

JO DAVIESS COUNTY BOARD OF HEALTH

MEETING MINUTES

THURSDAY, JUNE 16, 2005

The Jo Daviess County Board of Health held a meeting on Thursday, June 16, 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, Elizabeth Blair, Dr. Lloyd Callaway, Robert Chorak, DDS, John Herting, Ed Kuhle, Beth Baranski, County Board Representative

Board of Health members absent: Melissa Sargent,

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

Observers: Billie Nolan

Members were introduced and welcomed newly appointed Dr. Lloyd Callaway who will serve as Medical Advisor to the Board of Health. Laura Dwinells was appointed to the Board of Health effective July 1, 2005.

Unfinished Business

Election of Board of Health Officers

Discussion was held on the present officers of the Board of Health. Dr. Callaway made a motion with a second by John Herting that the offices of President and Vice President of Board of Health be filled by acclamation of incumbents. Motion carried. After discussing the Secretary position, Robert Chorak volunteered for this. John Herting moved that the motions be closed. All agreed.

Approval of the April 21, 2005, Board of Health Meeting Minutes

The April 21 Board of Health meeting minutes were approved with a motion by Beth Baranski and a second by Jim Lander. Motion carried.

Employee's Drug Testing

Peg informed the Board that the policy has been written and staff has been informed. Testing will be done by lab in Dubuque with the Galena Stauss Hospital lab as a back up.

Dental Sealant Grant

Peg informed the Board that she does not plan to apply for the grant. Peg, Rose Imbus, Judy Davidson, health department dental consultant, Dr. Robert Traul and his wife attended an informational meeting provided by the Illinois Department Public Health on the Dental Sealant program. After discussing this with Dr. Traul, the dentist who planned

to apply the sealants, Peg does not feel there would be enough financial reimbursement to cover the costs of the agency. The grant would only reimburse for the number of sealants applied. There is no grant funds for administration or for the education that is required to be provided to the school children. Peg estimated that it would cost the agency approximately \$6,500 for time spent on grant by the administrator, public health officer manager and the dental consultant. Peg proposed that this money be used to provide preventive services to those who are not insured instead of administering the grant. Peg would like to work with the dentists in the county to see if there would be an interest in providing these services.

Ed Kuhle asked what are dental sealants. Dr. Chorak stated it is a protective coating applied to the molars to prevent cavities.

Dr. Callaway asked why the agency would not apply for the grant. Peg replied that she felt it would be much more beneficial to apply the administrative costs of the grant to providing preventive services to clients who have no insurance and are not eligible for public aid. The health department could put the \$6,500 in a budget line item to reimburse dentists for exams or sealants at public aid rates. The health department would encourage dentists to bill the health department for this service. Peg would work with Dr. Chorak to devise an appropriate billing verification method.

Most agencies that receive grant funding have the equipment and are providing the school based sealant program which is the intent of the grant.

Dr. Chorak said that he would meet with Peg to discuss the program further and then a recommendation will be made.

May 14, 2005 Emergency Exercise Report

The evaluation of the May 14 emergency exercise was distributed and reviewed. The exercise was set up by the Sheriff's Department and tested the SNS (strategic national stockpile) plan. Peg described the live exercise and all of the participants. This is the first health department outside of Chicago to have a live exercise.

New Business

Board of Health Committee Appointments

Committee appointments were made as follows:

Personnel Committee – Beth Baranski, Helen Kilgore, Melissa Sargent

Client Care – Liz Blair, Dr. Lloyd Callaway, Jim Lander

Budget/Finance – Beth Baranski, John Herting, Helen Kilgore, Ed Kuhle, Jim Lander

Environmental Health – Liz Blair, Dr. Robert Chorak

Resignation of Board Member, Joe Garrity, Effective June 1, 2005

Joe Garrity resigned from the Board of Health effective June 1, 2005. Joe had served as the Medical Advisor to the Board of Health. Dr. Lloyd Callaway has agreed to serve as the Medical Advisor and was appointed to the Board of Health effective June, 2005.

Board of Health Physicians – Standing Orders / Liability

Peg informed the Board that she discussed the liability of physicians who sign the medical orders for the agency with the county's insurance provider. As long as the physician is not actually performing the service he is covered under the county's liability insurance.

Family Planning Client Care Committee – Board member replacement for Joe Garrity

No replacement was made at this time.

Family Planning Medical Advisor – Dr. Gregory Vandigo

When Michelle Sprengelmeyer moved her medical practice to Dubuque, she no longer was able to continue as the Family Planning Medical Advisor. Dr. Gregory Vandigo volunteered to accept this responsibility.

Free Clinic Offered by Dr. Michelle Sprengelmeyer Transition

Michelle Sprengelmeyer had been operating a free clinic once a month using the health department facility. She no longer is able to operate this clinic and she is presently trying to recruit another physician to offer this service.

FY 2005 Bioterrorism/Emergency Planning Grant Increase \$7,159 (total of \$36,861)

The Board was informed that the agency received an additional \$7,159 increase to the emergency preparedness grant that ends August 30, 2005. Peg stated that there have been rumors that this funding would not be available next year but she had attended a meeting today where she was informed that the awards will be the same as last year but there may not be any supplemental funding.

Fiscal Year 2006 Grants

- Tobacco Grant (\$10,000 - \$20,000 award)
- Health Protection Grant -- \$52,000 award
- WIC Grant – (\$59,000 award – increase from \$51,200)
- Family Planning – (\$37,000 award)

Grant awards for fiscal year 2006 will remain the same with an increase in the WIC grant.

Environmental Health

Heather Miller reported:

- ⇒ Distributed 2004 water report and explained the information provided
- ⇒ Discussed the well and septic permits report distributed
- ⇒ The truck has been ordered after having it approved by the County Board Social and Environmental Committee and the County Board
- ⇒ The department has received a demonstration on new software for their office that would combine all of the programs and provide reports of services. This software at a cost of \$2,400 will be put in the 2006 budget
- ⇒ Heather was pleased to announce that Christy Wahle, Americorps Worker, has decided to serve for a second year with the program. She has been working on the agency's emergency preparedness

Home Health Care Report

Mairi Douglas reported:

- ⇒ Have been seeing about 30 clients a week
- ⇒ Director of Nursing and Home Health Care Office Manager attended Illinois Home Care Council meeting that discussed new government form to provide to patients effective July 1 which needs to be completed in order to be compliant
- ⇒ Mairi stated that she was sorry that Dr. Callaway resigned from the Home Health Care Advisory Board but was glad that he agreed to serve on Board of Health
- ⇒ Discussed the quarterly chart audits
- ⇒ Revising policies
- ⇒ Reviewed the visit frequencies

Flu Vaccine Ordered – Price 2004 - \$ 80.75/ten dose vial;

2005 - \$106.01/ten dose vial

Peg informed the Board that the vaccine has been ordered. Price has increased since last year. There still are restrictions on who can receive the vaccine and it is similar to last year. Dr Callaway commented on suggestions to changes to the priority of who should receive the flu vaccine that it should be young adults and children. Possibly the focus on who should be given the vaccine may change.

HIPAA Security

Peg reported that the agency has written policies for HIPAA security for all electronically transmitted personal health information.

Health Department Fundraiser – Saturday, July 23, at the Stockton Blackhawk Run Golf Course

The agency has received several cash donations and several items for the auction for this fundraiser. Money received will be used to purchase infant and toddler safety seats for WIC clients. Peg said that she is looking for an auctioneer and was given a suggestion by Dr. Callaway.

Board of Health Committee Reports

Personnel Committee scheduled a meeting for July 29 at 1 p.m. for the administrator's evaluation

Client Care scheduled a meeting July 14 at 1 p.m. to review the fee for flu vaccine

Budget/Finance scheduled a meeting for July 14 at 2 p.m. to review the fiscal year 2006 budget proposals.

Volunteers to Sign Claims – July through December, 2005

The form was passed around for members to volunteer to sign the claims for the health department. Peg explained the process to Dr. Callaway.

Liz Blair questioned some of the claims that she approved recently. Peg explained the reasons for the bill and why there are a number of claims for one person or company but that all of these on added to one check for that vendor.

Proposal for Shutters on Health Department Building

The proposal was reviewed and discussion held on the reason the shutters should be replaced. A motion was made by Jim Lander with a second by Robert Chorak to accept the bid from Smith Construction to replace the shutters. Motion carried.

National Association of Board of Health Annual Conference – August 10-13, Nashville, TN (early bird registration by June 30)

Brochures were reviewed on the Board of Health Conference.

Jo Daviess County Health Summit Posters

The health department participated in the health summit that was held in April in Elizabeth. Denise Seuring, Communicable Disease Nurse, sponsored the poster contest with all of the schools in the county and all participated. Members were encouraged to review the posters.

Other

Dr. Callaway commented on the number of mosquitoes reported on the new bike path in Galena. Heather said that there is no way to eradicate them due to the location of the path. Asked if bats would take care of the mosquito problem and Heather said that is not true that bats feed on mosquitoes. Heather said that the environmental health staff does provide information to the students and public on mosquitoes.

Peg discussed the possibility of returning to a 40 hour work week and would like to propose this in the 2006 fiscal year budget.

Next Meeting Date – August 18, 2005, 7 p.m. – Joint meeting with Home Health Care Advisory Committee

Meeting was adjourned at 8:30 p.m. until August 18 at 7 p.m. with a motion by Liz Blair and a second by Beth Baranski.

Robert Chorak, Secretary