

LIVINGSTON COUNTY BOARD OF HEALTH  
MEETING MINUTES  
September 12, 2011

PRESENT:	Board of Health	Janine Boggs, J.D. James Day D.D.S. Armin Groom (Buzz) Nathan Holt M. D. Pat Platz R.N.
ABSENT:	Board of Health	Katherine Austman M.D. Jeanne Elliott R.N.
PRESENT:	Health Department	MaLinda Hillman, Adm. Jackie Dever, Director of Nursing Donnie Simmons Director of Environmental Health
PRESENT:	Public Health Committee	Judy Campbell John Yoder Joe Steichen
ABSENT:	Public Health Committee	Mark Runyon

- I. Call to Order  
The meeting was called to order by Board President, Jim Day at 7 PM.
- II. Approval of June 13, 2011 Board of Health Meeting Minutes & August 12, 2011 Finance Committee Meeting  
Pat Platz made a motion, seconded by Buzz Groom to approve minutes as they were submitted. Motion carried.
- III. Reports
  - A. Administrative Report by MaLinda Hillman, Administrator  
Livingston County was invited to participate in the Private/Public Partnership Work Group of the Illinois Terrorism Task Force. Chuck Schopp, Steve Baron, Lindsey May, Jackie Dever and I attended the work group meeting in Springfield in July. At that time we discussed changing the pandemic preparedness planning committee to a more general focus and to start meeting regularly again. Our first meeting will be Tuesday, September 20<sup>th</sup>. Chuck has agreed to chair, Steve vice-chair and I will serve as secretary for at least the first year.

Our grant application for the diabetes prevention program was funded for \$36,500. We had applied for \$37,000 and the state disallowed the nicotine replacement patches. The grant will coordinate with the OSF Diabetes program to reach a different target population. The three focus areas of intervention are:

Diabetes Self-Management, Illinois Tobacco Quitline and Public Awareness/Coalition support. Notice was just received that we will receive an additional \$5,184 for nicotine replacement patches from the Quitline to coordinate with our Illinois Tobacco Free grant and Diabetes. This will serve 72 individuals for 8 weeks of NRT.

Legislative Update: Governor Quinn signed Public Act 97-0589 which clarified standing orders for health departments. Public Act 97-0361 was signed allowing schools to keep a supply of epi auto-injectors on hand. School nurses are permitted to administer an injection to a student who is believed to be having an anaphylactic reaction. Students with known severe allergies should still have an order from their physician and have it included in their health care plan. This allows physicians that prescribed the auto-injectors to not be liable for an injury from the use of one. There was discussion on the use of epi pens in schools. The consensus was to give each school in the county that was interested one epi pen. A letter will be sent to the schools explaining the legislation and use of epi pens.

The owner of Saunemin Tap has agreed to plead guilty to the citation we issued under the Smoke Free Illinois Act last April. In exchange for the guilty plea, the fine will be lowered to \$125 (half). This will prevent us from traveling to Champaign for a trial in October.

The H & E building had trouble with air conditioning this summer and had several large leaks. A new pipe was finally installed to drain the water and appears to have solved the problem for now. The air conditioners are old with rusty drain pans. The county board was made aware of the issue. The building was without power on a Sunday afternoon. Unfortunately no one notified the health department, so that our vaccines could be moved to one refrigerator and have the generator run. Procedures have been reviewed/revised to hopefully prevent this from happening again. All vaccine manufactures were consulted for their recommendations. Several vials of Tubersol and Polio had to be destroyed, but we were fortunate it wasn't more. County insurance has a \$5,000 deductible and maintenance covered the cost of cleaning the carpets where it flooded.

Lif-Cil is no longer able to operate an equipment rental program. We have taken it over and have had good response. Equipment is loaned out for free and waivers are signed by clients. Hopefully this will also serve as outreach for our Community Health Care program.

We plan to conduct the pink porch campaign in October again for Breast Cancer awareness. We will be selling pink light bulbs and will have various community groups assist. Profits will go in our Cancer Fund.

Effective September 1, the county will participate in the NaCo prescription benefit. This is through the county's membership in the National Association of

counties. The free prescription discount card program provides residents with a card that offers an average of 24% savings off the retail price of prescription medications. Only those without insurance or who have prescriptions not covered by insurance are eligible. County pharmacies do accept the card. We will promote the card through our various programs.

Staffing: Jill McCulloh was hired as the HFI Assessment/Support worker. Jill had worked for us previously from 2002 – 2006. Kathy Kennell will be promoted in October from staff nurse to WIC Coordinator, replacing Peg Austman who is retiring. Peg will be hired as a PRN staff member. Staffing will continue to be evaluated periodically with program shifts made as needed.

The health department's audited financial statements are prepared as part of the county's audit and are submitted to our grant funders. Each year we apply for an extension to have the audits submitted at a later date. This year an additional extension was denied by the Illinois Department of Human Services. In talking with our fiscal contact, she stated that the federal government will not allow them to grant extensions beyond 9 months after the end of the county fiscal year. If the audited financial statements aren't received, they could suspend payments to the health department. Since this was newly enforced this year, the state will give us some leeway this time. MaLinda met with the finance committee of the county board and Helen Barrick of Clifton Gunderson. The finance committee agreed to move the audit completion to July of next year.

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

Flu clinics have been scheduled through-out the county to start in September. We will be doing walk-in clinics at the health department Monday through Thursday from 8:30-4:00, or by appointment other times, starting September 12<sup>th</sup>. Several school clinics have been scheduled upon request in early September during the annual open houses. We had a good response last year and are hoping to increase the number of children vaccinated this year.

Merck has a rebate/replacement program for clients interested in receiving the Zostavax (shingles) vaccine. The replacement program will provide free vaccine to eligible clients who do not have insurance and qualify financially. The rebate program will reimburse clients with insurance for the remainder of the cost after the first \$30. We will be targeting clients <65 for these programs, since Medicare D will cover the cost for clients if they go to a pharmacy.

The School Based Health Center had their state audit and no deficiencies were found.

The following graph shows the admissions, discharges, and unduplicated clients for the Livingston County Community Health Care Program from June 2011 – August 2011.

	Start	Admitted	Discharged	End	< 65 years	> 65 years	Unduplicated Clients
Public Health Nurse	11	1	1	11	0	12	12
Homemaker	28	7	3	32	6	29	35
Home Health Aide	1	0	0	1	0	1	1
Total	40	8	4	44	6	42	48

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

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	Total
Public Health Nurse	105	121	122		
Homemaker	576	733	776		
Home Health Aide	40	40	41		
Total	718	894	939		

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

Donnie attended hearings on the two proposed hog confinement facilities being proposed in the county. Each facility would house 4,500 pigs within approximately 1.5 miles of each other. Local residents have expressed a concern regarding the effect of removing water needed for this many hogs on their shallow wells. A review of well records in the area did find a number of shallow wells located in the aquifer for one hog facility and deeper wells located on the aquifer for the well for the second facility. Based on this information a recommendation was made to the Livingston County Board that a hydrology study be done to determine the possible effects of withdrawing large amounts of water from these aquifers will have on the local residents' wells. There was discussion. The county can only make a recommendation to the Illinois Department of Agriculture on

allowing the hog confinements. The Dept. of Ag. has the final authority to make the decision.

The proposed Private Sewage Disposal Code was not adopted by the Joint Committee on Rules. The Illinois Department of Public Health will now have to start the process over again. Local health departments are suggesting to IDPH that a small group be used to discuss proposed changes in the next process to find a resolution that is agreeable.

Chillin N' Grillen's permit has been re-instated as the owner took an online course that allowed him to sit for the exam that we proctored. The Cottage Food Industry Bill was signed into law and becomes effective January 1, 2012. Standardization among the counties is being worked on for implementation. Legislation regulating geothermal installers and construction was also signed into law. This law will become effective once IDPH promulgates rules to administer the new law. Once this is completed, our ordinance will have to be reviewed.

E. Advisory Board Reports - Case Coordination Unit

1. Case Coordination Unit

The minutes of the August 25, 2011 Senior Advisory Council minutes were furnished.

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

The balance on hand, as of June 1, 2011: \$555,937.46. Third quarter receipts: \$659,493.34. Third quarter disbursements: \$589,146.51. This leaves a balance on hand of \$626,284.29 as of August 31, 2011. Detailed financial information for the third quarter was furnished. A partial distribution of the tax levy was received in the third quarter. Currently we have \$114,017.68 outstanding from the state for grants ending June 30<sup>th</sup>.

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

The balance on hand, as of May 1, 2011: \$19,060.52 Third quarter receipts: \$8,292.43. Third quarter disbursements: \$21,136.21. This leaves a balance as of August 31, 2011 of \$6,216.74. The Vactor worksite wellness clinics were just recently billed resulting in the lower than usual balance.

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

The balance on hand, as of June 1, 2011: \$6,755.40. Third quarter receipts: \$25.00. Third quarter disbursements: \$140.24. The balance as of August 31, 2011: \$6,640.16.

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

The balance on hand of the Donation Fund (without the cancer fund included) as of June 1, 2011: \$27,642.90. Third quarter receipts: \$613.94. Third quarter disbursements: \$1,896.11. Disbursements cover the cost of purchasing pink light bulbs for our breast cancer awareness event in October. The balance of the fund as of August 31, 2011: \$6,360.73.

The balance on hand of the Cancer Fund as of June 1, 2011: \$17,868.76 Third quarter receipts: \$40. Third quarter disbursements: \$1,569.65. The balance on hand as of August 31, 2011: \$6,339.11. A letter has been sent to county funeral home directors informing them of our Cancer Fund and to assist with donations. There has been an increase in the requests for gas cards to assist with transportation for medical treatment.

Buzz Groom made a motion, seconded by Pat Platz, to approve the above financial reports as presented. Motion carried.

IV. Old Business

A. Debit – Credit Card Acceptance Policy

The policy to implement the procedures to accept debit and credit cards in our family planning program was distributed. Thus far, there has not been much use.

B. Livingston County Children’s Network

MaLinda Hillman provided an update on the Livingston County Children’s Network. Implementation funding for the county was received. This will provide additional mental health services to children in the county. The health department has been actively involved in the committees working on the implementation plan.

C. SNS LCHD Antiviral Medication

The health department offered Tamiflu with an expiration date of November 2011 to medical providers. Five practitioners requested some and sixty doses were distributed to these providers to give to their patients.

D. Agreement between Livingston County Tuberculosis Care and Treatment Board and Livingston County Board of Health

The TB Board approved the agreement with the increase in the fee to \$21,000.

V. New Business

A. Livingston County Community Health Care Program Resolution

MaLinda Hillman reviewed the proposed resolution to continue the Livingston County Community Health Care Program. A synopsis and utilization of the program was given by MaLinda. There was a slight increase in the income levels for the sliding fee. The income is based on 185% of poverty for 1. Janine Boggs made a motion, seconded by Pat Platz, to authorize the resolution being submitted to the county board for funding. Motion carried.

B. FY 2012 Budget for LCHD

The Board of Health’s finance committee met August 12<sup>th</sup> to review the preliminary budget. The budget is challenging due to the fact that the state and federal budgets aren’t finalized and contracts were issued for just 4 months for all the Illinois Dept. of Human Services programs. Cash flow will continue to be challenging as the state has the ability to delay payment for up to 18 months. The

contract amounts are utilized for budgeting as they are based on a different fiscal year. As usual the goal is to “break even” each year. Health insurance premiums increased 8.9% effective September 1, 2011. Staff raises were put into the budget but will be set at the December board meeting. Each % for an increase for staff translated to an addition \$13,375 for the department. A comparison of the grant funds was furnished. The budget is made up of 36 individual program budgets. In 2011 staff decreased 1 FTE. There are two retirements anticipated, with the possibility of only one being replaced due to stagnant grant awards. The health department employees 36.80 FTEs receiving the full benefit package. PRN (as needed) employees fill in when needed and do not receive any benefits. The PRN employees tend to be retired former health dept. employees. An increase in the tax levy is needed to assist with the stagnant grant funding. A worksheet was included on PELL rates along with a history of the public health levy. The maximum levy allowed under PTELL would be \$380,320 for an increase of \$16,830. Buzz Groom made a motion, seconded by Janine Boggs, to approve the budget. Motion carried.

C. Program Policy and Procedure Review

1. Personnel policies

MaLinda reviewed the update on timesheets/call in procedures. These have been followed but hadn't been put in writing.

2. Low Cost Spay/Neuter program

MaLinda reviewed the proposed Livingston County Low Cost Spay and Neuter program, which was designed from the statute. The program is operated from funds obtained by an intact fee at the time the dog is registered. Veterinarians would be reimbursed the costs associated with the rabies vaccine, pre-surgical exam, anesthesia, surgical procedure, waste disposal, post-operative care, hospitalization, pain management and stitch removal if needed according to the fee schedule listed. The fee schedule is the same one that the state is utilizing.

Eligibility requirements: (1) Livingston County resident, (2) Must be adopting a dog from a shelter or a dog owner on food stamps or social security disability and (3) Owner must pay the veterinarian a \$15 co-pay and have the dog registered with the county prior or on the day of the procedure. MaLinda will work with Dr. Albright to implement the program.

3. Environmental Health – No changes

4. Illinois Breast & Cervical Cancer program – No changes

5. MDR – No changes

6. School Based Health Center

“Bright Futures” will be utilized at the SBHC for risk assessments and anticipatory guidance.

Janine Boggs made a motion, seconded by Pat Platz, to approve the policies. Motion carried.

D. Appoint School Based Health Clinic Advisory Board for FY 11- 12

Janine Boggs made a motion, seconded by Pat Platz, to appoint the following to PTHS SBHC for the 2011/2012 school year: MaLinda Hillman, Dawn Thorson, Jon Kilgore, Dr. Jim Day, Mary Heath, Bob McCarty, Jack Vietti, Lisa Meyer, Dr. John Rinker, Norma Francis, Dawn Conway, Jackie Dever, Joe Ronaldson, Joe Vaughan, Kathy Kelly, Pastor Punt, Anna Hickey, Maureen Doran and Trevor Runyon. Motion carried.

E. School Based Health Clinic Income and Expense Report

MaLinda Hillman presented the income and expense report for past nine years. This is the 17<sup>th</sup> year of operation for the SBHC. Janine Boggs made a motion, seconded by Pat Platz, to approve the report. Motion carried.

F. Certification of Physicians for Public Health

Janine Boggs made a motion, seconded by Pat Platz, to appoint Nathan Hot, M.D. as medical director for the health department and Kate Austman as alternate. Motion carried.

VI. Other

None.

VII. Adjourn until December 12, 2011

Pat Platz made a motion, seconded by Buzz Groom, to adjourn until December 12, 2011. Motion carried.

Respectfully submitted,

Armin (Buzz) Groom  
Board of Health Secretary  
AG/mh