

JO DAVIESS COUNTY BOARD OF HEALTH  
AND  
HOME HEALTH CARE ADVISORY COMMITTEE  
MEETING MINUTES

THURSDAY, AUGUST 15, 2002

The Jo Daviess County Board of Health and Home Health Care Advisory Committee held a joint meeting on Thursday, August 15, 2002. Due to the absence of Board of Health President and Vice-President, Jim Lander called the meeting to order at 7:05 p.m.

Board of Health members present: Gini Appel, Robert Chorak, DDS, Dr. Joe Garrity, Helen Kilgore, Ed Kuhle, Jim Lander, Margie Montelius, County Board Representative

Home Health Care Advisory Committee members present: Pastor Kenneth Arndt, Dr. Lloyd Callaway, Sandra Callahan, Betty Enright, Evelyn Fleege, Norman Harris, Kathy Kautz, Ronald Mapes, Dr. Michelle Sprengelmeyer

County Board members present: Merri Berlage, Vince Hasken, Yerda Potter, Francis Powers, John Rutherford

Board of Health members absent: President Tom Berryman, Bonnie Dorman, Vice-President Charlene Huso,

Staff members present: Peggy Murphy, Rose Imbus, Heather Eisbach, Mairi Douglas, Fran Rosenthal, Allison Gillies, Billie Nolan, and Sue Grommes

UNFINISHED BUSINESS

Approval of Board of Health Meeting Minutes from April 18 and June 19, 2002

Approval of the Board of Health meeting minutes from April 18 and June 19, 2002 were approved with a motion by Joe Garrity and a second by Helen Kilgore. Motion carried.

Approval of Home Health Care Advisory Committee Meeting Minutes from May 1, 2002

The Home Health Care Advisory Committee meeting minutes were approved with a motion by Norman Harris and a second by Ron Mapes. Motion carried.

### Election of Officers of Board of Health

Jim Lander asked for volunteers to serve as officers of the Board of Health. After some discussion, a motion was made by Gini Appel and a second by Joe Garrity to retain our present officers. Motion carried.

### Appointment of Dr. Joe Garrity as Medical Advisor for the Board of Health

Dr. Garrity has agreed to serve as Medical Advisor to the Board of Health.

### Committee Appointments

Jim asked for volunteers to serve on the committees. Committee members will remain the same. Peg explained that the Client Care Committee will also serve as the HIPAA Privacy Committee with the Quality Assurance nurse.

Joe Garrity inquired if there was a requirement to the number serving on the committees. He said he would be willing to serve on any of the committees if needed. He felt the Board President should make the decision and appoint him to one of the committees.

### Vacant Physician Position on the Board of Health

Dr. Michelle Sprengelmeyer was the only physician who expressed an interest in serving on the Board of Health. Her term on the Home Health Care Advisory Committee is completed in December and if no one else has agreed to serve she will consider this position. Letters were sent to all physicians in the county and also to Freeport Health Network.

### NEW BUSINESS

#### Federal Match for Family Case Management

Peg explained that the federal government matches dollars for the Case Management Program that comes from local tax support. Since the grants do not cover all the costs, the federal government will reimburse fifty cents for every local dollar spent to cover program costs. This started with the 2002 fiscal year so the match grant amount was projected to be more than it actually is. The 2003 reimbursement line for this is lower for this reason.

#### Teen Parent Services Grant

The health department has received a grant to provide teen parent services. The grant will be administered through the Family Case Management program. The primary reasons for this is case management of teens who are either pregnant or have children to help them finish high school; obtain job training skills, to gain employment, and to prevent further unintended pregnancies. The grant amount of \$10,000 for the first year is start up money. Future grant years the agency will bill for time spent in the program area.

### Occupational Therapy has been added to Home Health Care Services

Peg announced that Occupational Therapy is now available for Home Health Care clients. This service is provided through Taylor Physical Therapy and Fitness. This now makes Home Health Care a full service agency.

### Directives for County budgets for Fiscal Year 2003

The County Board has provided guidelines for the fiscal year 2003 budget. Duane Olivier provided the information to all department heads. The directive was that budgets be decreased by 5% below the current year's expenses. Salaries would only be reduced if further reductions are necessary.

### Approval of Home Health Care Budget for Fiscal Year 2003

The Home Health Care budget was discussed. Income was based on 60 day episode of care. Although Medicare is not the only source of income it is the largest. Figures were prepared on past experience of number of visits. Discussion was held on the decrease in salaries and that staff hours will be reduced by one half hour a day for all staff. Asked how this will affect services and how the staff felt about it, it was noted that services would still be provided as usual and that the staff had only been informed yesterday. Some feel it may be a hardship but realize that other agencies are also being asked to make personnel cuts.

Evie Fleege stated that the nurses are the ones who are being asked to provide more and more care since hospital stays are shorter and patients are being sent home to have home care provided and then the nurses salaries is where the budget cuts are seen. Dr. Sprengelmeyer said that this is not unique to this area. It was noted that if client numbers increased more staff could be hired since the reimbursement would provide additional revenue.

A motion was made by Betty Enright with a second by Michelle Sprengelmeyer to recommend the Home Health Care budget be approved as presented.

A motion was made by Joe Garrity with a second by Robert Chorak to accept the Home Health Care budget as presented. Motion carried.

The Home Health Care Advisory Committee was advised that they could now leave if they wanted to.

### Approval of Public Health Budget for FY 2003

Discussion was held for the proposed budget for public health for fiscal year 2003. Vince Hasken recommended that we keep in contact with the County Clerk to determine the amount to levy for property taxes. The County Board members present noted that changes to the budgets could be made up until November 19 when they would be presented to full County Board for approval.

The salaries for public health also were based on a seven and one half hour work day for all staff with a maximum pay increase of 2%. Personnel would stay the same unless the programs are discontinued.

Helen Kilgore made the motion with a second by Gini Appel to accept the proposed budget. Motion carried.

Peg asked that if the tax levy is increased that the money could be used to give salary increases of up to 3%. A motion was made by Gini with a second by Helen that if money becomes available that salaries be increased.

### Schedule for Budget Approval

Peg will be taking the proposed budgets to the Social and Environmental Health Committee of the County Board on Monday, August 19. Budgets will be submitted to the County Administrator and then to the Finance Committee of the County Board. If necessary, Peg will be meeting with the Finance Committee of the County Board. The completed proposed budgets will then be presented to the full County Board.

### Environmental Health Update

Heather Eisbach reported that the department has received a two year Vector Control Grant which will be used to identify and eliminate mosquito breeding areas in the county.

Jo Daviess County has received notice that the third bird sent in to the state lab has tested positive for West Nile Virus. The bird was picked up in the Warren area.

Environmental staff sealed 12 abandoned wells with the Soil and Water Conservation Department and received \$1200 for this.

### Home Health Care Update

Mairi reported that Occupational Therapy is now available and it is a great service. Have had several clients using this that would have had to be referred to other home health agencies if not provided through our agency.

Clients served are staying at 35 to 40.

The department is fully staffed and all are staying busy.

Anticipate that the surveyor will be here this fall but never sure when as they just drop in unannounced.

#### Report from Personnel Committee

Marge Montelius reported that the Personnel Committee met on August 9 for the annual evaluation of the Public Health Administrator. The committee concluded that Peg is doing a wonderful job and although they would like to have given a more substantial increase they agreed to a 2% pay increase. Peg stated she appreciated their confidence in her.

#### Bioterrorism Grant

Peg reported that the agency has received notice of receiving grant funds in the amount of \$33,396 to install and upgrade computer network system.

#### Flu Vaccine Fee

The cost to administer and cost of vaccine for the agency was distributed. The Board anticipated increasing the fee for flu vaccine but hoped it could be kept under \$15. It was reported that all other health departments in our region have been charging \$15 in the past year. After discussion a motion was made by Helen with a second by Marge to charge \$12 per (flu) shot. Motion carried. It is not anticipated that there will be a delay in receiving the vaccine from the manufacturer.

#### Other Items

Gini Appel inquired if there was a Cholesterol Screening schedule for the fall and Peg said it has just been set and would give her a copy.

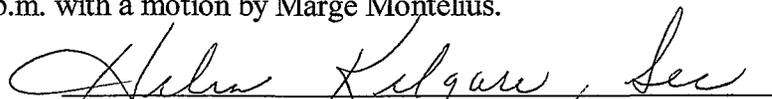
Mairi and June Freeman are presently writing a grant to Rural Health to fund the Cholesterol Screening program.

Gini saw an article in the newspaper of EColi found in beach in Iowa and asked if anything was reported in Jo Daviess County. Heather stated that EColi is common in private beaches.

#### Next Meeting Date

The next meeting date is scheduled for Saturday, October 5, 2002, at 9:30 a.m.

The meeting was adjourned at 8:35 p.m. with a motion by Marge Montelius.

  
Helen Kilgore, Secretary