employees and the employees will be responsible for 20% instead of 10%. This will take effect this December.

Staffing: Erin Fogarty has been hired as the Director of Health Education & Marketing. She started September 6<sup>th</sup>. This will conclude all the personnel changes due to the early retirement incentive.

B. Nursing Report - Jackie Dever, R.N., Director of Nursing

FCM and BBO program reviews were held in April. Audit findings were received in June. Results of FY17 BBO reviews were considered “baseline” for the program, since this is the first review. Findings were related to new documentation requirements and timing of visits.

VFC audit was held in July. There were no findings from the audit. Staff is to be commended for their hard work in keeping errors and waste to  $\leq$  than 3%, which meets the CDC goal.

New policy re: use of Virtual Cornerstone was written per State guidelines to address staff use of computers out of the office. Policy states that computer access outside of the office must be by secure network. Use of Wi-Fi that does not have secure network is not allowed. Use of Cornerstone is being evaluated for the future, since WIC will have to use a different system by 2020 that is compatible with the Link card.

Changes to the School Health code include: 4 doses of polio for K;  $\leq$  4 day interval between minimum doses is now acceptable, with the exception of live viruses. Live viruses must still be separated by 28 days. Developmental screenings will be required starting in the 2018 school year.

School physical and immunization clinics were successful again this year. Clinics were scheduled starting the first week in June and continued until the start of school.

Flu vaccine has been received for the upcoming season. Clinics are scheduled in most towns throughout the county, schools, nursing homes, and several businesses.

**LCCHCP:**

The following graph shows the admissions, discharges, and unduplicated clients for both programs from June 2017 – August 2017.

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
PH Nurse	21	3	3	20	12	8	20
Homemaker	24	4	4	24	21	3	24
HHA	0	0	0	0	0	0	0
Total	45	7	7	44	33	11	44

The following graph shows the number of visits per program by quarter.

	<b>1<sup>st</sup> quarter</b>	<b>2<sup>nd</sup> quarter</b>	<b>3<sup>rd</sup> quarter</b>	<b>4<sup>th</sup> quarter</b>	<b>Total FY17</b>	<b>Total FY16</b>	<b>Total FY15</b>	<b>Total FY14</b>
PH Nurse	147	144	148			626	824	929
Homemaker	290	321	343			1,782	3,048	3,280
Homemaker visit hours	464	540	604			2,898	4,818	5165
HHA	0	0	0			3	59	0
Supervisory Visits	23	18	9			107	149	170
Total Visits	460	483	500			2,518	4,006	4,379

C. CLIA Report - Jackie Dever, R.N., Director of Nursing

All clinics are performing quality assurance testing as required and documenting on the log sheets.

D. Environmental Health Report - Donnie Simmons, L.E.H.P., Director of Environmental Health

Environmental Health staff attended a training by the Liquor Control Commission to conduct inspections of businesses who sell liquor for consumption on or off the premises. Letters have gone out to facilities with state liquor licenses informing them that inspections for the Liquor Control Commission by the Livingston County Health Department will be starting. Arrangements have been made with a Liquor Special Agent for some additional inspection training this week.

Included in your board packets is a draft Food Enforcement Policy for your review. This is the next step that will need to be taken to proceed with implementation of the Illinois Food Code that has incorporated the FDA Food Code and inspection process. The enforcement policy will be posted on our website for review by food establishments, with

a request for comment prior to the Board of Health meeting in December, at which time it is planned to be presented for approval to move forward for implementation starting January 2018.

We continue to offer three certified food manager courses per year. The last course for this year is scheduled for September 12th & 19th. This course reached capacity several weeks prior to the course. A fourth course is being considered for 2018. A decision will be reached in December at which time all the courses will be schedule for the upcoming year.

I have been asked to give a presentation on the food enforcement policy at the annual meeting of the Illinois Environmental Health Association in October. This meeting is attended by environmental health staff from local health departments, the Illinois Department of Public Health and some industry representatives.

E. Advisory Board Reports - MaLinda Hillman, Administrator

a. Healthy Families Advisory Board 8/3/17

MaLinda briefly reviewed the minutes of the August 3, 2017 Advisory Board meeting for our Healthy Families Illinois program.

b. CCU - Senior Advisory Board - 8/3/17

MaLinda briefly reviewed the minutes of the August 3, 2017 Advisory Board meeting for our Case Coordination Unit - Senior Advisory Board.

F. Quarterly Financial - MaLinda Hillman, Administrator

The beginning balance as of June 1, 2017: \$783,276.34. Revenue for the third quarter: \$642,031.78. This includes a partial distribution of the public health and TB tax levies. Disbursements for the third quarter: \$483,598.09. The ending balance as of August 31, 2017: \$941,710.03. For the year, we are at a negative \$23,638. A more detailed listing of income/expenses was furnished. There is approximately \$181,000 outstanding for the states' fiscal year 2017 grants. The majority of this is for the HFI program and I was notified that reimbursement is being submitted to the Comptroller's Office for payment. Billing for the state fiscal year of 2018 hasn't started as we are still waiting for the agreements to be finalized by the state, before billing is accepted.

Move: Joe Steichen Second: Patricia Platz, R.N. Status: Passed

G. Quarterly Wellness Financial - MaLinda Hillman, Administrator

The beginning balance as of June 1, 2017: \$13,558.20. Revenue for the third quarter: \$8,945.24. This includes the semi annual distribution of the Hubert Trust fund \$3,143.72. Disbursements for the third quarter: \$8,199.82. The ending balance as of August 31, 2017: \$14,303.62.

Move: Joe Steichen Second: Patricia Platz, R.N. Status: Passed

H. Gladys Kohrt Memorial Fund - MaLinda Hillman, Administrator

The beginning balance as of June 1, 2017: \$7,278.88. Revenue for the third quarter: \$100.00. Disbursements for the third quarter: \$0. The ending balance as of August 31, 2017: \$7,378.88.

Move: Joe Steichen Second: Patricia Platz, R.N. Status: Passed

I. Donation/Cancer Fund - MaLinda Hillman, Administrator

#### General Donations

The beginning balance as of June 1, 2017: \$23,937.40. Revenue for the third quarter: \$61.34. Disbursements for the third quarter: \$409.41. The ending balance as of August 31, 2017: \$23,589.42.

#### Cancer Fund

The beginning balance as of June 1, 2017: \$26,403.68. Revenue for the third quarter: \$1,991.00. This includes the \$1,333 donation from Betty Murphy from her annual golf outing in memory of her husband. Disbursements for the third quarter: \$770.04. The ending balance as of August 31, 2017: \$27,624.64.

Move: Joe Steichen Second: Patricia Platz, R.N. Status: Passed

### **IV. Old Business**

None.

### **V. New Business**

- A. Recommendation to the Livingston County Board for the appointment of Dr. John M. Rinker for a three year term to the Livingston County Board of Health

Dr. John M. Rinker's term on the Board of Health expires 11/30/17. He serves as the Medical Director of the health department and will need to re-appointed by the county board to the Board of Health.

Move: Jeanne Elliott, R.N. Second: Armin Groom Status: Passed

- B. Livingston County Community Health Care Program

The Livingston County Board voted to end the Community Health Care program November 30, 2018. MaLinda is looking into continuing the Home Nursing program as no one provides this service and the RNs are cross trained to work in several programs. For the Home Services program, we are looking into other options. Some of the clients will qualify for the state program, as soon as their assets decrease below the qualifying level. There are currently four people on the waiting list for home services. Both programs utilize a sliding fee scale, but the majority of the participants are low income and are on the "no fee" level. Those who are paying full fee can be referred to other providers in the county for homemaking services. MaLinda will continue to look for revenue sources that could be utilized for the program to provide services for those without any resources.

- C. FY2018 Budget for LCHD

MaLinda reviewed the proposed budget for the health department for fiscal year 2018. The public health levy would remain at the same level: \$375,000, which it has been at that level since 2015. Budget documents were furnished. The budget is done on a cash basis and an annual amount is utilized regardless of the grant's fiscal year. A 10% increase was projected for health insurance and staff increases can be decided at the December meeting.

Move: Armin Groom Second: Joe Steichen Status:

- D. Bright Smiles Fluoride program

The Bright Smiles fluoride varnish program is being promoted among the state. Staff would be trained and this would be done in conjunction with WIC and possibly immunization clinic. The training is online and takes approximately 90 minutes. AAP

has resources available on it's website for program implementation. Medicaid will reimburse \$26 up to three times a year for children 3 years and younger. Jim Day, DDS looked into the program and stated it is be a good program and could possibly be expanded to school age children, if no one is doing it in the schools.

Move: Patricia Platz, R.N. Second: Jeanne Elliott, R.N. Status: Passed

E. Policy Review

F. Fee Changes

Proposed fee changes are for a depression screen which is mandated by some of our maternal child health programs and a fee of \$7 for vision/hearing screening/student done in area schools.

Move: Joe Steichen Second: Armin Groom Status: Passed

a. Environmental Health

i. Food Enforcement Policies - Draft

Donnie presented the draft food enforcement polices for the board to consider and comment on. These will be finalized at the December meeting. There was discussion.

b. Fiscal Policies

The only change was on page 17 under procurement as recommended by GATA.

Move: Joe Steichen Second: Armin Groom Status: Passed

c. IL Breast and Cervical Cancer (IBCCP)

No changes.

d. Vision & Hearing

Vision Screening is done for Pre-school, 2<sup>nd</sup> grade, 8<sup>th</sup> grade, special needs and new student/teacher referrals. Kindergarten students must have an exam by a physician or optometrist.

Hearing Screening is done Pre-school, kindergarten, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, special needs and new student/teacher referrals.

The grant from IDPH will be used for pre-school and daycare screenings.

Schools will be billed for the number of students screened at a fee set by the Board of Health.

Move: Joe Steichen Second: Armin Groom Status: Passed

e. Holiday Schedule for 2018

The tentative Holiday Schedule for 2018 was presented.

Move: Joe Steichen Second: Armin Groom Status: Passed

G. School Based Health Clinic

a. Income & Expenses Report

The Summary report for income/expense for the School Based Health Center for the past nine years was presented. There was discussion. Other schools would like the program but we are eligible for only one grant and Humiston Trust has been a regular donor for serving the Pontiac area.

Move: Joe Steichen Second: Joe Steichen Status: Passed

**VI. Other**

A. Program Statistics

There was discussion on some of the program statistics for the fiscal year.

B. Employee Activity Report

**VII. Adjourn until December 11, 2017**

The meeting adjourned at 7 PM.

Move: Jeanne Elliott, R.N. Second: Patricia Platz, R.N. Status: Passed