

# MINUTES

**Livingston County Public Health Department  
Board of Health  
Board of Health  
Monday, December 11, 2017, 6:00 pm - 8:00 pm  
Conference Room Health Dept**



## **In Attendance**

Armin Groom; Donnie Simmons, LEHP; Jackie Dever RN, BSN; James Day, D.D.S.; Janine Boggs, J.D.; Katherine Austman, M.D.; MaLinda Hillman, RN, BSN, CPHA; Patricia Platz, R.N.

## **Not In Attendance**

Jeanne Elliott, R.N.; Joe Steichen

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

The meeting was called to order by President Day at 6:08 PM

### **II. Approval of September 11, 2017 Meeting Minutes**

The minutes were approved as submitted.

Move: Katherine Austman, M.D. Second: Patricia Platz, R.N. Status: Passed

### **III. Reports**

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

The Livingston County Board is looking to either renovating the current building, renovate a different existing building or build a new one. Farnsworth has been hired to conduct an analysis of the H & E building to identify the most cost effective option for the County. I attended the property committee/county board meeting and will be meeting with representatives from Farnsworth to discuss the health department needs.

The health department participated in an "Active Shooter Drill" for the building. This was in conjunction with the county exercise at Caterpillar on dealing with an active shooter. MaLinda walked through the building to see which employees she could find. A synopsis on the findings was done at staff meeting. Leaving the building was the best option.

There has been discussion on the state level in regards to the IPLAN requirement for certification. The current requirement is that a community assessment and health plan be done at least every five years. Our current one is for 2015 – 2020. The goal of IAPHA is to make the requirement more flexible letting local health department decide the frequency and method that is utilized. The timeliness of data has always been a concern with locals requesting that the state put more emphasis on data instead of the IPLAN process.

Mack & Associates have made their preliminary site visit to the health department on December 4<sup>th</sup> for the fiscal year 2017 county audit. There weren't any preliminary findings noted. They are projecting late February of 2018 to conclude the audit.

The county is switching the accounting software to Financial Edge to update the system. They started the conversion with the General Division. Public Health, Mental Health and Highway will transition on March 1<sup>st</sup>. It is the same consultants that have always been utilized from what is now Zobrio.

Staffing: Linda Rhodes, Director of Health Education & Marketing retired November 30, 2017. This concludes the early retirement incentive program. Lynette Washington has been hired to replace Jayme Bradshaw in CCU. She will start in December.

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

Flu clinics were held throughout the County including various businesses/schools this season. Walk-in clinics are available every day at the HD. 1481 vaccinations have been given from August – October, which is up slightly from last year.

Global health agencies are getting concerned about bird flu in Asia again. Bird viruses that can infect humans — particularly those of the H7N9 strain — continue to spread to new cities there. Since October 2016, China has seen a “fifth wave” of H7N9 infections. Nearly 1,600 people have tested positive, almost 40 percent of whom have died. WHO continues to watch for the virus to spread, especially from person-to-person. Most had been exposed to live poultry, but a small number of clusters suggest that the virus could be passing from person to person.

LCHD has contracted with Heartland Head Start to provide nursing oversight for the Early Head Start program. The program is observed monthly for compliance with ISBE/USDA standards re: to infection control and communicable disease control.

Vactor wellness clinics were held in October. 522 clients were seen in 5 clinics. A flu clinic was also held on the last day for all employees.

LCHD and ESDA participated in a BT table top exercise with the City of Fairbury. We also participated with the County in a functional exercise re: to active shooter. This will count as the required exercise for the BT grant. Hospitals did not receive individual grants this year, which may impact how the SNS is distributed in the county.

LCCHCP:

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

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
PH Nurse	20	6	1	23	15	8	23
Homemaker	24	3	10	17	21	2	23
HHA	0	0	0	0	0	0	0
	44	9	11	40	36	10	46

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

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	Total FY17	Total FY16	Total FY15	Total FY14
PH Nurse	147	144	148	159	598	626	824	929
Homemaker	290	321	343	224	1,178	1,782	3,048	3,280
Homemaker visit hours	464	540	604	479	2,087	2,898	4,818	5165
HHA	0	0	0	0	0	3	59	0
Supervisory Visits	23	18	9	11	61	107	149	170
Total Visits	460	483	500	394	1,837	2,518	4,006	4,379

C. Clia Report

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

We are on track to implement food inspections based on the FDA Food Code starting January 1, 2018. The vendor of the software currently used to do food inspections has made significant changes to facilitate the use of a slightly different inspection form and the FDA Food Code. The most difficult part of the new inspection process will be learning the nuances of the FDA Food Code and tracking repeat violations. The new software will be totally web based so internet access is a must. If a spot is found where there is an issue, a paper copy will be done with the inspection entered into the system at the office. A paper inspection report will no longer be generated as the reports will be e-mailed to the e-mail address on file for the facility. Facilities may

request a paper copy that will be mailed to them.

A newsletter was sent to all food establishments with information on the 2018 Food Manager Courses and the draft Food Enforcement Policy. The policy has been posted on the health department website for review and comments.

Liquor compliance inspections are going well with several of them being done. There had been some initial issues with the confirmed list of facilities as we found several not on the original list provided. The number of establishments we are contracted to inspect is 103.

E. Advisory Board Reports - MaLinda Hillman, Administrator

a. School Based Health Clinic

MaLinda briefly reviewed the minutes of the School Based Health Center Advisory Board meeting on October 25, 2017

b. Healthy Families Illinois Advisory Board

MaLinda briefly reviewed the minutes of the Healthy Families Illinois Advisory Board meeting on November 2, 2017.

c. CCU Advisory Board

MaLinda briefly reviewed the minutes of the Care Coordination Senior Advisory Board meeting on November 2, 2017.

F. Quarterly/Annual Financial - MaLinda Hillman, Administrator

The fourth quarter and annual financial report for the fiscal year of 2017 was briefly reviewed with a detailed breakdown available. The beginning balance as of December 1, 2016 for the health department: \$965,391.23. Annual receipts: \$2,156,202.24. Annual disbursements: \$2,014,702.81. The balance on hand as of November 30, 2017: \$1,106,890.66.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

G. Quarterly/Annual Wellness Financial - MaLinda Hillman, Administrator

The fourth quarter and annual Wellness report for fiscal year 2017 was briefly reviewed with a detailed breakdown available. The beginning balance as of December 1, 2016 for the Wellness Fund: \$13,405.43. Annual receipts: \$32,743.84. Annual disbursements: \$34,636.70. The balance on hand as of November 30, 2017: \$11,512.57.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

H. Gladys Kohrt Memorial Fund - MaLinda Hillman, Administrator

The fourth quarter and annual Gladys Kohrt Memorial Fund report for fiscal year 2017 was briefly reviewed with a detailed breakdown available. The beginning balance as of December 1, 2016 for the Kohrt Fund: \$6,672.19. Annual receipts: \$926.69. Annual disbursements: \$770.00. The balance on hand as of November 30, 2017: \$6,828.88.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

I. Donation/Cancer Fund - MaLinda Hillman, Administrator

The fourth quarter and annual General Donation Fund report for fiscal year 2017 was briefly reviewed with a detailed breakdown available. The beginning balance as of December 1, 2016 for the General Donation Fund: \$29,540.70. Annual receipts: \$2,594.99. Annual disbursements: \$9,008.62. The balance on hand as of November 30, 2017: \$23,127.07.

The fourth quarter and annual Cancer Fund report for fiscal year 2017 was briefly reviewed with a detailed breakdown available. The beginning balance as of December 1, 2016 for the Cancer Fund: \$17,012.64. Annual receipts: \$13,158.39. Annual disbursements: \$2,751.85. The balance on hand as of November 30, 2017: \$27,419.18.

Move: Katherine Austman, M.D. Second: Armin Groom Status: Passed

**IV. Old Business**

A. Board of Health appointments

Dr. John M. Rinker was appointed by the Livingston County Board to the Livingston County Board of Health for a three year term beginning in December of 2017. MaLinda thanked Dr. Rinker for his continued service.

B. Fiscal Year 2017 Staff Raises - Retroactive to 1/1/17

The Livingston County Board decided to match the union contracts for staff raises, now that the majority of contracts had been completed. They are recommending that nonunion county employees get a 1% raise retroactive to January 1, 2017. Employees received a 1% raise on January 1, 2017 already so this would give a total of 2% for 2017. This 2% increase was projected in our FY 17 budget. County bookkeeping wanted to implement this with the next paycheck which was issued on September 29th so MaLinda contacted Board of Health members for approval with a majority agreeing to the raise. This would be an official motion to approve the 1% increase.

Move: Katherine Austman, M.D. Second: Janine Boggs, J.D. Status: Passed

**V. New Business**

A. Certification / Appointment of Physicians for Public Health

Dr. John M. Rinker will continue as the health department's Medical Advisor with Dr. Katherine Austman serving as alternate.

B. School Based Health Center Mental Health Intern

There has been an increase need for a mental health intern at the Pontiac School Based Health Center. Currently IHR has a counselor there one day a week, and an intern is also there under the supervision of Livingston County Special Services Unit. I would like to designate some of the Humiston Trust funds to support an additional day for a mental health intern. This would be done in conjunction with the Special Services Unit.

Move: Janine Boggs, J.D. Second: John M Rinker, M.D. Status: Passed

## C. Policy Review

### a. Food Program - Enforcement Policies

Donnie reviewed the Enforcement Policy along with the Enforcement protocol for the Food program.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### b. Fluoride Varnish Policies

Jackie present the Fluoride Varnish policy. There was discussion on liability and how it was worded.

The Fluoride Policy was tabled and will be brought back to the March Board meeting with the discussed changes.

Move: Armin Groom Second: Janine Boggs, J.D. Status: Tabled

### c. Freedom of Information

No changes were made to the Policy and a summary of the different records available for 2018 was presented. This will be posted on our website.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### d. Hipaa Privacy & Security Policies - Risk Analysis

MaLinda presented the Risk Security Analysis 2017 required by Hipaa.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### e. Home Nursing

The program's admission policy was updated to acknowledge that the county funding for the program will end November 30, 2018. Program admittance will be determined by staffing availability. There was discussion. Streator pharmacies will set up medications for patients but there isn't a pharmacy in Livingston County that does it.

The motion was to change the admission policy as presented.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### f. Home Services

In addition to changing the program's admission policy, financial information will be tracked separately for Home Nursing and Home Services while other revenue sources are investigated. Admission to the program will be evaluated according to staffing availability. A wait list will be utilized if needed.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### g. LC-13 Program Policies

The policies/procedures to implement the LC-13 Program were presented.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

### h. Record Retention

The local Records Retention Internal Policy was available along with a list of records to be destroyed once the state signs off on it.

Move: Janine Boggs, J.D. Second: Patricia Platz, R.N. Status: Passed

i. STI policies

No changes.

D. Allocation for FY18

MaLinda presented the draft allocation table to be utilized for general office expenses for FY 18. This includes the rental for the copier, postage machine, software accounting systems, and general office supplies.

Move: Janine Boggs, J.D. Second: Armin Groom Status: Passed

E. Fees

The fee schedule was available for review. No changes were made to the fee schedule.

F. Staff Raises 2018 -- Mileage reimbursement rate

The Livingston County Board recommended that all non-probationary staff receive a 2% raise effective January 1, 2018 with new employees receiving the 2% raise after their first year of employment. The Livingston County Board made the decision to have all employees pay 20% of the cost for health insurance effective for 2018. This changes the cost sharing from 90/10 to 80/20. The increase in insurance costs were taken out of December paychecks.

Move: John M Rinker, M.D. Second: Janine Boggs, J.D. Status: Passed

G. FY 18 Board of Health meeting dates

March 12, 2018

June 11, 2018

September 10, 2018

December 10, 2018

**VI. Other**

A. Program Statistics

Program statistics for the fiscal year of 2017 were available.

B. Employee Activity Report

Staff fourth quarter activity report was available.

**VII. Adjourn until March 12, 2018**

The meeting was adjourned until March 12, 2018

Move: Patricia Platz, R.N. Second: John M Rinker, M.D. Status: Passed