

LIVINGSTON COUNTY BOARD OF HEALTH
MEETING MINUTES
December 13, 2010

PRESENT:	Board of Health	Janine Boggs, J.D. James Day D.D.S. Jeanne Elliott R.N. Armin Groom (Buzz) Steven Norris M.D. Pat Platz R.N.
ABSENT:	Board of Health	Katherine Austman M.D.
PRESENT:	Health Department	MaLinda Hillman, Adm. Jackie Dever, Director of Nursing Donnie Simmons Director of Environmental Health
PRESENT:	Public Health Committee	Judy Campbell Mark Runyon Joe Steichen John Yoder
ABSENT:	Public Health Committee	None

I. Call to Order

The meeting was called to order by President Jim Day at 7 PM with introductions made for the new public health committee members.

II. Approval of September 13, 2010 Board of Health Meeting Minutes

Buzz Groom made a motion, seconded by Pat Platz, to approve minutes as they were submitted. Motion carried.

III. Reports

A. Administrative Report by MaLinda Hillman, Administrator

Legislation: SB 3975 is a proposal to extend the FY10 lapse period for the state to reimburse contractual obligations to April 2011. Originally it was August 30th and then it was extended to December 31st. The state has sold tobacco bonds so we should receive payment for FY10 grants by December 31st. SB 3966 is a proposal to require a uniform application process for all positions appointed by county boards. HB150 is a proposal to allow smoking in casinos as long as it is in an enclosed segregated area. Proponents say the 2008 statewide smoking ban has hurt gambling. This would be a step backwards for public health and open the door for more exemptions to the smoking ban. The argument is that a study stated that Illinois is losing \$200 million a year in gambling revenue by banning smoking.

Patsy Campbell, Jackie Dever and MaLinda Hillman attended a workshop on the expansion of Medicaid Match funding opportunities in the future. Currently we submit a claim for Family Case Management and could possibly expand it to include immunizations, EPSDT exams, and lead screening. The cost benefit ratio has to be evaluated and implemented, if feasible. HCFS will provide notification when it becomes allowable.

The Livingston County Special Services Unit/ISU's mental health grant advisory board continues to meet on a regular basis to work on the plan to submit to the Illinois Children's Healthcare Foundation for implementation funding. The new title is Livingston County Children's Behavioral Wellness Network although it is still under discussion. The following vision statement was adopted: "Families all across Livingston County will utilize and value a comprehensive continuum of services to promote children's social and emotional development which will, in turn, effectively reduce at-risk behaviors and strengthen relationships." The focus is on providing more mental health services to individuals under the age of 19. More emphasis will be placed on universal screening with counseling referrals, when appropriate. Discussions are occurring on how this can integrate effectively with OSF's Resource Link.

MaLinda has applied to OSF elink for the health department. This would allow us to receive our reports electronically for labs, mammograms, etc. once we are approved. This will save staff time for both the health department and OSF providers.

The Pink Porch campaign to raise breast cancer awareness for our Ticket for the Cure grant was very successful. With the assistance of various civic/school groups 1,575 pink light bulbs were sold. The response was more than anticipated, requiring the placement of frequent orders with companies for more light bulbs. The companies even ran out of light bulbs. This campaign netted \$2,333 for our cancer fund.

Staffing: Dr. John Rinker will serve as the medical consultant for the School Based Health Center since Dr. Fernandez retired. Barb Frey has been hired as a full time home health aide. Dylan Bartosik is the animal control warden with Bob Ellinger as the PRN warden. Terri Arduini has retired as of November 30, 2010. Terri's duties have been reallocated among staff members due to fiscal concerns with the state's finances. One staff RN is on Family Medical Leave.

MaLinda and Jackie provided assistance for the emergency response to the High Rise residents on Monday 12/6/10. The High Rise was evacuated due to carbon monoxide. They were sheltered at Meadowview Court or with their families. MaLinda and Jackie provided medical assistance by assessing the medication needs and retrieving the medication from their individual apartments once the

Pontiac Fire Department allowed entry into the building. Medications picked up from the apartments were then given to each resident who had requested them.

B. Nursing Report by Jackie Dever, RN, Director of Nursing

Flu clinics were held at several sites throughout the county, including all schools and several businesses. Walk-in clinics continue on a daily basis at LCHD. The number of flu shots administered is down this year, probably due to all of the pharmacies offering vaccine.

The HealthWorks program is undergoing changes at the State level that will affect how we implement the program locally. The program is going back to DCFS and each health department lead agency (McLean County for us) will be responsible for the first 45 days of services for all clients. Currently, we were responsible for all children under 6 years of age and had to enter all of the information in Cornerstone. We will now only be responsible for case management activities for children under 6 after the first 45 days of entering the system. We will have to enter information in Cornerstone in order to receive payment for case management, but the lead agency will have to enter the same information in the DCFS system since we don't have access to that computer system.

The CD and EH departments worked together on a Norovirus outbreak that occurred in a nursing home. During the investigation, it was discovered that staff worked while sick due to a policy that penalizes staff for missing work. Management was strongly encouraged to review this policy.

Livingston County Community Health Care Program

The following graph shows the admissions, discharges, and unduplicated clients for both programs from September – November 2010.

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
PH Nurse	13	1	5	9	2	12	14
Homemaker	24	5	2	27	3	26	29
Home Health Aide	1	0	0	1	0	1	1
Total	38	6	7	37	5	39	44

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
Public Health Nurse	102	125	122	117	466
Homemaker	383	519	521	544	1967
Home Health Aide	39	56	40	40	175
Total	524	700	683	701	2608

A protime machine was purchased this quarter. This will allow a PT to be done by finger stick instead of by venipuncture. Physicians will be notified of the availability of this service. Policies/procedures are in place and will continue as they currently are.

C. Clia Report by Jackie Dever, Director of Nursing

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

D. Environmental Health Report by Donnie Simmons, LEHP, Director of Environmental Health

A hearing on the proposed changes to the Illinois Private Sewage Disposal Code was held on November 17, 2010 in Springfield. All of the oral testimony presented was in opposition to the proposed changes. How long it takes for the Department to respond to the comments is unknown or what changes if any will be made. We do know that USEPA has taken over writing the standard NPDES permit form IEPA. IEPA will now have to implement whatever USEPA comes up with. At minimum there will be a surface discharge justification provision, a maintenance requirement, and a sampling requirement with discharge parameters.

A hearing was held on the abandoned property in Wing. The county obtained a court order to demolish the buildings on the property to then clean it up. All the buildings were demolished several days later by the county.

An individual had plead guilty to having an abandoned well on their property in May, receiving a fine of \$250.00, court supervision, and ordered to properly seal the well in accordance with health department rules and regulations within six (6) months. Six (6) months was up in November with no activity by the property owner. Paperwork has been sent to the States Attorney's Office for follow-up.

An industrial subdivision plat in Dwight is being discussed. Donnie is working with Dwight officials to meet state, county and village requirements.

A restaurant was instructed to close due to the lack of hot water. After Donnie had left, the manager reopened the facility without having a permit, unbeknown to

us. The corporate office will be notified. A re-inspection will be conducted immediately. There was discussion. Policies will be developed in conjunction with the State's Attorney's office to alleviate this from occurring.

E. Advisory Board Reports

1. School Based Health Center

Minutes of the October 13, 2010 meeting were furnished.

2. CCU Advisory Board

Minutes of the October 28, 2010 meeting were furnished

F. Quarterly/Annual Financial Report by MaLinda Hillman, Adm.

The balance on hand as of December 1, 2009: \$598,467.35. Annual receipts: \$2,117,003.13. Annual disbursements: \$2,179,676.53. This leaves a balance on hand of \$535,793.95 as of November 30, 2010. Detailed financial information for the fourth quarter and for county 2010 fiscal year was furnished. As of December 1, the state had not reimbursed the health department for approximately \$247,000 for state FY10 and FY11. The last reimbursement from Illinois HealthCare and Family Services (Public Aid) was the end of September. On December 10th, we did receive state reimbursement for approximately \$120,500 which will be in the county's next fiscal year and shown on the first quarter FY11 financial report. Janine Boggs made a motion, seconded by Pat Platz to approve the financials as presented. Motion carried.

G. Quarterly Wellness Financial Report by MaLinda Hillman, Adm.

The balance on hand as of December 1, 2009: \$28,412.76. Annual receipts: \$32,422.61. Annual disbursements: \$38,670.95. This leaves the balance as of November 30, 2010 of \$22,164.42. The fourth quarter financial report for Wellness was also distributed.

H. Gladys Kohrt Memorial Fund by MaLinda Hillman, Adm.

The balance on hand as of December 1, 2009: \$5,593.49. Annual receipts: \$1,615.00. Annual disbursements: \$578.09. The balance as of November 30, 2010: \$6,630.40. The fourth quarter financial report for the Kohrt fund was also distributed.

I. Donation/Cancer Fund by MaLinda Hillman, Adm.

The balance on hand of the Donation Fund (without the cancer fund included) as of December 1, 2009 was \$36,820.45. Annual receipts: \$7,625.35. Annual disbursements: \$15,929.02. The balance of the fund as of November 30, 2010: \$28,516.78. Fourth quarter financial information was also distributed.

The balance on hand of the Cancer Fund as of December 1, 2009: \$21,323.13. Annual receipts: \$3,841.00. Annual disbursements: \$5,877.41. The balance on hand as of November 30, 2010: \$19,286.72. Fourth quarter financial information was also distributed.

Buzz Groom made a motion, seconded by Janine Boggs, to approve all the financial reports as submitted. Motion carried.

IV. Old Business

A. Health Department Certification/IPLAN

Livingston County's IPLAN (Illinois Project for Local Assessment of Need) has been approved by the Illinois Department of Public Health. A site visit was conducted by IDPH to verify compliance with Subparts C & D of the Certified Local Health Department Code. Full certification was granted for a period of five years, effective November 2, 2010 making the health department eligible to receive the local health protection grant.

B. CDL license physicals

Information was presented on the requirements for Department of Transportation medical certificates. The Federal Motor Carrier Safety Administration is proposing a program requiring that medical examiners be certified to perform the exam. OSF Saint James has been participating in the process and performs exams through their occupational health department. Certification would be cost prohibitive for the health department to participate.

V. New Business

A. Clifton Gunderson Audit Report

The draft copy of the Single Audit for 2009 was finalized and accepted by the Livingston County Board. Helen Barrick, CPA presented it to the Livingston County Board on 11/16/10 and stated there wasn't anything significant to report. Copies of the audit in which the health department was listed were furnished. There was discussion.

B. Personnel Policies

The Department of Labor requirement was incorporated into Chapter 2, Employee Responsibilities under the timesheet section. This requires employees working at least a 7.5 hour day must take a 20 minute unpaid meal-break within five hours of starting work. There isn't any labor requirement that the health department furnish breaks. The health department's fiscal policies do include more details in regards to time sheet requirements. Janine Boggs made a motion, seconded by Pat Platz, to approve the personnel policy. Motion carried.

Nuisance Ordinance

The county board is looking into adopting a nuisance ordinance and the draft ordinance was furnished. There was a discussion on implementation, fees, etc. MaLinda and Donnie will continue to work with the committee proposing the ordinance and provide input.

D. Policy Review

1. Retention of Records

To continue with the same policies and will do an annual submission form for authorization to destroy records per our policies.

2. Family Case Management

No change in policies.

E. Grant Approval

1. Vision and Hearing Grant

The technician who provides vision and hearing screenings plans to retire in the spring. The state has decreased the number of opportunities to train other staff creating a challenge on whether we will be able to have someone trained for the next school year. There was discussion and MaLinda will work with the state to have someone trained if possible.

2. Early Childhood Home Visitation Mental Health Consultant Project

MaLinda Hillman explained the RFP to apply for funding to provide a consultant to HFI staff to better serve their clients with mental health issues. The maximum funding available would be \$18,000 to pay for the consultant and staff time would come from the HFI grant.

3. Electronic Health Record Incentive

MaLinda is currently investigating whether the health department would be eligible for grant funding to assist with electronic records. Currently it looks as if the only programs eligible would be Family Planning and the School Based Health Center. Eligibility is determined by the nurse practitioner's caseload. The cost benefit would have to be analyzed along with how it would interface with each program's state software system. OSF Saint James Medical Center has an electronic record system and MaLinda has applied for the health department to be able to receive medical reports on our patients/clients.

4. Public Health Emergency Response Grant expansion

Livingston County will coordinate with the McLean County Health Department for grant expansion funds and McLean will submit the proposal. The proposal is to address barriers to volunteering, a data base to track volunteers and professional education on pandemic flu.

5. Tobacco prevention

A grant proposal will be submitted to IDPH for a youth driven reality tobacco prevention program. This would be done in conjunction with IHR.

The Board was in agreement on these grant proposals.

F. Allocation for FY11

MaLinda reviewed the indirect cost allocation plan and how the figures are obtained. Buzz Groom made a motion, seconded by Pat Platz to approve the cost allocation plan. Motion carried.

G. Budget

1. State reimbursement

There was discussion on the slowness of state reimbursement. Funds did come in December for the state fiscal year 2010 (ended June 30th) for our grant reimbursements. Public Aid reimbursement has been better than grant reimbursement, although it did slow down.

2. Expedited Payment

There is an expedited payment process, but it is debatable whether the health department could qualify. If cash flow becomes a problem, the first step would be to approach the county board for assistance.

3. Staff

Staff is reimbursed for mileage at the IRS rate. As of 1/1/11 the rate increased to 51 cents per mile. Janine Boggs made a motion, seconded by Pat Platz, to approve a 3% increase for all health department employees including the administrator. All employees will have to complete their first probationary year before receiving the increase. Motion carried.

H. FY2011 Board of Health Meeting Dates

The Board will continue to meet quarterly on the second Monday of March, June, September and December at 7 PM in the health department conference room. These dates are as follows: March 14, June 13, September 12 and December 12, 2011.

VI. Other

None.

VII. Adjourn until March 14, 2011

Buzz Groom made a motion, seconded by Pat Platz, to adjourn until March 14, 2011. Motion carried.

Respectfully submitted,

Armin (Buzz) Groom

Board of Health Secretary

AG/mh