

Henry County Health Board Meeting
December 5, 2007

Members Present: Jan Berghult, James Golby, Duward Inch, Jan May, Holly Maes, MD, Van DeVilder, Doug Tomlinson, DDS, Art Cajigal, MD

Absent:

Also present: HCHD Staff: Gail Ripka, Administrator; Kurt Kuchle, Sandy Sommer & Duane Stevens

MINUTES

Agenda Item: I. Call to Order

Discussion/Evaluation: The quarterly meeting of the Henry County Health Board was held on September 5, 2007, at the HCHD office in Kewanee.

Action: President Jan Berghult called the meeting to order at 6:30 p.m. with 8 members in attendance.

Conclusion/Follow Up: None

Agenda Item: II. Approval of Minutes

Discussion/Evaluation:

Action: Van DeVilder motioned for approval of the September 5, 2007, meeting minutes. Motion was seconded by Dr. Cajigal and carried via voice vote.

Conclusion/Follow Up: None

Agenda Item: III. Comments from Visitors

Discussion/Evaluation: Gail introduced Carrie Titus, newly hired Community Health Educator. She explained that Carrie's focus will be presenting the Heart Smart for Women program as well as doing community education for the IPLAN goals and objectives. Carrie will give a report later in the meeting.

Action: .

Conclusion/Follow Up:

Agenda Item: IV. Department Overview - Informational Items

A. Monthly Reports

Discussion/Evaluation: Incident and Complaint Management Reports were included in packets sent to Board members prior to the meeting. The Complaint Report showed only complaint in the last three months. A WIC client did not receive all the coupons she was entitled to and the problem was resolved by delivering the missing coupons to her. There were 13 incidents reported in September and October; the majority were client falls associated with the Homemaker program. Gail commented on the honesty of one Home Care Assistant. The client required ambulance transfer to the hospital. However before she left, she gave the Home Care Assistant a bag for safekeeping. The bag contained a considerable amount of money and jewelry. The HCA promptly brought the bag to the Health Department and we placed it in a locked cabinet until the family retrieved it.

Action: None

Conclusion/Follow Up: Mr. Golby complimented Gail on the thoroughness of these two reports.

B. Health Education

Discussion/Evaluation: Carrie Titus stated she has been working in her role as Community Health Educator for about three months. She previously worked for the University of Illinois Extension as a Youth Development Educator. She also had previous experience as a health educator at the Coles County Health Department in Charleston, IL. Carrie gave a brief summary of the recent activities and programs

given in Henry County. Her report was also included in Board packets. She is finishing up with a 12 week session of Heart Smart for Women. This program teaches women about the importance of healthy life styles and is funded by the Office of Women's health. 25 participants attended the weekly, one hour classes held at the Health Department; a second session will begin January 7th at the Alpha Elementary School.

Action: None

Conclusion/Follow Up: Gail mentioned that Carrie attended the Illinois Farm Bureau Annual Meeting and received the Young Leader Award for Excellence in Agriculture. She will be moving on to the National Competition in January.

C. Emergency Preparedness

Discussion/Evaluation: Gail recently received the contract for the 2008 Preparedness grant. There was a slight decrease in funding, about \$3,000. She also received a new contract for the City Readiness Initiative; this just applies to Stark County, but brings in additional dollars to cover salaries for the Emergency Preparedness Coordinator. A full scale dispensing exercise was held at the Kewanee flu clinic on October 16th. Gail stated that staff performed very well. She noted that members of the Argonne Lab from Chicago also participated in the exercise. Gail explained that she had attended a meeting downstate where they had presented a computerized research program for calculating medication throughput at mass dispensing sites. Gail challenged them on their numbers, which she thought were very low compared to the number of people we can immunize in the same period of time. So they volunteered to come to our Kewanee clinic and see first hand how we operate our clinics. 11 Argonne staff came that day and brought their high tech equipment to measure the throughput. It was a very interesting experience for Health Department staff as well as the Argonne lab staff.

Action: None

Conclusion/Follow Up: The Emergency Preparedness report showing staff and community education and other activities was included in Board packets.

D. Hazardous Waste Collection

Discussion/Evaluation: Kurt reported that he sent a letter to Springfield requesting that the Health Department be established as a permanent site for collection of unwanted medications. This will provide an opportunity for residents to safely remove medicines that could otherwise become a health or environmental hazard. Chemicals from medicines flushed down the toilet can pass untreated through sewage plants, damage septic systems, and contaminate nearby waterways. Medicines thrown in the trash can be scavenged or they have the potential to contaminate landfills. Medications acceptable for drop off are: expired and unwanted prescription and non-prescription drugs; prescription drugs that are more than one-year old; non-prescription medicines that do not have expiration dates; non-prescription medicines that are more than six months old; and medicines that have missing or illegible labels. Hypodermic syringes, narcotic medications and illegal drugs will not be accepted.

Kurt also sent a letter to IDPH, Bureau of Land Pollution, requesting a tire collection pickup in Henry County in either May or August of 2008. He hasn't heard back yet, but when he gets a definite date, he will schedule the fairgrounds for the collection site.

Action:

Conclusion/Follow Up:

E. Flu Clinics

Discussion/Evaluation: Sandy stated that flu vaccine is still available through the clinic; of the 4500 doses of vaccine ordered, there are still 150 doses on hand. Flu vaccine for children is available also; of the 300 doses ordered through Vaccine for Children Program, there are 140 doses on hand.

Action: None

Conclusion/Follow Up: Flu activity usually peaks in February, so it's not too late to get a flu shot.

F. Immunization Consents

Discussion/Evaluation: At the last meeting, Gail discussed an immunization complaint from a mother

who was upset because the non-custodial father brought their child to the Health Department where immunizations were administered without her consent. (the father signed the consent form) Sandy explained that many children are brought to the clinic for immunizations only; while the consent form is kept on file, there is no medical chart. Consequently, no guardianship or proxy forms are available if someone other than the biological mother brings a child in for immunization. Sandy consulted with the Henry County State's Attorney and based upon his recommendation, our policy will be that if any person other than the birth mother brings a child in for immunization, they must have a note signed by the birth mother; this policy applies to the father as well. The State's Attorney's opinion was that even having the father's name on the birth certificate is not proof of parenthood. Sandy noted that this policy is not always well received by the father or grandparent, which presents a challenge for the front line clerical staff. She explained that if/when this policy becomes a barrier to the child receiving services, she will intervene and make a decision on a case-by-case basis.

Action: None

Conclusion/Follow Up: Jan May thanked Sandy for contacting the States Attorney about the legal aspects of this issue and applying due diligence before making decisions and taking action.

G. Space Allocation

Discussion/Evaluation: Gail explained that the Health Department building has reached maximum capacity as far as efficiently housing current staff, and there's no room for future growth. She clarified that she is not considering moving the Health Department; she is very happy with our current locations in Kewanee and Colona which are accessible to the lower income population. However, more space is currently needed for Homemaker and Home Health staff, and we have explored and exhausted all options for moving or rearranging office space and employees. Gail feels that these two programs could function well together in a separate, off site location. Duward asked about the possibility of adding on to the current building. Gail stated that we have done considerable remodeling and built on two additions, all of which continue to create challenges with heating and cooling and traffic flow. Considering our lot size and parking needs, adding on could not be done without purchasing additional property. She stated that Kurt has contacted Ferrell Gas about the possibility of purchasing the property to our south which they currently use as a storage facility for propane tanks. He is waiting to hear back from them. Another option would be to purchase or lease an existing building in Kewanee; there are several suitable buildings available, including Dr. Luchici's office on Tenney Street. Gail stated this building is not on the market, but since she knows Dr. Luchici well, she did inquire and found out it is a possibility for the right price. This building is very well built and has sufficient parking, but the price won't be cheap either.

Action: None

Conclusion/Follow Up: Jan Berghult summarized that the options would be: buy an available building in Kewanee, rent or lease space on a yearly basis, add on to the current building, purchase a modular or portable building, or purchase adjacent property and build. He suggested that a committee be formed to look at the options and make a recommendation. Jan Berghult, Jan May, Van DeVilder and Dr. Tomlinson volunteered to serve on this committee and explore the options. They will give their recommendations to Gail and the Health Board at the next regular Board meeting.

Agenda Item: V. Financial Report

Discussion/Evaluation: Duane stated that the FY07 YTD financial reports through October were included in Board packets. At the end of October, revenues should be at or above 91.76% (96.24%) and expenditures should be at or below 91.67% (87.71%). He has now balanced and closed out the books for FY 07, and additional reports were provided to Board members. At the last meeting, Duane explained the Medicaid Match program where the Federal government will compensate agencies for overspending to provide Family Case Management services; he could go back two years and recoup the losses at a rate of \$.50 on the dollar. Duane has completed one year (4 quarters) so far and submitted a claim in the amount of \$56,000. He submits the claims to the State and then they forward them to the Federal level; the Feds pay the State and then the State sends us a check, so this is approx a 6 months process. In the future, Duane will submit a claim every quarter. These monies do not have to go back into the FCM program; they can be used to cover any administrative costs. Duane said it was a lot of work and luckily

he had an intern assist him digging through old records stored in the basement. Gail commended Duane for his initiative in pursuing this additional revenue.

Duane stated that he's doing something similar with Medicare home health billing. Gail had recently attended a meeting where she heard about a company, McBee Associates that provides revenue recovery services to the home health industry. Revenue recovery is a process of reviewing all paid Medicare claims, determining if the claims were paid correctly, and implementing corrections. Recovering lost funds may result in additional profit to an agency's bottom line. Duane contacted McBee and started the process. He explained that we submit the information to them, and they investigate whether we have money coming back to us; they get 23% of what they recover. Gail noted there are some significant changes coming to Medicare January 1st – prospective payment for home health – so it's good to make sure we're billing and being paid correctly.

Duane reported that the Health Department closed out the fiscal year with a cash balance of \$1,370,108.99. He referred Board members to a report comparing bank balances at the end of the fiscal year from 1991 through 2007 and noted that we've come a long way in the past 16 years.

He also shared a memo from the State Comptroller's office advising agencies and vendors that the current delays affecting payments from the General Revenue (in excess of 30 business days) are expected to continue and likely lengthen into the next calendar year. He listed the claims that were submitted in September and October but have not been paid; the total is almost \$260,000. He stated that the WIC payment for September (\$12,900) has just been received and he is confident that the other claims will be paid eventually. The delay mainly affected the Homemaker budget because of the substantial amount outstanding for September and October –over \$130,000.

Duane noted that with the exception of Medicare and IDOA (Homemaker), all revenue categories for FY 07 performed well; the projected shortfall was \$155,000 but at year end, revenues exceeded expenditures by \$114,000. Computer hardware expense was over budget because of purchasing a new server.

Unanticipated expenses were over budget due to a payback to Medicare and BC/BS for overpayment. X-ray & Clinic expenses were over budget due to a large number of abnormal mammograms for IBCCP and the purchase of smoking cessation products. Revenue for Well Child was 600% over budget because developmental screens are being done on every child that comes in for a WIC appointment; these screenings were not done previously and so were not budgeted.

At the last meeting, Duane stated that no cars would be purchased; he is now retracting that statement because he did purchase two cars. He explained that this came about by chance. He was calling CMS to place an order for cars for the 2008 budget year and they informed him that they had 5 cars available if he wanted to purchase now. Apparently the Chicago Board of Education had ordered the cars, but then couldn't come up with the money. Since the cars were budgeted for, Duane purchased two of the available cars - new 2007 Chevy Malibu. One more car is budgeted for in 2008.

Action: None

Conclusion/Follow Up: Jan Berghult thanked Duane for doing a very nice job with the budget and financial reports.

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

A. Bylaws

Discussion/Evaluation: Gail explained that the Bylaws must be reviewed and approved by the Health Board annually. They were included in Board packets. Gail was not recommending changes.

Action: Dr. Tomlinson made a motion to approve the Bylaws as presented. Motion was seconded by Mr. Golby and carried via voice vote.

Conclusion/Follow Up:

B. Solid Waste Ordinance

Discussion/Evaluation: At the last meeting, Kurt presented the revised Henry County Solid Waste Ordinance to the Board for approval. Since that time, the Henry County Planning Committee recommended additional changes; the Ordinance contained laws that are already on the books with other

agencies and they want to keep enforcement local and not duplicate laws already in place. At their suggestion, Kurt added in the Preamble that the Illinois Compiled Statutes grant County Boards the power to make ordinances and enforce them. Under the section, Burning of Garbage or Refuse, they recommended adding an exemption for open burning of agricultural waste generated at individual farms as listed in EPA allowances for agriculture operations, Title 35 Subtitle B Part 237 Section 237.120 Exemptions. And, at the end of the Ordinance, he referenced other laws applicable to this Ordinance including the Litter Control Act which covers quite a few of the things in the Solid Waste Ordinance.

Action: Mr. Golby made a motion to approve Henry County Solid Waste Ordinance as revised and to recommend that it be adopted by the Henry County Board. Motion was seconded by Van DeVilder and carried via voice vote.

Conclusion/Follow Up:

Agenda Item: VII. Old Business
Compensation Report

Discussion/Evaluation: Several months ago, Jan Berghult had asked Gail to survey counties of comparable size and number of employees, contiguous with Henry and Stark Counties, to get a comparison of administrator's salaries and benefits. This information was provided to Board members at the June meeting; Jan asked them to review the information to determine how Gail is compensated in comparison to other health departments by operating budget, FTEs, etc. He apologized to Board members, explaining that he left the packet of information at his home in northern Wisconsin and did not think about asking Gail to provide additional copies for this meeting. Since the compensation information was not available to review, Mr. Berghult recommended that it be tabled until the March meeting and readdressed at that time.

Action: Mr. Golby made a motion that should the Health Board vote to increase Gail's salary after reviewing the information presented at the March meeting, the salary increase will be retroactive to December 1, 2007. Motion was seconded by Duward Inch and carried via voice vote.

Conclusion/Follow Up: Gail noted that the information she shared previously was a 2001 Local Health Department Compensation Survey; a new survey was not available at that time. Now however, the Public Health Administrator's Association is in the process of doing a new salary survey so she may have more current information to provide at the next meeting.

Agenda Item: VIII. New Business

Discussion/Evaluation: Mr. Berghult inquired about the current staffing situation. Gail explained that there were no recent changes in staff except for hiring a PRN home health aide. A full time CNA has been on medical leave for nearly 10 weeks and it is not clear whether she will be able to return to work when her leave expires. A CNA was recently hired to fill in as necessary during this time.

Action: None

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, March 5, 2008, 6:30 p.m. in Kewanee.

Respectfully submitted by: _____