



MINUTES

**Livingston County Public Health Department
Board of Health
Board of Health
Monday, June 18, 2018, 6:00 pm - 8:00 pm
Health Department conference room**

In Attendance

Armin Groom; Donnie Simmons, LEHP; Jackie Dever RN, BSN; James Day, D.D.S.; Joe Steichen; John M Rinker, M.D.; Katherine Austman, M.D.; MaLinda Hillman, RN, BSN, CPHA; Patricia Platz, R.N.

Not In Attendance

Janine Boggs, J.D.; Jeanne Elliott, R.N.

I. Call to Order

The meeting was called to order by Dr. Jim Day at 6:00 PM.

II. Approval of March 12, 2018 Meeting Minutes

Minutes were approved as submitted.

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

III. Reports

A. Administrative Report

B. Nursing Report

Jackie Dever, R.N., Director of Nursing

WIC audit was held in March. Findings were related to staffing and trainings primarily. USDA does not like the integration of FCM and WIC, so we will have to look at how we can separate out those programs that have been delivered together for several years. WIC numbers are down across the Nation, so we are looking at areas that we can improve utilization of the clinic.

SBHC audit was also held in March and had only one minor finding. The clinic has been very busy this year, with several medically complex diabetic and cardiac cases. The staff is doing an amazing job in monitoring these students on a daily basis and keeping them in school.

IBCCP outreach dollars became available again this year. We have chosen to do the targeted direct mailing through-out the county. This was very successful in bringing new clients into the program last year. We will also have a billboard on Rt. 24 in Forrest and on Rt. 23 in Cornell. We will be providing education and outreach to Futures in May with a health fair for staff and clients. We tried to partner with Donnelley's and Exact Packaging, but they chose not to participate.

Bright Smiles training was held May 23rd. We will begin offering this service to all clients in WIC/FCM. Once the program is established, we will be able to order free supplies from Oral

Health America's Smiles Across America® Product Donation Project.

School physical clinics are scheduled weekly, starting in June. We will be offering the Meningitis B vaccine this year. It is not required for high school; however some colleges are starting to require it.

LCCHCP:

The following graph shows the admissions, discharges, and unduplicated clients for both programs from March 2018 – May 2018.

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
PH Nurse	22	2	1	23	5	19	24
Homemaker	15	3	7	11	17	1	18
HHA	0	0	0	0	0	0	0
Total	37	5	8	34	22	20	42

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

	1st quarter	2nd quarter	3rd quarter	4th quarter	Total FY18	Total FY17	Total FY16	Total FY15	Total FY14
PH Nurse	181	220			401	598	626	824	929
Homemaker	191	236			427	1,178	1,782	3,048	3,280
Homemaker visit hours	436	524			960	2,087	2,898	4,818	5165
HHA	0	0			0	0	3	59	0

Supervisory Visits	11	10			21	61	107	149	170
Total Visits	383	466			849	1,837	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 EH

The calendar year 2017 Local Health Protection Grant Program Review of the Food Protection Program, Private Sewage Disposal Program, and the Potable Water Supply Program has been conducted by the Illinois Department of Public Health staff. The Food Protection Program review was conducted virtually, while the Private Sewage Disposal Program and Potable Water Supply Program was done onsite.

A total of 26 food establishment files were reviewed that consisted of 12 high risk facilities, 8 medium risk facilities, and 6 low risk facilities. The review found two deficiencies. The first documenting discussion of HACCP topics with food establishment managers on the inspection reports as item numbers. The food inspection software we were using limited documentation to item violation comments. New software that we are now using has a specific section for HACCP documentation. The second deficiency found 4 of 8 inspections where follow-up was indicated was not done in a timely manner. Seven of these inspections for follow-up were for compliance with the certified food manager requirement. A 75% compliance rate is required for the grant. The new software better tracks establishments needing follow-up inspections to assure follow-ups are done in a timely manner.

All of the Private Sewage Disposal files and Potable Water Supply files were reviewed. One non-community water system was found to be one quarter behind in collecting a bacteriological water sample.

We are waiting for the final written report to review and make necessary corrections.

Mosquito collection and WNV testing is underway for the Vector Surveillance Grant. New billboards North of Pontiac and Forrest will be going up mid-June. These billboards provide information on preventing West Nile Virus.

Liquor Compliance inspections are being wrapped up for the grant year. It has been a challenge to get these done with losing 4 months in which to do the inspections, due to grant finalization and training. We have been told the new grants will be awarded in early July. This will help tremendously with scheduling these inspections.

E. Senior/CCU Advisory Board Minutes May 10, 2018

MaLinda briefly reviewed the draft minutes of the May 10, 2018 Senior Advisory Council meeting.

F. Healthy Families Advisory Board May 10, 018

MaLinda briefly reviewed the draft minutes of the May 10, 2018 Healthy Families Advisory Board meeting.

IV. Quarterly Financial

MaLinda Hillman, Administrator

Balance on hand as of March 1, 2018: \$1,156,341.03 plus an adjustment of \$63.09 from interest earned in 2017. Second quarter receipts: \$414,299.65. Second quarter disbursements: \$491,747.30. Balance on hand as of May 31, 2018: \$1,078,956.47. A more itemized listing was available. There is approximately \$185,000 outstanding with the state at this time.

Move: Armin Groom Second: Patricia Platz, R.N. Status: Passed

A. Quarterly Wellness Financial

MaLinda Hillman, Administrator

Balance on hand as of March 1, 2018: \$11,585.15 which includes the semi-annual interest. Second quarter receipts: \$8,602.85. Second quarter disbursements: \$12,841.45. Balance on hand as of May 31, 2018: \$7,346.55.

Move: Armin Groom Second: Patricia Platz, R.N. Status: Passed

B. Gladys Kohrt Memorial Fund

MaLinda Hillman, Administrator

Balance on hand as of March 1, 2018: \$7,028.88. Second quarter receipts: \$75.00. Second quarter disbursements: \$135. Balance on hand as of May 31, 2018: \$6,968.88.

Move: Armin Groom Second: Patricia Platz, R.N. Status: Passed

C. Donation/Cancer Fund

MaLinda Hillman, Administrator

General/Misc. Donation Fund

Balance on hand as of March 1, 2018: \$23,547.26. Second quarter receipts: \$1,106.74. Second quarter disbursements: \$1,483.10. Balance on hand as of May 31, 2018: \$23,170.90.

Cancer Donation Fund:

Balance on hand as of March 1, 2018: \$30,982.57. Second quarter receipts: \$340.00. Second quarter disbursements: \$1,577.58. Balance on hand as of May 31, 2018: \$29,744.99.

Move: Armin Groom Second: Patricia Platz, R.N. Status: Passed

V. Old Business

A. Board of Health Appointments

Thank you to Jeannie Elliott, RN and Dr. Kate Austman for continuing to serve on the Board of Health. The Livingston County Board appointed them for a three year term each starting in June.

B. Community Health Care program

There are a group of loyal supporters of the program who are working on getting an Advisory referendum placed on the November ballot asking the County Board to continue funding the program.

Currently the Home Services program is winding down to end November 30th. Clients will be transferred to other agencies per their request and usually at a higher cost. Some will become eligible for the state program as their assets are decreasing and will meet the eligibility guidelines in the next several months. No new clients are being added.

Home Nursing is working with ExactCare Pharmacy out of Ohio to have medications delivered monthly in individual packets. There are some requirements, such as the patient must be on at least five medications and medications have to be constant. One of the challenges has been to get the patients receiving all of the medications on a 3 month prescription basis, that is able to be refilled at the same time. It could take up to 3 months to get this timing in place, as insurance won't allow the early filling of routine medications. This will work out well for some, but not all our patients. For some it's confusing or their medication changes frequently it's harder to use the prepackaged system. We will continue to serve those patients for medication management and draw blood, etc. This will be evaluated frequently fiscally, to see if the program can be sustained. We will also work with ECIAAA/IDOA on a medication management program for seniors currently being served by the state, Community Care program. ECIAAA will reimburse us \$90 a visit to provide medication management. This is a demonstration project that was delayed from last year. It is projected to start this September and the contract has come.

Our CCU is working closely with our Community Health Care program to assist with the transitions.

VI. New Business

A. FY 17 County Financial Audit - Full Audit posted in the library

Excerpts pertaining to the health department from the Livingston County Fiscal Audit were furnished with the full audit posted in the library on BoardPaq. Citations noted were due to the county software system utilizing a cash basis accounting with staff changing it to a modified accrual basis thus leaving more chance for errors. Another suggestion was to have a more detailed policy/procedure manual for the fiscal system. The county is transitioning to a new fiscal management software with the health department scheduled to transition later on this fiscal year.

B. Agreement LCHD & TB Boards

MaLinda briefly reviewed the annual agreement between the TB Board and the Board of Health for the health department to administrate/implement the TB Control program. The agreement is the same as the previous year's.

Move: Joe Steichen Second: Armin Groom Status: Passed

C. H & E Building

The latest presentation (power point) by Farnsworth on the H & E Building was furnished. There was discussion. A raccoon has gotten above Jackie's office for the second time. This time maintenance was unable to remove it, with the smell and flies being bad. Jackie was offered the opportunity to change offices if needed. Maintenance has pointed out three open areas by the roof where raccoons can enter the building and hopefully these will be blocked soon. An air purifier has helped with the smell but on hot humid days the smell is present. A toilet/sewage pipe also clogged and overflowed. The line was pumped and eventually fixed.

MaLinda attended meetings with the Property Committee, Farnsworth and County Board meeting for building discussions. Tours have also been given to all those interested. At the special County Board meeting there were three votes as follows: Continue to located the health department building in Pontiac: 15 yes, 3 no. Exclude any renovation and only do emergency repairs for the existing building: 16 yes, 3 no. Engage Farnsworth to design a new building: 12 yes, 7 no.

D. Grant/Program approval

The following were approve to apply/accept the following grant/agreement: Oral Health Needs Assessment & Plan (Will work closely with the Livingston Family Care Center Board and area agencies to complete this), Community Based Options Demo Project ECIAAA - Medication Management (will use with our Home Nursing program) and Illinois Family Connects. (This is currently a pilot project in two counties that has a public health nurse make at least one home visit to all newborns in the county. It has worked very well in Stephenson and Peoria Counties with the state wanting to expand the program.)

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

E. Organizational Charts

The Health Department's Organization Chart was presented for adoption with an update of the current programs for FY 19.

Move: Armin Groom Second: Joe Steichen Status: Passed

F. Personnel Policies

The County Board has made some changes to the Personnel Policies with a summary of the changes furnished. The full copy with changes identified has been posted in BoardPaq. Staff received training on these changes at the June staff meeting. All staff have to sign off on these changes/updates. The only change made to the Health Department's Personnel Policies was to identify that the work week goes Sunday thru Saturday, which it has always been that way.

Move: Armin Groom Second: Joe Steichen Status: Passed

G. Affirmative Action Policy

2014/2015 Goals and Workforce Analysis

MaLinda presented the Affirmative Action Goals for 2018 -2019 along with our current Work Force Analysis. Staff received training at the June staff meeting on our policies.

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

VII. Linguistic and Cultural Competency Plan

MaLinda briefly presented the Linguistic and Cultural Competency Plan for FY 19 which is required by the state. Staff were trained on this Plan also at the June staff meeting.

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

A. Policy Review/Approval

No changes were made to the following policies: Better Birth Outcomes, CLIA, Family Case Management, Family Planning, Wellness, and WIC/Peer Counseling. A Narcan administration policy was presented and discussed. This Policy is also considered a Standing Order with Dr. Rinker signing off as the Medical Director. Fee changes were made

for Prevnar and Shingrix due to our cost to purchase the vaccines.

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

- a. Better Birth Outcomes
 - b. CLIA Policies
 - c. Family Case Management Policies
 - d. Family Planning Policies
 - e. School Based Health Center policies
 - f. Wellness clinic policies
 - g. WIC/Peer Counseling Policies
 - h. Fees
- B. Elections of Officers

The same slate of Officers: Dr. Jim Day President and Armin (Buzz) Groom Vice-President/Secretary will remain.

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

C. FY 19 Budget Committee

The Budget Committee will be the Officers of the Board of Health

D. Employee Activity Report

Furnished.

E. Livingston County Health Department Program Activities

Furnished.

F. Other

None.

VIII. Adjourn

The meeting adjourned until September 10, 2018. Dr. Day will be gone on the September 10th meeting, so a week or two prior, MaLinda will check to see if a quorum will be available or reschedule the meeting till the week after.

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

A. Next Meeting September 10, 2018

Respectfully submitted:



Armin (Buzz) Groom
Board of Health Secretary
AG/mh