

Henry County Health Board Meeting  
September 2, 2009

**Members Present:** Jan Berghult, Van DeVilder, James Golby, Duward Inch, Dr. Holly Maes, Jan May

**Absent:** Dr. Art Cajigal

**Also present:** HCHD Staff: Gail Ripka, Administrator; Kurt Kuchle, Sandy Sommer RN, Duane Stevens  
Karen Sumner, Carrie Titus

**MINUTES**

**Agenda Item:** I. Call to Order

**Discussion/Evaluation:** The quarterly meeting of the Henry County Health Board was held on September 2, 2009, at the HCHD office in Kewanee.

**Action:** President Jan Berghult called the meeting to order at 6:32 p.m. with 6 members in attendance.

**Conclusion/Follow Up:** None

**Agenda Item:** II. Approval of Minutes

**Discussion/Evaluation:** Jan Berghult entertained a motion for approval of the minutes of the June 3, 2009, meeting.

**Action:** Mr. Golby motioned for approval of the minutes. Motion was seconded by Dr. Maes and carried via voice vote.

**Conclusion/Follow Up:** None

**Agenda Item:** III. Comments from Visitors

**Discussion/Evaluation:** None

**Action:**

**Conclusion/Follow Up:**

**Agenda Item:** IV. Department Overview - Informational Items

A. Monthly Reports: Incident & Complaint Management Reports

**Discussion/Evaluation:** Incident and Complaint Management Reports were included in Board packets.

Complaint Report – There were no complaints in June, July or August.

Incident Report – There were 3 client falls, one client illness and one minor employee injury during the months of June and July. Four children were given expired Boostrix vaccine. The manufacturer and regional IDPH representative were consulted and it was recommended that the vaccine be repeated.

**Action:** None

**Conclusion/Follow Up:**

B. Influenza

**Discussion/Evaluation:** Seasonal influenza season is fast approaching. The Health Department typically starts holding clinics in mid-October. This year with the issue of H1N1 influenza, it is recommended that seasonal flu clinics start earlier because the initial shipments of H1N1 vaccine are expected in mid-October. Gail noted that we have not received our order of seasonal flu vaccine yet but we expect the shipment to arrive any day now. The Health Department plans to offer the one-dose seasonal flu vaccine in late September, early October and then provide the first dose of H1N1 in late October, early November. Gail explained that supplies will be limited initially and certain priority groups will be encouraged to get the shots first – pregnant women, people who live with or care for children younger than 6 months; health care and emergency services personnel with direct patient contact; children 6 months through 4 years of age; and children 5 through 18 years of age who have chronic medical conditions. Once the demand for vaccine for the prioritized groups has been met, vaccinations should begin for everyone from 25 through 64 years of age. Estimates are that half the population of

Illinois will fall into the high priority groups. Persons 65 and older and the general public will be the last group. Current studies indicate the risks for infection among persons over 65 is less than the risk for younger age groups. The Federal government is providing all of the vaccine, syringes, alcohol swabs, etc. Public Health departments may not charge for H1N1 vaccinations because they will receive ample grant funding for planning and administration. Private providers, such as a physician's office or Walgreens, can charge a fee for administering the shot; however they cannot charge for the vaccine since it is provided free-of-charge. Local Health Departments have been participating in conference calls with IDPH every Monday; these conferences have now been extended to hospitals (Geneseo & Kewanee) so everyone receives/hears the same information from the State. At this point the disease is fairly mild but they are concerned that H1N1 might become more virulent this fall and winter. Things could change quickly, but at this point in time, they are still considering two shots spaced three weeks apart. There will be an extensive media campaign to educate the public on how to protect themselves from the seasonal flu and H1N1; get a flu shot, practice good hygiene (clean-cover-contain) and stay home if they're sick so they don't spread it. Vaccine will be shipped to clinics, offices, health departments and other designated sites via centralized distribution. Sandy explained that this is the same process that is used to ship vaccines for the childhood immunization program to immunization providers. The majority of the vaccine will be in multi-dose vials, the remainder in single dose syringes or nasal sprayers. The aim is to have enough vaccine in single dose syringes (i.e. preservative free) for young children and pregnant women. Sandy reported that several more schools have requested the Health Department to provide seasonal flu shots; Central & Irving, Wethersfield, Annawan, Alwood, Cambridge, Colona and Bradford. She has ordered extra vaccine in case other schools decide to have school clinics as well.

**Action:** None

**Conclusion/Follow Up:**

#### C. Hepatitis A

**Discussion/Evaluation:** Gail discussed the Hepatitis exposure that occurred in Rock Island County. Approx 10,000 patrons who ate at the Milan McDonalds were at risk for Hep A. In July, 12 staff members from our Health Department assisted the Rock Island County Health Department during the two day clinics held at Rock Island High School. Gail explained that the original case (a food service worker at the Milan McDonalds) was confirmed positive with Hepatitis A on June 9, 2009, but this was not reported to the Health Department either by the lab or the physician's office for nearly a month. A subsequent employee was confirmed positive with Hepatitis A on July 15, 2009. By late August, the number of cases had grown to 32; 18 cases are in Rock Island County, four are from out of state and the rest are in the Illinois counties of Mercer, Henry, Warren and Woodford. Scott County, Iowa, also has at least one confirmed case of Hepatitis A from the McDonald's outbreak. Gail noted that Rock Island County did an excellent job of setting up and organizing the dispensing site, requesting mutual aid and providing Immune globulin (Ig) and Hepatitis A vaccine to approx 5,000 persons. Our staff learned a lot by participating - providing support (parking, crowd control, registration, security) and assisting with administration of the vaccine. Duward had overheard discussion about the cost of this entire incident and who would pay for it. He thought it was interesting that Rock Island County did not have any funds in reserve for this type of emergency and they had to go to the full Rock Island County Board to ask for additional funds. It is a good example of why it's so important for the Health Department to have a healthy cash reserve.

**Action:** None

**Conclusion/Follow Up:**

#### D. Mental Health

**Discussion/Evaluation:** Several months ago, U.S. Representative Bill Foster's office (IL-14) had contacted Gail about obtaining stimulus money for Henry & Stark Counties. As a result, the Health Department was allocated \$95,000 to develop programs for various mental health services. The funding is provided through a federal mental health agency - Substance Abuse and Mental Health Services Administration (SAMHSA). Gail stated that she had to write a proposal for the grant funding. She has

not heard definitely that the proposal was approved, but she is optimistic about receiving the funding. Carrie explained the four programs that the funding will provide. Mental Health First Aid is a twelve hour training designed to teach lay people (teachers, nurses, law enforcement) how to recognize and provide initial support for someone with a mental health problem and refer them to services where they can receive appropriate and adequate care in a timely fashion. Carrie, Jim King, Rhonda Nelson and Amy Anderson attended the training in Chicago. A second program is ASIST which stands for Applied Suicide Intervention Skills Training. The 12 hour ASIST workshop is for caregivers who want to feel more comfortable, confident and competent in helping to prevent the immediate risk of suicide. The third is Partner Abuse Intervention Program (PAIP). A partner abuse intervention program is usually court ordered for perpetrators of domestic violence to assist them in recognizing and understanding behaviors that lead to violence directed at their female intimate partners. There are no PAIP classes offered in Henry County so they either have to go to Rock Island or Peoria and travel can be a barrier because of transportation or economic reasons. Providing PAIP classes in Henry County will assist with rehabilitation of these abusers. The fourth program is Teen Screen, an evidenced based, national mental health and suicide risk screening program. The program provides assistance to high school students to establish early identification programs. With parent approval, teen are given the opportunity to participate in a screening for mental health problems, such as depression and other suicide risk factors.

**Action:** None

**Conclusion/Follow Up:**

E. Emergency Preparedness

**Discussion/Evaluation:** Gail reported that the Health Department is gearing up for a new grant year. Although we don't have the grants in hand yet, we will be receiving the basic Emergency Preparedness grant, the City Readiness Initiative grant (Stark County), and also the H1N1 grant. Gail gave a report on the pill dispensing exercise held on June 4<sup>th</sup> at Kewanee High School. Everything went very well, we learned a lot, and there was excellent collaboration with our Regional and Community Partners. She noted that a full scale Emergency Preparedness exercise is required every 3 years; because the Stark County hosted the full scale regional exercise in June this year, we won't have to host again for quite a while.

**Action:** None

**Conclusion/Follow Up:** The Emergency Preparedness report was included in Board packets.

F. Environmental Health

**Discussion/Evaluation:** Smoke Free Illinois

Kurt included updates on Smoke Free Illinois in his report to the Board. Progress has been slow since the law was first implemented so it is still very difficult to collect fines or prosecute violators. Gail stated that the Henry County State's Attorney is unwilling to provide the required legal representation for the Health Department when citations are issued for smoking violations. The administrative hearings are held at the Peoria regional office. Kurt noted that most restaurants and places that serve food are complying. Complaints received are mostly about the taverns who allow customers to smoke. Kurt reported that 29 certified food handlers attended the food sanitation refresher course held in August. Because of the recent Hepatitis A outbreak in Rock Island County, good handwashing techniques were stressed even more than usual. Water well and septic inspections have picked up a little recently. Due to the cooler temperatures this summer, it's been difficult to capture mosquitoes to test for WNV. All test results for mosquitoes and dead birds collected so far have been negative. The Illinois Department of Public Health (IDPH) has confirmed the first human West Nile virus case reported in Illinois for 2009. The St. Clair County Health Department reported a person in their 50s with onset of illness in late August.

**Action:** None

**Conclusion/Follow Up:**

G. Clinic Services

**Discussion/Evaluation:** The Clinic Services report was included in Board packets. Sandy noted that since the report was written, the State budget was passed and program funding was restored to local

health departments. Consequently, the Healthy Families Illinois (HFI) program was fully funded. The two HFI support workers who were laid off in July were rehired and have re-engaged 90% of their clients. Because funding for Teen Parent Services (TPS) was reduced however, those tasks will be added to current FCM & WIC staff. Currently there are 4 TANF clients in the TPS program. The Tobacco program was fully funded so the Health Dept will again be able to provide nicotine replacement products. The WIC program now provides fresh fruits & vegetables, whole wheat breads, tortillas and baby food, and these additions are well received by clients. We will soon be recruiting for a WIC nutritionist and a breast feeding peer counselor.

**Action:** None

**Conclusion/Follow Up:**

H. Health Education

**Discussion/Evaluation:** Carrie Titus updated Board members on IPLAN initiatives. In August, notice was received that the Heart Smart for Women grant was renewed in the amount of \$18,000. A session has been set up in Colona and classes will start September 14th. Adolescent mental health services - the *Say it Out Loud* grant was obtained by Bridgeway specifically for Kewanee and Wethersfield High Schools. The program focuses on reducing the stigma associated with mental health. A Directory of Behavioral HealthCare Services available in Henry County has been developed and distributed to social service providers, medical providers, school personnel and other community partners. The CATCH Program which focuses on Childhood Obesity has been well received in Cambridge Elementary School, grades Pre-K through 6<sup>th</sup>. Cardiovascular Disease – A memorial walk was held in Cambridge to raise awareness of cardiovascular disease. Funds raised are restricted for use in Henry County to address childhood obesity, cardiovascular disease prevention and health screenings. Carrie was elected vice-chairperson of the Quality of Life Action Team with Illinois Farm Bureau.

**Action:** None

**Conclusion/Follow Up:** The Community Health Education report detailing other community education activities was included in Board packets.

**Agenda Item:** V. Financial Report

A. State Budget

**Discussion/Evaluation:** In July, Gail had notified Board members of the difficulty that the State was having in getting a budget passed. In an effort to push forward a tax increase, State politicians used “social service” programs (including public health) as bargaining chips. Projected budget numbers reflected 50% - 100% cuts in many grant funded programs; for example, the local health protection grant (\$111,403.00) was been cut to \$0. This grant funds the required services of environmental health and communicable disease. Healthy Families Illinois and Teen Parent Services were cut to the point where we could not continue provide the services. This resulted in the layoff of three staff members. The grants that are federally funded through the State, including WIC, Family Planning and Family Case Management remained at fairly level funding. Gail noted that the Local Health Protection grant was restored at 100% when the final State budget was passed; most other grants were restored at nearly 100%. The FY10 budget passed by the Health Board in June did not reflect any of these speculative cuts/reductions and was presented to the County Board Finance Committee as originally proposed. Gail stated that she will hold off on the new computer software for Home Health until the program becomes more stable financially. She has not moved forward with any aspects of the building project but now feels it's safe to explore options such as prebuilt/prefab/modular office buildings that would meet our needs.

**Action:** None

**Conclusion/Follow Up:**

B. HCHD Budget

**Discussion/Evaluation:** Duane reported the bank balance at the end of July was \$1,153,049.44. Revenues are under budget at 62.89% and expenditures are slightly under budget at 66.09%. The financial status has changed since the reports were provided to Board members; in the past week,

payments of \$263,000 have been received. He has closed out the month of August and the bank balance is now a little over \$1.2 million. August was a three payroll month which only happens twice a year. Most of the payments received were due from April and May and a few from June. The only June payments still outstanding are from Illinois Department on Aging, which are a little less than \$60,000. Funding from a few Federal grants has been received for the new State fiscal year (July/August). Approx \$20,000 in Public Aid payments due for FY09 have also been received, mainly for Family Planning.

The first disbursement of local taxes (\$91,149) was received in June; another payment of \$91,000 is due around the end September. Medicare revenue is about 12% behind budget; however over \$60,000 in Medicare payments was received in August. Rock Island County had been several months behind in passing along grant monies to us from the State for IBCCP services. Duane did some follow up to confirm that the State had in fact made the payments to Rock Island County, and we have since received those back payments.

Expenses for X-ray and Clinic are well ahead of budget due to increased caseload for IBCCP. Duane explained that it is difficult to budget for X-ray and Clinic expenses because of the growing number of abnormal results. These expenses are reimbursed by the grant.

Medicaid is well ahead of budget expectations. He did receive \$50,000, which is about three quarters of the amount due from the Medicare Match claims. He is not sure if the remaining amount will be received in this fiscal year. Interest income is low. He just renewed our \$500,000 CD and noted that the County Treasurer actually had to send out a request twice just to get someone to bid on it. The State Bank of Toulon finally responded with 1.9% interest rate. An extra car was purchased which caused the Automobile expense to be over budget. Duane stated that repairs to the Taurus were becoming more frequent and costly; it was no longer reliable for long distance trips. Grebner's offered him a good deal on an Impala program car plus a generous trade-in allowance on the Taurus, so he accepted their offer.

Contingencies and Building Expenses were over budget due to the costs involved with the purchase of the Ferrellgas property.

Gail reported that she had received an email from Colleen Gillaspie, County Administrator, with a request from the County Board Finance Committee. She explained that she and Duane met with this committee in July to review the budget and they did not seem to have any significant questions or issues with the Health Dept. budget at that time. Gail read the email: The Finance Committee met on Monday to review budget submissions. They have approved a 5% increase in the Health Department tax levy. They also have a request. The General Fund is in a large deficit this upcoming year. To combat that, the Finance Committee has to be creative in finding potential revenue. As such, they would like to propose the following. They would agree to increase the Health Department tax levy by an additional amount if the Health Department will agree to pay the Courthouse General Fund for services, specifically administration charges, more or less. They are proposing that fee be \$5,000 per year and would increase the levy by \$6,000 which would give the Health Department an additional \$1,000. Duane noted that for many years, the County Board has declined to provide more than \$180,000 to the Health Dept for IMRF and FICA, although the total cost for these employee benefits is \$432,000. He finds it surprising that now they want to raise the Health Department levy because the General Fund has a deficit. He felt it was unfair to pass on a tax increase on to the taxpayers which is not intended for Health Department use, when they really do not provide administration services. They do charge administration fees to other county departments, but they also do the accounting and payroll for them. The Health Department has its own accounting department to process our payroll, pay accounts payable, print the checks, etc. Duward Inch suggested that any action on this request be tabled until Jan May has an opportunity to check with the Finance Committee and get more information. Gail noted that the Finance Committee has several new members as well as a new chairperson. She did respond to Colleen noting that she would bring this request to the Health Board at tonight's meeting.

**Action:** Duward made a motion to table action on the request. Motion was seconded by Mr. Golby and carried via voice vote.

**Conclusion/Follow Up:** Gail reiterated the importance of having cash reserves, citing the State Budget issues and delay in payments from the State. A large number of Health Departments who either did not have cash reserves or used up the ones they had, found it necessary to go to their County

Boards and ask for loans to meet payroll and pay their bills, etc. The Health Department has always recognized the importance of having a healthy cash reserve for emergencies, but the problems with State funding this year really validated that principle. Duane noted that the Health Department staff was very proactive in looking for ways to reduce costs/spending.

**Agenda Item:** VI. Action Items\* (require Health Board approval)

A. Election of Officers - Annual

**Discussion/Evaluation:** Current Health Board officers: Jan Berghult, President; James Golby, Vice President; Duward Inch, Secretary and Jan May, Treasurer.

**Action:** Duward Inch made a motion to retain the same slate of officers and close the nominations. Motion was seconded by Van DeVilder and carried via voice vote.

**Conclusion/Follow Up:** None

B. Red Flag Rule

**Discussion/Evaluation:** The new "Red Flag Rule" policy to Identify Theft Protection was included in Health Board packets. Duane explained that, effective November 1<sup>st</sup>, health care providers are subject to the Red Flag Rule if they are "creditors." i.e. regularly bill patients after the completion of services, or defer payments for goods or services, or arrange for the extension of credit. The rule requires that a policy be established to identify, detect and respond to "red flags" which indicate possible identify theft. All employees will receive training on Red Flag policies and procedures next week at the staff meeting.

**Action:** Mr. Golby made a motion to approve the Identify Theft Prevention Policy. Motion was seconded by Dr. Maes and carried via voice vote.

**Conclusion/Follow Up:**

**Agenda Item:** VII. Old Business

Ferrellgas Property

**Discussion/Evaluation:** Gail reported that the property deed was finally received. She noted a crane on the property several weeks ago and some tanks were removed; however, most of the tanks are still there. They are still paying \$500/month rent and still doing the mowing. Since nothing will be done with the property this year, the remaining tanks do not present a problem and Gail welcomes the extra revenue.

**Action:**

**Conclusion/Follow Up:** None

**Agenda Item:** VIII. New Business

Health Board Resignation/Replacement

**Discussion/Evaluation:** Gail reported that Dr. Tomlinson had submitted his resignation. He had sold his dental practice and moved to Arizona. She had asked him for recommendations for his replacement and he suggested Dr. VanVooren from Annawan. Gail had not taken any action so far and asked for recommendations from the Board. She noted that there was a new dentist in Dr. Tomlinson's office but didn't know much about him.

**Action:** After some discussion, the Board directed Gail to contact Dr. VanVooren and determine his willingness to serve on the Board. She will relay this information to the County Board chairman for appointment.

**Conclusion/Follow Up:**

**Agenda Item:** IX. Adjournment

**Discussion/Evaluation:** None

**Action:** It was properly moved and seconded to adjourn the meeting. Motion carried.

**Conclusion/Follow Up:** The next quarterly meeting of the Health Board will be Wednesday, December 2, 2009.

Respectfully submitted by:     Karen Sumner