

JO DAVIESS COUNTY BOARD OF HEALTH

MEETING MINUTES

THURSDAY, FEBRUARY 17, 2005

The Jo Daviess County Board of Health held a meeting on Thursday, February 17, 2005. 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, Joe Garrity, MD, Ed Kuhle, Melissa Sargent, Beth Baranski, County Board Representative

Board of Health members absent: Gini Appel, Elizabeth Blair, John Herting

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

UNFINISHED BUSINESS

Welcome to Beth Baranski, County Board Representative on the Board of Health

Everyone introduced themselves and welcomed Beth to the Board of Health.

Approval of December 2, 2004 Board of Health Meeting Minutes

The December 2, 2004, meeting minutes were approved with a motion by Joe Garrity and a second by Jim Lander. Motion carried.

2005 Meeting Schedule

The 2005 meeting schedule was reviewed and Jim Lander recommended that the December meeting be changed from December 15 to December 1. A motion was made by Jim Lander with a second by Joe Garrity that the December, 2005, meeting be held December 1 at 7 p.m. Motion carried.

Revised Fiscal Year 2005 Bioterrorism Fund Budget

The revised Bioterrorism Budget for fiscal year 2005 was reviewed. Peg reported this was done to reflect the grant amount received in order to have budget lines allocated to spend funds as required by the grant.

Drug Testing Policy for Employees

Peg reported that she is in the planning stages of implementing a drug testing policy for all employees. Joe Garrity reported that any employer that receives federal funding must have a policy for a drug free environment. Peg was referred to the States Attorney by the

County Administrator to review the policy. Terry Kurt, Jo Daviess County States Attorney, stated that he has reviewed the regulations and does not see any reason not to proceed. Peg plans to have all employees tested the first year this is implemented and the succeeding years there would be random testing.

One of the requirements with the drug testing is to have a Medical Review Officer to evaluate any positive results. This MRO must not be affiliated with the agency or place providing the testing. Joe Garrity provided a list of Medical Review Officers that Peg will contact for cost to provide this service. Peg has contacted Lab One to provide the test kits and results. The Galena Stauss Lab would perform the tests. The cost to perform the tests is approximately \$21 per employee but did not consider the cost of the MRO.

Volunteer to Sign Claims May 9, 2005

Ed Kuhle volunteered to sign claims in May.

New Business

2003-2004 Public Health Fund Balance Proposed Use of Carryover Funds

Peg gave the Board information on the amount of carryover for public health in the past years. There has been a considerable increase in the amount of carryover the past two years. Peg had a list of possible uses for the extra funding. The Board reviewed these. Beth Baranski asked if the amount of increase is anticipated to continue. When the funding was decreased the hours worked by staff was decreased. Jim recommended reviewing returning to a forty hour work week to use some of the carryover funds. Peg stated that this is informational at this time and will review the use of extra funds at budget time.

County Board Committees

A copy of the County Board Committees was distributed as the committees were restructured this year. The health department reports to the Social and Environmental Committee.

Annual Report

The fiscal year 2004 annual report is in progress and will be distributed to Board members when printed.

Health Insurance Policy – Full time employees only

The County's policy for health insurance is to offer health insurance to full time employees only. The health department has offered health insurance to part time employees at their own expense. Peg has been asked by the County Administrator to have the Board of Health review and revise the policy to include only full time

employees eligible for health insurance. A motion was made by Jim Lander with a second by Joe Garrity that insurance benefits in handbook are revised to read: b. Only full time employees are covered by the county's health insurance plan. Family plan insurance coverage may be available to full time employees at their own expense. Motion carried.

Peg reported on the County's policy to offer employees an opportunity to opt out of the health insurance by proving that they have other health insurance coverage. The employee would then be given a \$1,500 payout. Several county employees had not participated in the health insurance program due to other coverage. According to the county's policy on opting out of insurance, these employees were not eligible for the payout this year but would be eligible next year.

Home Health Care Report

Mairi Douglas, Director of Nursing, reported on Home Health Care. The visit totals were distributed. The census is thirty. Home Health Care would like to hire a health aide but otherwise staff is stable. Staff is in the process of reviewing and updating policies.

Mairi reported on the home infusion bill that was passed by House Health Committee. This bill would allow home health and hospice registered nurses and advanced practice nurses to carry saline, heparin, sterile water, epinephrine, and benadryl in their nursing bags to be used as needed with a physician's verbal order. The bill now goes to the House floor for a vote.

Environmental Health Report

Heather Miller, Director of Environmental Health, reported that the agency has received a West Nile Virus grant of \$3,834.29 for March 15 through June 30, 2005. The department has received emergency preparedness/bioterrorism equipment from Sheriff's Department purchased with Homeland Security grant funds. The health department will be participating in a county wide emergency drill on Saturday, May 14, 2005. The Sheriff's Department is organizing this. It will be held at the River Ridge School, Elizabeth. The location was chosen because of central location in the county and it is handicap accessible.

AmeriCorps Worker Report

Christy Wahle reported on the Americorps program. Americorps was formed in 1993 by President Bill Clinton. A worker needs to commit to one year of service (1,700 hours) at an agency and is provided training and perform community service. In addition to a salary, the worker receives an educational stipend of \$4,000 for higher education.

Home Care Across Illinois Board

Peg has been elected to the executive committee of Home Care Across Illinois. This Board markets services for Home Health Care.

Dental Sealant Grant

Peg reported that there is a \$6,000 grant available to provide dental sealants. Peg said there is a dentist that is interested in providing this service but is still in the planning process. This dentist is also interested in providing dental services to public aid patients in addition to his private practice.

Civil Liability with Public Health Emergency Planning

The Board of Health reviewed the Public Health Emergency Legal Preparedness Checklist. Illinois legislation passed last July defines the definition of public health authority under the direction of Illinois Department of Public Health to quarantine. Peg and Mairi attended a meeting on Wednesday, February 16, regarding the legal issues of emergency quarantine.

First Quarter for Bioterrorism Grant

Peg reported that the first quarter grant requirements have been met. The focus is on employee preparedness and also partner contacts.

News Article on Bioterrorism

Christy has been creating and submitting articles to newspapers on public emergency preparedness.

Spring Bioterrorism Exercise Scheduled for Saturday, May 14, 2005

Peg reported that the employees will be participating in emergency preparedness exercise on Saturday, May 14.

Donations Made to Programs

The Board members received a list of donations to all departments this past year. Several civic groups in the community have been very generous. Joe asked if the groups had been thanked and Peg assured them they have all been sent a note of thanks and also employees held an appreciation party for them in the fall. The Board would also like to thank the staff for their generosity to the clients.

Board of Health Committee Reports:

Personnel Committee: Helen Kilgore reported that this committee met.

Budget and Finance Committee: No meeting held.

Client Care Committee: No meeting held.

HIPAA Security

Peg is working on the security policies and procedures. She provides monthly security tips to all the staff.

Statement of Economic Interest Notification to Board of Health Members

The County Clerk is required to mail to all Board members a statement of economic interest. This form must be completed and returned.

Boards of Health Survey by Illinois Association of Boards of Health

Survey was distributed and Peg asked that members complete.

Other Items –

Potential Board of Health Member – Rebecca Bartsch, MD

Peg has been trying to recruit another physician to serve on the Board. She has spoke with Rebecca Bartsch and she had expressed an interest in serving on the Board of Health.

Drug Free Grant

Peg reported that alcohol and substance drug abuse is one of the needs that were found in the 2005-2010 county needs assessment. Peg and Beth Johnson of Jane Addams are preparing to apply for a grant. This grant would need to have a county match for funds. Grant funds could be used to hire a full time person to educate the community that alcohol and substance abuse is a problem. Other uses for the grant funds would be considered in the grant application.

Next Meeting Date – Thursday, April 21, 2005 at 7 p.m.

The meeting adjourned at 8:15 with a motion by Joe Garrity and a second by Jim Lander. Next meeting will be Thursday, April 21, at 7 p.m.

Rose Imbus, Office Manager