

LIVINGSTON COUNTY BOARD OF HEALTH
MEETING MINUTES
June 9, 2008

PRESENT:	Board of Health	Janine Boggs J.D. James Day D.D.S. Jeanne Elliott R.N. Armin Groom (Buzz) Helen Holz Co. Bd. Pat Platz R.N.
ABSENT:	Board of Health	Katherine Austman M.D. Steven Norris M.D.
PRESENT:	Health Department	MaLinda Hillman, Adm. Jackie Dever, Dir. Nursing Donnie Simmons Dir Envir Health
PRESENT:	Public Health Committee	Rev. Frank Deninger
ABSENT:	Public Health Committee	Carolyn Gerwin Bruce Koerner

- I. Call to Order
The meeting was called to order by President Jim Day at 7 PM with introductions made.
- II. Approval of March 10, 2008 and April 28, 2008 Meeting Minutes
Buzz Groom made a motion, seconded by Pat Platz, to approve the March 10, 2008 and April 28, 2008 meeting minutes. Motion carried.
- III. Reports
 - A. Administrative Report by MaLinda Hillman, CPHA, Administrator
Legislative issues continue to evolve as the state's fiscal year ends. A budget was passed by the legislature and is waiting on the Governor. I would expect a similar process to last year. The two local health protection grant items in IDPH's budget were combined. This means that instead of receiving an extra \$52,000, all the funding will be distributed according to the formula. This translates into approximately \$15,000 instead of the \$52,000 for the increase in the local health protection line item. SB 2707 amends the Illinois Smoke Free Act to create an administrative hearing process to review fines under the Act. This would "clean up" current enforcement issues with the Act. HB extends the LEHP Act includes a grandfather clause for current staff. Unfortunately neither of these have completed the total process to become law.

The contract from the Illinois Department of Human Services was received. This contract may have amendments once everything is finalized in the state's budget. Family Planning, Family Case Management, Healthy Families, School Based Health Center, Teen Parent Services all remained the same or had a slight

increase. The WIC and Diabetes grants were decreased a total of \$4,400. Grant applications have been submitted for Family Planning, Tobacco, Women's Health and the Illinois Breast and Cervical Cancer program. We continue to serve as the lead agency for IBCCP with the Ford Iroquois Bi-County Health Department and subcontracts have been signed. In the return surveys for IBCCP, Cheri Lawrence was often mentioned by name and thanked for all her assistance.

There has been discussion on the federal Medicaid match requirement and interpretations by the individual states. Illinois feels fairly comfortable in their approach and we will know for sure in several months when the claim is processed. The new regulations redefine how states may claim federal matching funds for case management services and administrative costs. There is a lawsuit in progress to prevent or delay enforcement of these federal regulations that became effective March 3, 2008. The focus is to move the current administrative claim process into a service reimbursement model and have only a single case manager. The case manager portion hasn't been fully defined yet. Cornerstone might have to be converted into service functions, but does currently collect the data that would be needed. Back in 2006 there was a push to restructure Family Case Management to reduce caseloads, improve the quality of service delivery and make the program affordable for local health departments to operate. This was to be accomplished by identifying an ideal caseload per case manager, a realistic cost per case rate, the need for a risk-based eligibility assessment, and make appropriate changes in the program requirements. The goal was to have this operational in FY 2008. and this process has been restarted.

Clifton Gunderson has been in the county completing the fiscal audit for 2007. The federal government has made some of the requirements more stringent resulting in a longer audit period. One time sheet wasn't signed by the supervisor and this was done prior to the policy changes from the 2006 audit. The allocation of fringe benefits (Health insurance, Vacation, Sick and Holiday time) will have to be reviewed quarterly with documentation instead of annually or upon grant changes. It was interesting to discover that HFI funds are classified as maintenance of effort for TANF by IDHS. This necessitated investigation on which TANF rules apply. The timing of expenditures of funds with the adjustment for going from the county's cash basis to accrual method could possibly be cited as a finding. Each year the county receives a citation over the lack of segregation of duties and this is basically due to the size of our workforce. Preliminary findings are considered minor and are undergoing final review.

Cornerstone (state computer software for maternal child health programs) is undergoing a major refresh in computer equipment. This is scheduled for the first part of July for us. This will upgrade all the computer equipment furnished by the state to operate this software system. This includes a new server, replacing any 15 inch monitors, refreshing all workstations and providing a new hub. It will disrupt clinic operations for two days. There are 19 Cornerstone computers and

we will have to run some new cabling for the refresh project so everyone is connected on our local area network.

The animal control contract was awarded to Dr. Susan Albright. She is contracting with the Livingston Humane Society for pound and office space. The transition is going fairly well and she is working on updating all policies/procedures. Dr. Albright plans to initiate a low cost spay/neutering program with intact fees in the future. Thus these funds may continue to be kept in the county. The new proposed ordinance was put on hold. The contract is for three years. The first year will cost \$7,000 monthly (\$84,000 annually). The second year will cost \$7,210 monthly (\$86,520 annually) and the third year is \$7,426 monthly (\$89,112 annually). The personnel cost of the officers is in addition to this. MaLinda Hillman facilitated a meeting on June 2nd between Dr. Albright, animal control staff, the sheriff and state's attorney's office to discuss how to improve policies/procedures in the program.

Livingston's Body Walk is undergoing reorganization. It had become exceedingly difficult for Linda Rhodes and Mary Heath to coordinate the event and staff more of the stations. It has been an excellent health education event for fourth graders for 13 years. Stations have evolved from duct-tape to permanent structures, but many of the stations now need updating. Teri Saxton and Mary Nyi have agreed to coordinate the event and will be taking the next year to do the reorganization with input from Linda, Mary and other presenters.

Staffing: Latoya Evans has replaced Jane Gerdes in the Family Planning program. Pat Fox will transfer to the Healthy Families Support position replacing Sue Larson. Pat worked part time as Vision & Hearing technician and as an Environmental Health Inspector. Applications are being accepted for the Community Health Care Pilot Project Coordinator and Secretary. A part time nurse hasn't been replaced due to a lack of applicants and concern over grant funding.

B. Nursing Report by Jackie Dever Director of Nursing

Nursing/Health Education Quarterly Report

March 1, 2008 thru May 31, 2008

Public Health:

Prairie Central schools will be hosting a site for school and sports physical clinic. Woodland did not have enough students sign up. Other clinics will be held at the Health Department during the summer months.

All schools were offered tetanus vaccine clinics for the 8th grade and meningitis vaccine clinics for the high school age students. Unfortunately, the number of students participating was poor. It has steadily decreased the last few years. We will be evaluating the cost effectiveness of doing the clinics in the school against increasing our clinics in the summer months at the health department.

School nursing staff received guidance from ISBE regarding physicals for 6th graders. Students in 5th grade for the 2007/2008 school year will not have to get another physical for 6th grade.

WIC and FCM audits were held in May. We are still waiting for the results of the audit. FCM will be required to assess new mothers for postpartum mood disorder symptoms at a prenatal check-up in the third trimester of pregnancy and at the initial postnatal check-up visit. We will be using the Edinburg Postnatal Depression Scale for the assessment.

Health Education:

Women's Health:

Heart Smart for Teens, a heart disease prevention program, is on-going at Prairie Central, Pontiac, St. Paul's, Woodland, St. Mary's and Dwight for the 2007-2008 school years.

Tobacco:

Education and information letters are being sent to businesses which have been reported as being in violation of the *Smoke-Free Illinois Act*.

Tar Wars tobacco prevention programs continue to be conducted in fifth grade classrooms.

Health Educators Lori Lake and Linda Rhodes were trained for and certified to conduct the American Lung Association's new version of the *Freedom From Smoking* program. A *Freedom From Smoking* class is currently underway with five participants. *Freedom From Smoking* ads ran on cable (ESPN, Fox News, and Life Time channels) December 17th through February 9th.

Ticket for the Cure:

Ticket for the Cure Breast Cancer Awareness program was hosted by the Flanagan Women's Club. The number of women participating in the screening portion of this grant continues to be has been lower than anticipated. IBCCP/Ticket for the Cure screening promotional ads will run on cable (Fox News, HGTV, & Lifetime channels) February 11th through 29th.

March of Dimes:

March of Dimes funding ended on December 31st. LCHD was not eligible for renewal as the March of Dimes is phasing out currently funded programs (funding only year two projects in 2008) and will be only be funding *Centering Pregnancy* projects beginning in 2009. LCHD has applied for, and been given verbal approval of, funding from IDPH-STI section to replace several of the programs/services funded by March of Dimes in 2006 and 2007. New funding is scheduled to begin April 1, 2008.

C. CLIA Report by Jackie Dever, Director of Nursing

Monthly audits were done to assure that appropriate documentation of all labs and procedures were done by staff. Results were within normal limits and no remedial actions were required. Proficiency testing was done by the FNP with no abnormal findings. A meeting was held with the Lab director to review policies and procedures and update the audit process.

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

2nd Quarter - FY 2008

Surveillance for West Nile Virus (WNV) in birds and mosquitoes started May 1, 2008. Two birds have been submitted for testing. Mosquito collection did not start until the week of May 19th due to the weather. Livingston County has received a \$2,000.00 grant from the Illinois Department of Public Health to conduct WNV surveillance.

The City of Pontiac has formed a Combined Sewer Overflow Committee to develop a long term control plan to reduce combined sewer overflows. I have been asked to sit on the committee; our next meeting is in June.

The annual Certified Food Manager Course had 29 students. 24 passed the exam and are eligible to become Illinois Certified Food Managers. A refresher course for CFM's to get CEU's to renew their certificates is scheduled for August 11th.

SB 2514 and HB 3256 is legislation proposing the regulation of closed looped well systems commonly called Geothermal Systems. These bills set forth permitting requirements for construction and modification of these systems by the Illinois Department of Public Health. We are in support of this legislation as it will allow us to assure these systems are located properly and installed in accordance with adopted guidelines. The primary goal of this new program is to protect the contamination of water supplies by coolant used in these systems.

We have requested the State's Attorney to file charges against two residents in Saunemin for endangering the public health of the area residents. The situation arises from a dispute between neighbors which one neighbor made the decision to bury plastic containers in the ground then fill them with dog feces. This is in retaliation for her neighbor calling her names and yelling obscenities. The resulting situation has resulted in a vile smell from the accumulated dog feces as it decomposes attracting all types of disease carrying vectors.

E. Advisory Board Reports

1. Case Coordination Unit

Minutes of the January 24, 2008 and April 24, 2008 meetings were briefly reviewed.

2. Healthy Families Illinois

Minutes of the May 1, 2008 HFI Advisory Board meeting were briefly reviewed.

3. School Based Health Clinic

Minutes of the April 2, 2008 meeting were briefly reviewed.

F. Annual Financial Report by MaLinda Hillman, Adm.

The balance on hand as of March 1, 2008: \$649,658.43. Second quarter receipts: \$427,058.43. Second quarter disbursements: \$438,029.67. This leaves a balance on hand of \$638,687.19 as of May 31, 2008. An itemized listing of the receipts and disbursements was distributed. Jeanne Elliott made a motion, seconded by Helen Holz, to approve the financial statement. Motion carried.

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

The balance on hand as of March 1, 2008: \$33,579.24. Second quarter receipts: \$2,680.00. Second quarter expenses: \$6,446.30. This leaves a balance on hand of \$29,812.94 as of May 31, 2008. Buzz Groom made a motion, seconded by Pat Platz, to approve the annual financial statement. Motion carried.

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

The starting balance in the fund March 1, 2008: \$6,470.01. A donation of \$20 was received in the first quarter. Expenses for the second quarter: \$262.58. This leaves a balance of \$6,227.43 as of May 31, 2008. Jeanne Elliott made a motion, seconded by Janine Boggs, to approve the annual financial statement. Motion carried.

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

The balance on hand of the Donation Fund (without the cancer fund included) as of March 1, 2008 was \$35,746.72. Second quarter receipts: \$171.85. Second

quarter expenses: \$231.25. This leaves a balance in the donation fund as of May 31, 2008 of \$35,687.32.

The Cancer Fund had a balance of \$25,432.24 as of March 1, 2008. Second quarter receipts: \$712.50. Second quarter expenses: \$258.41. The balance of the Cancer Fund as of May 31, 2008: \$25,886.33 which includes the Hoerner estate donation.

Jeanne Elliott made a motion, seconded by Janine Boggs, to approve the donation/cancer fund financial statement. Motion carried.

IV. Old Business

A. Bioterrorism/Pandemic Flu Preparedness Update

The Communicable Disease rules were adopted mid March. Medical providers in Livingston County were advised of the changes and our emergency after business hours' numbers. This includes rules for isolation and quarantine.

Our local Strategic National Stockpile (SNS) plan was reviewed in April. The plan was just updated with recent guidance from the state and CDC. The review went well with many positive comments about cooperation in the county, that is evident in the plan. Components to continue to work on: develop a volunteer plan with testing, develop a comprehensive training plan and further define our public information and clinical dispensing plans. During the next fiscal year for the grant, a full scale exercise will need to be planned. Tentatively that has been scheduled in September but may be delayed.

A tabletop exercise was conducted at the Livingston County Health Department on May 8, 2008. There were a nice variety of participants from the county with good interaction. The focus of the tabletop was to discuss the effects that pandemic flu could have on the county with the understanding that many of what was discussed could apply for all disasters. The evaluation component is still being compiled by Chuck Schopp and MaLinda Hillman. The primary concern seen by participants focused on communication during an event. Cell phone and Internet providers could easily be overwhelmed, limiting their effectiveness. Radio was seen as the best method of getting information out and the need for a Joint Information Center to standardize messages. Staffing would be a concern for everyone and agencies should have a business continuity plan in place. Volunteers could be crucial but could be very limited. Social distancing measures would be crucial. The media, area ministers and mayors were recommended to become involved with the county planning committee. The public should be encouraged to be as self sufficient as possible with their own personal supplies.

The school subcommittee of the state's Pandemic Flu Planning Task Force has further defined their plan after receiving questions from the US Department of Health and Human Services. Clarification was needed on the legal authority for school and day care closures, communication between state, regional and locals,

continuity of education, use of school facilities/assets, and steps for reopening of the schools.

Dawn Thorson, FNP has served as a sentinel site for influenza testing at the School Based Health Center. She did identify one type A influenza strain that was resistant to Tamiflu. This individual did not receive a influenza vaccination this year. All the other type A strains identified were located in the Chicago area.

V. New Business

A. Livingston County Community Health Care Pilot

MaLinda Hillman provided a synopsis of the eligibility requirements, proposed services, and implementation plan. The Livingston County Board passed the resolution to authorize up to \$250,000 this fiscal year and up to \$750,000 the next fiscal year for the 18 month pilot program. Janine Boggs made a motion, seconded by Helen Holz, to authorize acceptance of the program. Motion carried.

B. H & E Building Safety Code Red Draft Protocol

IHR, 377/708 Board and the Health Department have been discussing a proposed safety code for the building with input from maintenance, police and fire. The draft protocol was distributed and discussed. A request will be made to the county board in July for implementation.

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

The agreement between the two boards which outlines the duties and responsibilities of each was briefly reviewed. Helen Holz made a motion, seconded by Janine Boggs, to approve the agreement. Motion carried.

D. Vision & Hearing Program

MaLinda Hillman reviewed the current Vision & Hearing program conducted by the health department. This program has a very small grant from the Illinois Department of Public Health and then is subsidized by the public health levy. Livingston County is one of the few health departments providing this service for free to the schools. The equipment is old and the currently full time trained staff member has requested a transfer to a different program. Livingston County Special Services has been asked to possibly take over this service and MaLinda was requested to discuss this at their next board meeting. There was discussion with different options mentioned for health department involvement. Janine Boggs made the motion, seconded by Jeanne Elliott, to continue to accept the Vision & Hearing grant and provide services during preschool screenings/Head Start with our currently trained staff members and to notify the schools that they are responsible for the other mandated

screenings. Motion carried. The health department will assist with the transition of the service to the schools.

E. Personnel Policies – Organizational Chart

MaLinda Hillman reviewed the personnel policies under employment practices and conditions of employment. Applications will remain on file for only 6 months. Positions were updated incorporating the Livingston County Community Health Care pilot program. Background checks will be changed to include fingerprinting. Pat Platz made a motion, seconded by Jeanne Elliott, to approve the changes. Motion carried.

F. Health Insurance

MaLinda furnished an update on the health rates which will increase July 1st. The employer will continue to pay 90% of the cost of coverage for the employee. The county is looking into changing health insurance coverage.

G. Affirmative Action Policy, 2008/2009 Goals and Workforce Analysis

The affirmative action policy and goals are the same as last year's. The work force analysis was presented. Janine Boggs made a motion, seconded by Pat Platz, to accept the policy/goals/analysis as submitted. Motion carried.

H. Program Policy and Procedure Review

Helen Holz made a motion, seconded by Janine Boggs, to approve the policies for WIC, CLIA, Family Planning, School Based Health Center and OSHA. Motion carried.

I. Fees

MaLinda Hillman reviewed the proposed fee schedule changes, effective July 1, 2008. Janine Boggs made a motion, seconded by Jeanne Elliott, to approve the increases. Motion carried.

J. Appointments

President Day appointed the Board Officers, Helen Holz and Jeanne Elliott as the finance committee.

K. Election of Officers

Pat Platz nominated Jim Day, President, Buzz Groom, Secretary, seconded by Jeanne Elliott. Janine Boggs moved to close the nomination and accept the slate of Officers. Pat Platz made a motion, seconded by Janine Boggs, to elect Jim Day President and Buzz Groom, Secretary. Motion carried.

L. Other

None.

VI. Adjournment until September 8, 2008

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Pat Platz made a motion, seconded by Jeanne Elliott, to adjourn the meeting until September 8, 2008. Motion carried.

Respectfully submitted,

Armin (Buzz) Groom

Board of Health Secretary

AG/mh