

JO DAVIESS COUNTY BOARD OF HEALTH
and
HOME HEALTH CARE ADVISORY COMMITTEE

MEETING MINUTES

THURSDAY, AUGUST 19, 2004

The Jo Daviess County Board of Health and Home Health Care Advisory Committee held a joint meeting on Thursday, August 19, 2004. The meeting was called to order at 7:00 p.m. by Helen Kilgore, Board of Health President. Everyone present introduced themselves.

Board of Health members present: Helen Kilgore, President, Jim Lander, Vice President, Gini Appel, Secretary, Elizabeth Blair, Robert Chorak, DDS, Bonnie Dorman, Dr. Joe Garrity, John Herting, Ed Kuhle, Sally Toepfer, County Board Representative

Home Health Care Advisory Committee members present: Sandra Callahan, President, Norm Harris, Secretary, Pastor Kenneth Arndt, Evie Fleege, Dr. Michelle Sprengelmeyer, Janet Werner

Home Health Care Advisory Committee members absent: Dr. Lloyd Callaway, Kathy Kautz, Ron Mapes

County Board member: Terry Stoffregen, Health, Environment and Law Committee Chairperson

Staff members present: Peggy Murphy, Heather Miller, Rose Imbus, Mairi Douglas, Fran Rosenthal, Allison Gillies

Observers: Billie Nolan, Karen Heinen

UNFINISHED BUSINESS:

Approval Of Minutes from June 17, 2004, Board of Health Meeting

The minutes from June 17, Board of Health meeting were approved with a motion by Joe Garrity and a second by Jim Lander. Motion carried

Approval of Minutes from May 25, 2004, Home Health Care Advisory Committee Meeting

The minutes from May 25, Home Health Care Advisory Committee meeting were approved with a motion by Janet Werner and a second by Norm Harris. Motion carried

Salary Schedule from Honkamp, Krueger & Co.

The revised salary schedule was reviewed by the Board of Health Finance Committee and made the recommendation to move the sanitarian position to grade level equal to public health nurse due to educational requirements for both positions. A motion was made by Jim Lander with a second by Robert Chorak to accept the conservative budget proposal that provides equity for sanitarians and public health nurses. Budget impact \$3,644 for public health and \$117 for home health care. Discussion was held on the county's timeframe for reviewing their salary schedule. Joe Garrity asked if the county board concerns as to the difference in labor grades for clerical position would be reviewed. After discussion, motion carried.

Board of Health Committee Appointments - any changes

Helen read Bonnie Dorman's letter of resignation from the Board of Health due to she and her husband moving outside of Jo Daviess County. Bonnie has submitted a suggestion of another person to serve on the Board of Health.

Helen stated that the committee appointments would stay the same until some one is appointed to replace Bonnie on the Board unless some one wanted to volunteer to take Bonnie's place on the committees. Joe Garrity volunteered to serve on the Personnel Committee. The new member will serve on the Environmental Committee in place of Bonnie.

NEW BUSINESS

Home Health Care Report

Mairi Douglas reported:

- ⇒ That a part time health aide has been hired to fill in for vacation, sick time and when needed.
- ⇒ Hired a part time nurse in May with previous home care experience.
- ⇒ Census is around 30 to 34 and keeps the staff busy.

- ⇒ Mairi met with Freeport Health Network discharge planners to update on services.
- ⇒ Richard Peelo completed a six month cost report and gave staff some ideas to increase revenue – staff has been informed.

Home Health Care Fiscal Year 2005 Budget Proposal

Peg reviewed the proposed budget revenues with the Board and Committee and explained how the estimates were proposed. Discussion held on cost report, Medicare reimbursement and Medicare requirements. Peg and Fran Rosenthal explained the expenses of the proposed budget. Discussion held on travel expense, supplies and continuing education for staff. Kenneth Arndt made a motion with a second by Michelle Sprengelmeyer to recommend that the budget be approved. Motion carried.

Peg explained that the Home Health Care Memorial Fund was established to provide a separate budget for income and expenses from donations from clients. Recommendation was made that this proposed budget be approved as proposed.

Joe Garrity made a motion with a second by Gini Appel to accept the Home Health Care budgets as presented. Motion carried.

Home Health Care Advisory Committee left at this time.

Public Health Fiscal Year 2005 Budget Proposal

003 Budget – Public Health Fund

Peg reviewed and explained the revenues and expenses of the proposed public health budget for fiscal year 2005. Discussion was held on the high cost and the increase that is proposed for health insurance. Motion was made by Gini Appel with a second by Jim Lander to accept the 2005 Public Health budget. Motion carried

055 Budget – Public Health Capital Improvement Fund

Discussion was held on the proposed budget for Capital Improvement and the reason the fund was set up. A motion was made by Jim Lander with a second by Joe Garrity to accept the Capital Improvement budget (2005) as presented. Motion carried.

005 Budget – Public Health Bioterrorism Grant Fund

This fund is used to track funds spent on emergency preparedness according to grant criteria. Motion was made by Joe Garrity with a second by Bonnie Dorman to accept the Public Health Bioterrorism Fund budget as presented. Motion carried.

AmeriCorp Volunteer

Peg reported that the health department is fortunate to be one of the agencies chosen to have an AmeriCorp worker. The position will provide public health education to the community, work with the Vector Control Grant, and provide emergency training as needed.

Peg and Heather Miller have interviewed three applicants but none have accepted due to other commitments. They have received seven additional applications and are in the process of reviewing and scheduling interviews.

Intergovernmental Mutual Aid Agreement

The Illinois Public Health Mutual Aid Agreement has been reviewed and discussion held on the Jo Daviess County Health Department's participation in this agreement. Peg stated that this agency would only send staff if available in an emergency and that this agency would incur expenses and liability of staff sent in an emergency. The Agreement has been sent to the County's States Attorney for review.

A motion was made by Bonnie Dorman with a second by Elizabeth Blair that the Jo Daviess County Board of Health support the Intergovernmental Mutual Aid Agreement. Motion carried.

The Agreement will be sent to the County Board Health, Environment, and Law Committee for recommendation to the County Board to pass the resolution.

Bioterrorism Grant Funds and Disease Surveillance Grant Application

Peg reported that she has applied for funding of \$5,000 for disease surveillance of two industries in the county.

IL HB 5164 - Public Health Emergencies signed by the Governor

Peg informed the Board that this bill has been signed by the Governor of Illinois that allows the Director of the Illinois Department of Public Health the authority to declare an emergency and the Director can empower the local public health administrator the authority to quarantine.

Flu Contract with Central Management Services for State Employees

Peg stated that the health department received a contract to provide flu shots to state employees but that Central Management Services will reimburse at a rate no higher than \$15 this year. Peg returned the contract unsigned and asked them to renegotiate a better price for reimbursement or agency would not sign.

Fee for Pneumonia Vaccine – Price Increase from \$65 to \$98 (for 5 doses)

The cost to purchase pneumonia vaccine has been increased to \$98 per five dose vial. Motion made by Gini Appel with a second by Joe Garrity to increase pneumonia vaccines from \$20 to \$25. Effective immediately. Motion carried.

Chronic Program – Public Health Nursing Visits

The number of visits and number of clients participating in the public health nursing visit program was discussed. This is a nice service to provide but it is not meeting the cost of the visit and is not a required program. Discussed who would take care of the clients and Peg and Mairi stated that other avenues of care would be discussed with each client. Peg recommended that clients be admitted to program up to December 1, 2004 and after the six month certification plan would not renew.

Motion was made by Jim Lander with a second by Robert Chorak that the public health chronic program be transitioned to admit patients up to December 1, 2004 for a six month period. Motion carried.

Environmental Health Report

Heather Miller reported on the environmental health program:

- ⇒ Heather, Peg and Denise Seuring will be participating in an emergency table top exercise on Saturday, August 21, 2004
- ⇒ At the recent tire collection a total of 15,102 tires were collected
- ⇒ Nine human cases of West Nile Virus has been reported in Illinois with the first case in Jo Daviess County

Finance Committee Report – Repairs to outside of health department building

The Committee had reviewed and recommended the proposal to make repairs to the outside of the building. Money to make the repairs would be allocated from the Capital Improvement Fund. A motion was made by Robert Chorak with a second by Jim Lander that repairs be done to the outside of the health department building by Smith Construction as outlined in the proposal. Motion carried.

Personnel Committee Report

Sally Toepfer and Helen Kilgore met and completed the annual evaluation of the public health administrator. They approved a 2% pay increase.

Other Items

Peg stated that she will take the approved budgets to the Health, Environment and Law Committee. Terry Stoffregan stated that the next meeting will be September 20 and he thanked everyone for all of the hard work that is being done by the employees. He said that the County Board does appreciate and acknowledge the employee commitment.

Next Meeting Date - October 21, 2004, 7 p.m.

Meeting was adjourned at 8:45 p.m. by Helen until October 21, 2004 at 7 p.m.

Gini Appel, Secretary