

MINUTES

Livingston County Public Health Department
Board of Health
BOH March 2023
Monday, March 13, 2023, 6:00 pm - 8:00 pm
LCHD Conference Room



In Attendance

Armin Groom; Donnie Simmons, LEHP; Gina Manker; Jackie Dever RN, BSN; Janine Boggs, J.D.; Jeanne Elliott, R.N.; John M Rinker, M.D.; Tondra Harris RN

Not In Attendance

James Day, D.D.S.; Katherine Austman, M.D.; Patricia Platz, R.N.

I. Call to Order

Meeting was called to order by Armin Groom at 6:00.

II. Approval December 12, 2022 Meeting Minutes

Minutes were approved as submitted .

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

III. Reports

A. Administrative Report - Jackie Dever

The Public Health Emergency that has been in effect since March 2020 will end as of 5/11/23. Both the Federal and State emergencies will end that day. Some programs, like WIC will have 90 days to resume normal services. Other programs will resume pre-covid services immediately. SNAP benefits that were increased during the PH Emergency have returned to pre-covid levels effective 2/28/23. It is anticipated that WIC will see a rise in caseload.

DRIVE-THRU FACILITY UPDATE: New Request For Qualifications was released 2/24/23.

The COVID-19 Vaccination grant 2023 was released February 15, 2023. It will cover the period from October 1, 2022 through December 30, 2023. The funding for Livingston Co. is \$150,000. The grant is intended to be used for salaries and supplies related to COVID-19 vaccination efforts, as well as Mpox, influenza and other recommended vaccination efforts.

HFS resumed Medicaid match funding for FCM, HRIF and BBO programs effective January 1, 2023. This allows LHDs to recoup program costs if those costs are more than the grant funding. Will be eligible for reimbursement at \$0.50/\$1.00 spent, which is same as before. The IGA with HFS was signed and will be in effect until 2033.

IHR will have a staff member in house one day a week to make initial contact with clients from FP and WIC clinics. Clients are more receptive to counseling services if done as a "warm handover".

Nayeli Lechuga-Knight started her position as a CCU Care Coordinator in February. She has a background as a DHS caseworker and is bilingual. CCU is now fully staffed and billing is going very well. Jessica Mills has been hired as the professional support staff at the SBHC.

B. Nursing Report - Tondra Harris

Public Health

Employee wellness/physical clinics were offered to County Employees. Forty-two employees utilized this service this year compared to 31 last year.

Immunization clinics continue to be offered twice a month and have been consistently full.

We continue to hold Covid-19 vaccination clinics on Mondays. We also offer Covid-19 vaccinations to those that are home bound.

Medicare Part D is now covering all ACIP approved vaccines at no cost.

As of January 14, 2023, VFC/CHIP is now blended into 1 inventory, reducing administrative burden, space required in storage units and ensuring that CHIP-eligible children can be served by all VFC providers.

The Public Health Nursing Program had a site visit by the Illinois Department of Public Health on February 21, 2023. The program was found to be in compliance with the requirements of the Illinois Administrative Code for Home Nursing. A few recommendations were made during the visit and will be implemented.

All WIC, Family Case Management and BBO services are offering in-person visits with the option of remote services.

LCPHN:

The following graph shows admissions, discharges, and unduplicated patients for the public health nursing program from December 2022 – February 2023.

	Start	Admitted	Discharged	End	< 65 years	≥ 65 years	Unduplicated Clients
PH Nurse	5	0	0	5	2	3	5

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 FY22	Total FY21	Total FY20	Total FY19	Total FY18
PH Nurse	45				186	186	300	490	543

C. CLIA Report - Tondra Harris

See nursing report

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

D. Environmental Health - Donnie Simmons

With the new session of the Illinois General Assembly, we are seeing several legislative bills ranging from allowing the distribution of raw milk off the farm to the elimination of Styrofoam containers used for carry out meals. There is movement by special interest groups to expand cottage food operations and to seek some action at some point regarding "shared kitchens."

In January we became aware of an operation from Kentucky selling a variety of seafood products in Dwight and Pontiac. They generate online orders which they then deliver periodically. Products they sell originate from a variety of distributors and some products they manufacture such as gumbo, shrimp, bisque, and Etouffee. An inspection of the products they had for sale found labeling issues with some processing concerns. Contact was made with the Kentucky Department of Public Health who conducted an inspection of the facility and found similar issues including processing concerns that we brought to their attention. Through joint corporation the facility is addressing the issues to assure compliance.

Certified food manager course and exam will be taking place during March. A separate date for those to take just the exam is scheduled to facilitate those who wish to take the course online.

Surveillance for West Nile Virus in mosquitos and birds will begin sometime in April depending on the weather conditions. The Illinois Department of Public Health is holding training for local health departments on tick surveillance for the first time. As ticks are becoming more prevalent, the emerging diseases they carry are increasing with the number of cases of traditional tickborne disease increasing.

E. Advisory Board Reports - Jackie Dever

a. Healthy Families Advisory Board

MEMBERS PRESENT: Megan Fehr, Erin Fogarty, Sarah Brummitt, Teresa Diemer, Triscia Brubaker, Trevor Runyon(via phone)

The meeting was called to order @ 9:30 am.

Last meetings minutes were reviewed and approved.

Megan reported a current caseload of 28 families. Discussion was held around caseload capacity and how the program receives referrals.

Megan and Erin proposed the possibility of putting together a Health Equity Board for Livingston County as this will better help streamline and gain more knowledge on what difficulties/solutions each agency is facing in the county. Discussion held around who should serve on this board. Erin and Megan will work together to reach out to county partners and further discuss ideas of a Health Equity Board.

Erin shared the wonderful activities LCHD has planned for Child Abuse Prevention Month in April.

The meeting was adjourned at 10:30. The next HFI Advisory Board meeting will be held on May 17, 2023 at 9:30 am.

b. Senior Advisory Council

I. Call to order. Present: Mike Shaughnesy, Jackie Dever, Billie Jo Henson, & Carol Flessner

II. Approval of last meeting minutes.

III. Community Care Program Updates

a. Staffing-

- New hire-Nayeli Lechuga-Knight started 02/06/23 and is completing all of the pre-training protocols with Billie Jo at this time.
- The next in person IDOA certification training will be March 15th and 16th in Springfield for Nayeli to attend.

b. Billing Issues-

- Billing is caught up at this time

c. IDOA New Aging Cares Network (includes a billing system) –

- CCU staff has completed the electronic signature authority trainings for the network. Launch is looking to be summer 2023 with no date given yet.

d. APS (Now CHELP) report and MOU- issues-none open at this time.

e. OSF Peace Meals- The Coordinator Lace Mandrell has stepped down to part time. There is currently a 10-day start/wait time once the referrals are made but they are working to get this time frame shorted.

f. As of 11/23/22 CCU is no longer required to do monthly calls with IDOA due to 3 consecutive months of meeting & exceeding the billing and re-determination percentage requirements by IDOA.

g. Home care providers- are having home care aide staffing issues which is affecting our participants. CCU is setting up in person meetings with the admissions teams at both agencies in hopes of working together to mitigate things and make sure our participants get the help they need.

h. MCO-Medicaid- MCO's are disenrolling members with the PHE ending which means many are transitioning to CCP and will need FULL initial assessments which will increase our numbers and caseloads significant. Medicaid is dropping our participants- even when they qualify so we have to go out and re-apply them to fix this. This is happening with the PHE unwinding and DHS/HFS told us they don't know why it is occurring, that it is a glitch.

IV. Other-Jackie mentioned we are looking for additional members interested in this advisory board. Dan Fry from the Futures Board was mentioned by Carol.

V. **Adjournment – next meeting May 10, 2023 at 8:30am**

F. Quarterly Financial

Quarterly Financial:

The beginning balance as of December 1, 2022: \$1,772,976.19. Receipts: \$423,223.48. Disbursements: \$546,256.08 Balance on hand as of February 28, 2023: \$1,649,943.59

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

G. Quarterly Wellness Financial

Quarterly Wellness:

The beginning balance as of December 1, 2022: \$20,029.23. Income: \$7,997.33. Expenses: \$7,231.94. Balance on hand as of February 28, 2023: \$20,794.62

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

H. Gladys Kohrt Memorial Fund

Quarterly Kohrt:

The beginning balance as of December 1, 2022: \$5,357.09. Income: \$0.00. Expenses: \$0.00. Balance on hand as of February 28, 2023: \$5,357.09

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

I. Donation/Cancer Fund

Quarterly Donations:

The beginning balance as of December 1, 2022: \$23,014.51. Income: \$0.00. Expenses: \$0.00. Balance on hand as of February 29, 2023: \$23,014.51

Quarterly Cancer:

The beginning balance as of December 1, 2022: \$48,445.80. Income: \$6,722.00. Expenses: \$50.00. Balance on hand as of February 28, 2023: \$55,117.80

Move: Jeanne Elliott, R.N. Second: John M Rinker, M.D. Status: Passed

IV. Old Business

None

V. New Business

A. Statement of Economic Interest for Board Members

Will be distributed at meeting or sent to individuals if absent.

Forms were distributed to members present. Others will be mailed.

B. Livingston County SNS and All Hazard Plan Annual Review

Policy/Procedure manual available for review at meeting.

Plans were available for review.

C. Policy Review and Approval

a. Case Coordination Unit Policies

No changes

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

b. Fees

No changes this quarter.

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

c. Fiscal Policy

No changes

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

d. Job Descriptions

No changes

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

e. OSHA/Bloodborne Pathogen/Exposure Control Plan

No changes.

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

f. Personnel

No changes

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

g. Safety Data Sheets

No changes

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

h. Wellness

Policy changes reviewed. Osteo machine will not be replaced as standard is now to do Dexascans. Clients are referred for this service.

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

D. Annual Public Health Reports

a. 2022 Printed Annual LCHD Report

Annual report was presented for review. Discussion re: County Board Rep. Joe Steichen and Gina Manker will both be included. No other corrections recommended.

Move: John M Rinker, M.D. Second: Jeanne Elliott, R.N. Status: Passed

b. Annual Agency Financial Report

Report was submitted with no questions or corrections.

Move: Jeanne Elliott, R.N. Second: John M Rinker, M.D. Status: Passed

c. Annual Program Expense Report

Report was submitted with no questions or corrections.

Move: Gina Manker Second: Jeanne Elliott, R.N. Status: Passed

E. Annual Communicable Disease Report

Report was presented. Report will be sent to all medical providers in the County.

Move: Gina Manker Second: Jeanne Elliott, R.N. Status: Passed

F. Annual Report Livingston County Public Health Nursing Program

Report was presented.

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

G. Approval for Grants & Contracts for Grant FY23

List was approved as presented.

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

a. COVID-19 Vaccination Grant

Continue vaccination efforts and assist with Mpox, influenza and other recommended vaccination efforts.

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

b. Oral Health Needs Assessment Plan Phase 2

In follow-up to the Oral Health Needs Assessment Plan developed in 2019, IDPH will be granting Livingston County \$8,000 for OHNAP 2, implementation of the plan, for FY24. Since maintaining communication with representatives from IDPH's Oral Health Division, Livingston County has remained at the forefront of this opportunity for funding. Chosen from activities and needs identified in OHNAP 1, FY24's grant activities will pertain to oral health literacy for both

community members (focus of schools & families) and providers (focus of Medicaid reimbursement and assistance).

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

H. Bylaws

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

a. Board of Health Bylaws

No changes

b. CCU Senior Advisory Board Bylaws

No changes

c. HFI Advisory Board Bylaws

No changes

d. TB Bylaws

No changes

I. Appointments

a. Appointment of Administrator to Act as Designee in Lieu of Board President and Director of Nursing in Lieu of Administrator

Move: Jeanne Elliott, R.N. Second: John M Rinker, M.D. Status: Passed

b. CCU Advisory Board Appointment

We would like to add Karen Donovan to the CCU Adv. Bd. Karen retired from Futures and currently serves on the Area Aging Board. She is very interested in serving on this board also to help improve the lives of our seniors in Livingston Co.

Move: Gina Manker Second: Janine Boggs, J.D. Status: Passed

J. Quarterly Program Statistics

No questions.

K. Employee Activity Report

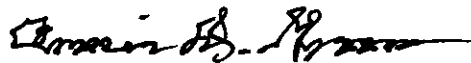
No questions.

VI. Executive Session - if needed

None needed.

VII. Adjourn - Next Meeting June 12, 2023.

Respectfully submitted,



Armin Groom,
BOH Secretary

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