

**JO DAVIESS COUNTY BOARD OF HEALTH
MARCH 2, 2006
MEETING MINUTES**

The Jo Daviess County Board of Health held a meeting on Thursday, March 2, 2006. The meeting was called to order at 7:00 p.m. by the Board of Health President, Helen Kilgore.

Board of Health members present: President Helen Kilgore; Vice-President Jim Lander, Robert Chorak, DDS, Lloyd Callaway, MD, Laura Dwinnells, John Herting, Edwin Kuhle, Melissa Sargent, Beth Baranski, County Board Representative

Board of Health members absent: Elizabeth Blair

Staff members present: Peggy Murphy, Heather Miller, Mairi Douglas, Rose Imbus

Observers: Sue Grommes, Billie Nolan, Karen Heinen

Unfinished Business

Approval of December 1, 2005, Meeting Minutes

The December 1, 2005, meeting minutes were approved with a motion by Jim Lander and a second by John Herting that we adopt the December 1 minutes as distributed. Motion carried.

Results of Mail-in Votes:

- a) Approval of October 20, 2005 meeting minutes – yes – 7; no – 0; abstain – 1 (Beth Baranski)
- b) Approve the recommendation to increase the pneumonia vaccine fee to \$30 effective January 1, 2006 – yes – 8; no – 0

The October 20, 2005 meeting minutes and recommendation to increase the pneumonia vaccine were approved with mail in votes by Board of Health members.

Public Health Foundation Letter and Volunteers to Serve on Foundation Committee

Peg Murphy reported that she has four volunteers to serve on the Public Health Foundation. She is working on having an attorney assist with the incorporation papers. She has contacted the States Attorney for assistance.

New Business

Pertussis Vaccine for Staff – Adult Dose / \$330 per ten dose vial

Peg reported that it is recommended that adults receive pertussis with their tetanus booster. The vaccine is available and she thought the agency would need to buy the vaccine for staff. The State of Illinois has provided this vaccine and the agency has this vaccine on hand. A motion was made by Laura Dwinnells with a second by Melissa Sargent that the health department staff receives the pertussis vaccine. Motion carried.

Criminal Background Check for All New Employees – Cost - \$44 per person via State Police (Can be done through Sheriff's Department with digital fingerprint – no cost to department)

Peg was notified by the Sheriff's office that they have an electronic fingerprint Livescan machine and will offer fingerprinting service to the county departments. There is no fee from Sheriff's office but there is a fee of \$44 from the FBI to do a criminal background check. After discussion of who should have this done, a motion was made by John Herting with a second by Jim Lander that the Jo Daviess County Health Department adopt a policy to require a criminal background check for all new employees as a condition of employment effective March 1, 2006.

Family Case Management Match Money

Peg reported that the agency is eligible and receives federal Medicaid match money. Karen Heinen reported that she and her secretary are the staff responsible for billing for these funds. She was informed that there was a change in the formula for billing and she was able to rebill for seven quarters, from July, 2003 to June, 2004. On January 6, 2006, the agency received a check for these quarters in the amount of \$61,326.09 in addition to funds already received for these quarters. This is money that had not been included in the fiscal year 2006 budget.

Proposal for Use of Additional Family Case Management Money

Karen gave a presentation on how she would like to use some of the funds that was received and did not have in the FY 2006 budget. Karen explained the growth in the programs and staff since she was hired in the WIC program. Would like to change the work area for the secretary to provide privacy and the department only has one computer for six employees and would like to purchase an additional laptop computer. All of the changes would make the department more efficient. A motion was made by Jim Lander with a second by Edwin Kuhle that we use the proposed office space and equipment proposal for WIC/FCM programs, add a second laptop, and proceed depending on getting approval from the County Board. Motion carried. Any additional funds not used in this proposal would pay for program expenses that are now being paid from Public Health funds.

Donations to WIC Program

The WIC/FCM/TPS programs receive many donations from the community throughout the year. An updated list was distributed. Helen Kilgore asked about the car seat program that is being funded through the golf outing fundraiser last fall. Karen reported that she had ordered fifteen seats and has two in stock. This program is going very well. Dr. Callaway asked if the parents are given instructions on how to install. Karen stated that the department has a strict policy that they follow. Those who receive car seats have to view a video on car seat installation. Staff does not install the seats but are referred to a car seat tech to install correctly. Seats are only replaced if the car the seats are installed in has been in an accident. John Herting asked who is eligible and Peg stated they have to be enrolled in WIC program.

Environmental Health Report

Heather Miller reported:

- Truck Repair Expenses – two staff members had an accident returning from a meeting on a snowy day. The truck has been repaired by Kieffer's Body Shop.
- A Special Needs brochure has been developed and is out in the community. Individuals have been completing and returning these voluntarily. Information will be shared with the Sheriff's Department to put in a database in case of an emergency. Presently there is no registry set up so this is a first step in developing one – it has never been attempted before in the county. Christy Wahle, Americorps Worker, has created the brochure. Board members would like to have additional copies of the brochure. It is also available for download on the county website.
- Distributed water and sewage permits issued report.
- Completed the food, water and sewage program review. All went well.

Home Health Care Report

Mairi Douglas reported:

- Medicare surveyors were here in January – had 7 low level deficiencies in charting which have been corrected and staff have been informed.
- Census is in the thirties.
- Hired a part time RN for on-call work.
- Home Care Coordinator, Allison Gillies, has received certification in Oasis Data Collection.

Estimate for Program Costs for FY 2005

Peg reported that many of the program costs exceeded the revenue. She stated that this will need to be reviewed on a regular basis.

Conflict with Board of Health Meetings and Illinois Association of Public Health Administrator's Meetings in Springfield

After the Board of Health meeting dates for 2006 were established, Peg received notice of the Illinois Public Health Administrator's Association in Springfield and all of the dates are the same. Peg would like to have the Board meetings changed if the members have another night open. After discussion a motion was made by Melissa Sargent with a second by Laura Dwinnells to move the Jo Daviess County Board of Health meetings to the third Tuesday of every other month starting in June, 2006 except December which we will still meet the first Thursday of the month (12/7/2006). Motion carried.

County Handbook Revisions and Board of Health Committee Input

Peg reported that the County Board committees are still reviewing the county handbook. Once this is completed it will be reviewed by the Board of Health Personnel Committee.

Update on County Salary Survey

Beth Baranski stated this is still in committee review.

Revision in Purchase Order Policy and E-mail Policy on County Level

Peg reported that the county is going to an accrual accounting system and is in the process of setting up the computer system to allow all departments to enter purchase orders. There is a cost to get the computer system set up and the health department will have to help with the cost. The County Board hopes to have this set up and running in May, 2006.

An e-mail policy has been developed for the County and a copy was shared with the Board of Health members.

Signing Claims

Discussion was held on signing claims. A volunteer for May 8 is still needed.

Client Care Committee Report

Jim Lander reported that the committee met and reviewed the fee for foot care and the committee recommends the fee be increased to \$20. Present fee is \$13. A motion was made by Dr. Chorak with a second by Jim Lander that we raise cost of foot care from \$13 to \$20 effective May 1, 2006. Motion carried.

Purchase of Replacement Shredder

A shredder was purchased for Public Health programs in the amount of \$300.

Storage of Records on Lower Level

Shelving was purchased and installed in an empty office on the lower level. This will be used for storage of items that cannot be stored at InfoSafe.

Other Items

Peg reported

- That flu vaccine for 2006 has been ordered.
- The agency has received funding for a Town Hall meeting for prevention of underage drinking. This will be held on March 28, 2006, at 7 p.m. at Highland Community College, Elizabeth, and members will be receiving notice.
- Has applied for another Americorps Worker. Christy Wahle will be attending school this fall and has decided not to reapply to the program.

Beth asked if anyone attended the League of Women Voters forum on healthcare. Peg said that she did and it was not well attended.

Next Meeting Date – April, 2006

Next meeting will be April 20, 2006, as scheduled.

Dr. Callaway made a motion to adjourn at 8:12 p.m.

Robert Chorak, DDS, Secretary