



Public Health
Prevent. Promote. Protect.

MINUTES

**Livingston County Public Health Department
Board of Health
Board of Health
Monday, September 10, 2018, 6:00 pm - 8:00 pm
Health Department's Conference Room**

In Attendance

Armin Groom; Donnie Simmons, LEHP; Jackie Dever RN, BSN; Janine Boggs, J.D.; Jeanne Elliott, R.N.; Joe Steichen; Katherine Austman, M.D.; MaLinda Hillman, RN, BSN, CPHA; Patricia Platz, R.N.

Not In Attendance

Bob Young; James Day, D.D.S.; John M Rinker, M.D.

I. Call to Order by President Day - Introductions

The meeting was called to order by Vice President Groom in the absence of President Day at 6 PM.

II. Approval of June 18, 2018 Meeting Minutes & Budget Meeting July 10, 2018

Minutes were approved as submitted.

Move: Katherine Austman, M.D. Second: Joe Steichen Status: Passed

III. Reports

A. Administrative Report - MaLinda Hillman, Administrator

There has been discussion about expanding the Illinois Family Connects program in the state, if funding can be obtained. Currently the pilot program operates in Stephenson and Peoria Counties. Illinois Family Connects offers a home visit to every newborn by an RN. Care is closely coordinated with the hospital and obstetrician. It is a public health model supporting families from the very beginning. The first contact can be in the hospital with a home visit made approximately three weeks later. Standardized assessments/curriculums are utilized with linkages to community resources. Follow up may be done per phone conversations or by another home visit. Cases are closed twelve weeks after birth. It's been very successful in the two pilot counties with families extremely pleased with the assistance. The Ounce of Prevention is the state representative. Diana Rauner spoke at the IPHA conference on the importance of the program providing new mothers the support they need.

IAPHA continues discussions with DHS and HFS on the importance of Medicaid Matching funds. With the implementation of MCOs in Medicaid, it will affect our claim for matching funds. We currently claim matching funds on Family Case Management. FCM was split into two contracts this year with the reimbursement increased per month that there is an activity. Auto-term has been implemented on the software system requiring more follow up for the children between 12 and 24 months. We aren't able to claim matching funds for BBO but the reimbursement is significantly higher.

MaLinda attended the annual IPHA conference entitled Public Health Proud this

September. It was on trauma informed care and ACES (Adverse Childhood Experiences Study). MaLinda was recognized at the Friends of Public Health Celebration with the Public Health Mentoring award. The nomination was made by a colleague for the work done with the Membership Development/Training committee and in mentoring new public health administrators.

Staffing: Tricia Horaney was hired to replace Sherry Goodell as a CCU Case Manager.

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

Bright Smiles fluoride varnish is being offered to all eligible clients in the WIC clinic. There have been no issues with implementation of this service. Parents are very appreciative of the service. Staff has provided service to over 60 clients in first 2 months.

School physical clinics were successful again this year. 133 sports and school physicals were provided this year to students from throughout the County. This is up 30% from last year. Physician's offices' were referring students to the clinics because they were unable to get them in to be seen as it got closer to the beginning of the school year. Meningitis B vaccine was offered this year to all potential college age students. It is now required for all universities in Indiana and Missouri. The Big Ten conference is voting to make it mandatory for all of their schools.

Shingrix vaccine is being offered to all clients being seen in clinics at LCHD and with flu clinics this year.

BT exercises have been planned for FY19 with OSF and ESDA. Exercises include an IDPH SNS TTX that will be preparation for a full scale exercise in 2020. A TTX is being planned by ESDA with all nursing homes that choose to participate to meet their Medicare requirement. OSF will be planning a drill for spring of 2019. LCHD will also participate in a regional drill as a requirement of the BT grant.

FMC audit was held 8/28. The audit covered APORS, Healthworks and the BBO programs. All findings were related to not meeting the State set standard goals, which are usually set at 95% – 100%. We received several commendations for the APORS program.

Hepatitis A vaccine is being provided by IDPH to at-risk clients. The vaccine program is being rolled out to local health departments in phases. LCHD will be in Phase 2, which will start in November. Health Departments are encouraged to work with appropriate service providers and community partners who serve at-risk populations to educate and vaccinate as many at-risk individuals as possible. At-risk individuals include homeless individuals, those who have ongoing close contact with homeless persons or persons who use injection and non-injection drugs. This adult Hepatitis A distribution strategy is an attempt to prevent Hepatitis A outbreaks in Illinois.

LCCHCP:

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

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
PH Nurse	23	1	6	18	19	5	24

Homemaker	11	0	3	8	10	1	11
HHA	0	0	0	0	0	0	0
Total	34	1	9	26	29	6	35

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

	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Total FY18	Total FY17	Total FY16	Total FY15	Total FY14
PH Nurse	181	220	178		401	598	626	824	929
Homemaker	191	236	159		427	1,178	1,782	3,048	3,280
Homemaker visit hours	436	524	397		960	2,087	2,898	4,818	5165
HHA	0	0	0		0	0	3	59	0
Supervisory Visits	11	10	8		21	61	107	149	170
Total Visits	383	466	345		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 Environmental Health

A mosquito pool collected in Pontiac tested positive for West Nile Virus. To date no birds have tested positive. This was the period of hot dry weather we had with over 200 mosquitos were being collected at each of the three sites in the county. Mosquito and bird collection will continue through September until the first frost in October usually occurring around the 15th.

A number of new food establishments have opened or have changed ownership. We now have three mobile food establishments in the county, these are commonly called

“food trucks”. One sells ice cream, one sells coffee and drinks, and another sells Mexican food. It is possible several more may be operating within the next year.

Several large projects needing private sewage disposal systems are currently in the design and review process that are being fast tracked. One is a new church in Saunemin that will have seating for over a hundred people. The second is a new private school for over a hundred students, this school will also use a water well as the water source and have food service. The water well has been constructed. Designing large private systems can be challenging due to soil conditions, lot size, intermittent wastewater flow, and wastewater strength.

E. Quarterly Financial - MaLinda Hillman, Administrator

Third quarter receipts: \$637,561.64 which includes a partial distribution of the public health levy. Third quarter disbursements: \$546,219.30. The balance on hand for the public health fund as of August 31, 2018: \$1,170,298.81. A more detailed listing was furnished of the income/expenses. For the fiscal year we are income is \$63,471 over our expenses. There is approximately \$85,000 outstanding from the state with some of the annual agreements from IDPH being delayed for the state fiscal year 2019.

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

F. Quarterly Wellness Financial - MaLinda Hillman, Administrator

Third quarter receipts: \$7,449.70 which includes the semi-annual Hubert Trust Fund amount of \$2,568.85. Third quarter disbursements: \$8,273.68. The balance as of August 31, 2018: \$6,522.57.

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

G. Gladys Kohrt Memorial Fund - MaLinda Hillman, Administrator

Third quarter receipts: \$125.00. Third quarter disbursements: \$495.03 which was for staff to attend a workshop and to plant the memorial garden. The balance as of August 31, 2018: \$6,598.85.

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

H. Donation/Cancer Fund - MaLinda Hillman, Administrator

General/Misc. Donation Fund

Third quarter receipts: \$172.69 which includes \$150 from our credit card rewards points. Third quarter disbursements: \$412.77. The balance as of August 31, 2018: \$22,930.82.

Cancer Fund

Third quarter receipts: \$3,633.00 which includes \$150 from our credit card rewards points, Betty Murphy's Christmas in July golf outing in memory of her husband and memorials for Ben Brown. Third quarter disbursements: \$1,598.90. The balance as of August 31, 2018: \$31,779.09.

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

IV. Old Business

A. Livingston County Community Health Care Program

MaLinda gave an update on the program along with statistics. A group of dedicated residents have obtained more than the number of signatures needed to place an advisory

referendum question on the November ballot regarding the Community Health Care program. The county board will also add an advisory question asking whether a senior citizen social services tax should be levied to support the program.

The Home Services program is slated to close by November 30th and all current participants have a transition plan in place. Staff will be let go.

We will try to continue the Home Nursing component as no one provides that service. Some of our patients were able to be transferred to an out of state pharmacy that will provide individual pill packets for medication dispensing. To qualify, patients had to be on at least five medications that do not change. Pill packs are mailed monthly and have identifying information on each separate package with the appropriate time to take the medicine. ECIAAA hasn't started their medication management demonstration project yet, but we do have a signed agreement to participate. This would reimburse us \$90 per nurse visit to set up medications as needed for eligible senior citizens. Most of these citizens for the demonstration project will be receiving assistance for home services from the state and are low income.

There was discussion about the program and funding it.

B. H & E Building

MaLinda gave an update on the design of a new building for the Health Department and 377/708 Board. There are weekly meetings to discuss the building and what is needed. Farnsworth is designing the building and assuring compliance for ADA, Fire and other building codes. The conference room would serve as a storm shelter. The main entrance would continue to be off Torrance Ave. Storage is one problem noted so far and the need for several more offices that weren't included in the initial design. There was discussion on the design. The next meeting will be Wednesday with more discussion on our clinic and administrative areas.

V. New Business

A. FY 2019 Budget for LCHD

MaLinda reviewed the proposed budget for FY 19. The County Board set the amount for the public health levy that they would authorize, so that amount was utilized. A new template is being adopted by the county for the budget which includes general information and program statistics. The reporting categories will be the same as our annual report. Both the old and new templates were completed and furnished to the Board. A grant comparison for this and next fiscal year was furnished. The loss of funding for the Community Health Care program represents the majority of the decrease in projected income. Health insurance was projected for a 10% increase and staff raises 2%.

Move: Joe Steichen Second: Katherine Austman, M.D. Status: Passed

B. PTHS School Based Health Center

a. Appoint School Based Health Clinic Advisory Board for School Year 2018/2019

The following were appointed to the Pontiac Township High School Based Health Clinic Advisory Board for the 2018/2019 school year: MaLinda Hillman, Mary Jo Krall, Lindsay Masching, Norma Francis, Jackie Dever, Jon Kilgore, Dr. Jim Day, Mary Heath, Robert McCarty, Jack Vietti, Lisa Meyer, Dr. John W. Rinker, Dr. Krystal Shelvin, Joe Ronaldson, Joe Vaughan, Kathy Kelly, Betty Murphy, Frank Arnolts, Addison Masching and Mason Christianson. Addison and Mason are students at PTHS.

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

b. School Based Health Clinic Income & Expense Report

MaLinda reviewed the income/expense report for the clinic for the past nine years. Last school year the program cost approximately \$121,000.

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

C. Fee Changes

There were several fee changes for vaccines proposed.

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

D. Policy Review

a. Environmental Health

No changes.

b. Fiscal Policies

A copy of the fiscal policies was furnished with some clarifications made on software, banks, billing, etc. utilized.

Move: Jeanne Elliott, R.N. Second: Janine Boggs, J.D. Status: Passed

c. IL Breast and Cervical Cancer (IBCCP)

No changes. The agreement for FY 19 hasn't been released. A three-month extension was given for FY 18.

d. Vision & Hearing

The Vision and Hearing Screening policy was furnished. Schools are charged a fee to have the screenings done on the mandated grades. Vision screening is done for pre-school, kindergarten, second, and eighth grades. Hearing screening is done for pre-school, kindergarten, first, second and third grades. Both screenings are done for any new students, special needs students or teacher referrals.

Move: Jeanne Elliott, R.N. Second: Janine Boggs, J.D. Status: Passed

e. Holiday Schedule for 2019

The proposed Holiday Schedule for 2019 was furnished.

Move: Jeanne Elliott, R.N. Second: Janine Boggs, J.D. Status: Passed

VI. Other

A. Program Statistics

The various program's statistics were furnished.

B. Employee Activity Report

The third quarter employee activity report was furnished.

VII. Adjourn until December 10, 2018

The meeting adjourned.

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

