

**JO DAVIESS COUNTY BOARD OF HEALTH
OCTOBER 20, 2005
MEETING**

The Jo Daviess County Board of Health held a meeting on Thursday, October 20, 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, Secretary Robert Chorak, DDS, Lloyd Callaway, MD, Elizabeth Blair, Laura Dwinells, Ed Kuhle, John Herting, and Melissa Sargent

Board of Health members absent: Vice-President Jim Lander, Beth Baranski, County Board Representative,

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

Unfinished Business

Approval of August 18, 2005, Board of Health Meeting Minutes

The August 18, 2005 meeting minutes were approved with a motion by Liz Blair and a second by Dr. Lloyd Callaway. Motion carried.

Meeting with County Board Finance Committee regarding FY 2006 Public Health Budget

Meeting with County Board Finance Committee regarding FY 2006 Home Health Care Budget

Peg informed the Board that she had attended the first County Board committee budget hearing. There were no questions on the Public Health Budget. There were some changes that were made to the Home Health Care budget. The committee was able to review all of the 22 budgets at this meeting. The second budget hearing by the County Board is this evening also.

Revised FY 2006 Budget for Home Health Care

The Home Health Care revised budget was reviewed. The revisions reflect the agency's contract with a company that will review the agency's Medicare billing to correct any coding errors that would more properly reflect income from Medicare. The proposed budget needed to add a line for this fee. Therefore Home Health Care would receive more income from Medicare. Revisions to budget were made to reflect these modifications. A motion was made by Dr. Callaway with a second by Melissa Sargent to approve the revised FY 2006 Home Health Care budget.

New Business

Estimate for Window Washing

The windows of the health department building have never been cleaned professionally. It was suggested by staff that the windows be cleaned and an

estimate was received. After discussion and a recommendation by Helen Kilgore for a motion, a motion was made by Dr. Callaway with a second by Laura Dwinnells to have windows washed – both sides. Motion carried.

West Nile Virus Update

Peg was pleased to report that there have not been a lot of cases reported and there have been none reported in Jo Daviess County. Speculation is that there were not a lot of mosquitoes this year.

Pertussis Update

Peg reported that the county is currently at about forty suspected cases. The communicable disease nurse is staying current in order to prevent spreading.

Liz Blair asked about bird flu. Peg reported that health professionals need to be alert of this and the possibility of a pandemic. Dr. Callaway stated that he feels that what needs to be done is being done and that the drug companies are in the process of manufacturing vaccine.

Report on Golf Fundraiser (and Potential Need to Establish Public Health Foundation)

Peg reported that the fundraiser was very successful. The total amount raised is \$5,987.50 which includes a \$500 donation from Wal-Mart.

Peg said that she has received correspondence from other health departments about fundraising and that the agencies must be very cautious of whom they receive donations from because there could be a conflict of interest. Some of the places that made donations are inspected by the health department. For this reason a Public Health Foundation may need to be established. This foundation would need to consist of members that do not have any affiliation with staff or board members. Peg has received advice from the States Attorney, Terry Kurt. Helen inquired as to the amount of paperwork involved in establishing a foundation. Peg did not think it involved more than applying for 501 (c) (3) status. Discussion was held on how you would get individuals involved and how many meetings it would involve. This was tabled until the next meeting and Peg was directed to get more information.

Those who attended the fundraiser noted that it was a very enjoyable day.

Home Health Care Report

Mairi Douglas, Director of Nursing, reported:

- Have been extremely busy with clients – number of clients is in the forties and has been consistently for about two months
- There have been a lot of health aide visits keeping the full time and part time aide busy
- Agency is advertising for part time nurses

Environmental Health Report

Heather Miller, Director of Environmental Health, reported:

- Happy to report that the new truck has been purchased
- Planning for a state review in 2006
- West Nile Virus dead bird surveillance ended October 15, 2005. No birds tested this year. It will probably begin again in May, 2006.
- Have received notice of continuous Vector Grant for 2006 and 2007
- Asked by Helen if there would be a tire pick up this year and Heather said that perhaps there would be one in 2006 or 2007. Stephenson County had a tire pick up this year

Department of Human Service (DHS) Audit (September 12, 13, 14) and Draft Report

A fiscal / administrative review was performed on September 12 through 14 by Department of Human Services. The review was to assure that the agency has a proper accounting system, has adequate internal controls to safeguard the organization's assets, complies with specific fiscal and administrative requirements outlined by Department of Human Services, and has effective oversight by governing body.

A draft of the findings and recommendations were received. Peg has responded to these recommendations.

Two issues of lesser significance have also been addressed. The issuing of receipts policy has been revised and will follow recommendations of audit. The number of physicians required to serve on the Board of Health is part of state statutes and cannot be changed in the by-laws. Peg noted that she has been trying to recruit another physician to serve on the Board of Health. She has sent out letters and notices have been placed in the newspapers.

Department of Human Service Federal Match for Family Case Management

Peg reported a review of the procedure to apply for federal match funds was completed recently. A revision of how match is figured has been implemented that allows the agency to amend the last eight quarters and is expecting to receive additional funds in December.

DHS Requirement for Felony Background Check on Staff

Peg reported that this has been added to the grant requirements and is waiting for final clarification of what staff would need to have felony background checks.

Bioterrorism Grant Award for 2006, \$29,700

Peg reported that the agency has received an award of \$29,700 for emergency preparedness. The grant has more requirements than the previous grants.

October 7, 2005, SNS Drill

On October 7, 2005, staff participated in a northwest regional exercise for delivering medications to each county. Four staff members were at the drop site for over four hours awaiting the delivery. Part of the exercise was to test state's ability for delivering and pick up. The pick up of the pallets was not completed.

Board of Health Committee Reports

No committee reports.

Fee for Immunization Records

Peg reported on the need to increase the fee for immunization records. Parents are given a record of the immunizations at the time they are given. A majority of clients ask for records several times. John Herting made a motion with a second by Robert Chorak to raise the immunization record fee from \$3 to \$5. Dr. Callaway asked can you really prevent providing the record if it keeps the child from attending the schools. Peg said that providing the record takes a lot of staff time and if the parent has to pay more may be more responsible in keeping the record. Motion carried.

Fee for Pneumonia

The cost of purchasing pneumonia vaccine has increased. The charge now is \$25. Discussion was held and it was decided to refer this to the Client Care Committee for review and recommendation. A motion was made by Laura Dwinells with a second by Melissa Sargent to refer the fee for the pneumonia vaccine to the Client Care Committee. Motion carried. The Client Care Committee is scheduled to meet on Tuesday, October 25, at 8 a.m.

May 14, 2005, Emergency Training Drill Report

The agency has received a copy of the report on the May 14, 2005, emergency exercise. The health department played a big role in this training but also several other county agencies participated. The Board was given a copy to review.

Letter of Support to Northwestern Illinois Community Action Agency for Small Rental Properties Grant

Peg reported that she has sent a letter of support in the Board of Health name to NICAA for the small rental properties grant. This grant provides funding to landlords to make improvements to rental properties to keep heating costs down. This can make more affordable housing in the entire county. A motion was made by Liz Blair with a second by Edwin Kuhle to approve the letter sent to NICAA for small rental properties grant. Motion carried.

Fiscal Year 2005 Purchases from Capital Improvement Fund

Copier – Budget - \$7,000 – Purchase price - \$10,600

E.H. Truck – Budget - \$24,500 – Purchase price - \$12,462.39

The Board was informed of the purchases.

Other items

Personnel Policies

The County Board is in the process of updating the county's personnel policies and would like to keep them similar with the health department's policies. Beth Baranski asked that Peg put this on the agenda and would like to have the Board of Health Personnel Committee meet with County Board to work on these.

Next Meeting Date: Thursday, December 1, 2005 – 7 p.m.

Helen reported on a health fair that she attended in Carroll County last week-end. She stated that she had heard some very good comments of the help from Jo Daviess County to Carroll County Health Department staff in the start up of the health department. She felt the health fair was very successful.

The meeting adjourned at 8 p.m. with a motion by Dr. Callaway.

Robert Chorak, Secretary