

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

January 22, 2020

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on January 22, 2020. Board member Ron Aggerdt called the meeting to order at 12:02 p.m.

Board of Health members present were Joyce Brannan, Ron Aggerdt, Josh Millard, Ann Chelette, Amy Parlier, Hollie Reid and Mekelle Neathery.

Health department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo, Shelly Taylor, Linda Debergh and Lisa Clement. Nicole Roegge was also present to take the minutes of the meeting.

Approval of Minutes

A motion was made by Hollie Reid and seconded by Ann Chelette to approve the minutes of the December meeting as presented. The motion carried with all in favor.

Financial Report

Teresa Armstrong, Administrator, reported that Dirk has prepared updated fiscal year 2019 reports. The main updates included recognizing revenue for the School Health Center grant as well as revenue from the HRSA SUD grant as the carry over request was recently approved on the detailed revenue report. There was also revenue recognized from the HRSA Quality Improvement awards.

Teresa also noted that the detailed expense statement was also updated. There were some contractual services from Memorial Home Services for October and November therapy charges that were billed as well as some nursing home charges for hospice.

Teresa also reported that overall the December financial reports for the start of the new fiscal year look good. There were no issues or concerns to be noted. All programs are currently in the black with the exception of the maternal child health program. This program relies on tax revenue that has not been received yet.

A motion was made by Amy Parlier and seconded by Josh Millard to approve the financial report as presented. The motion carried with all in favor.

Administrator's Report

Teresa Armstrong, Administrator, reported that the peer counselor for the MAT program that she had written about in her report has decided only to volunteer her time when needed and not become an actual employee. Staff are very excited to be able to use her as a mentor and hopes that she will help patients be successful on the program. The behavioral health program is still looking to hire a CADC as well. They have a potential candidate who has some experience. She hopes to have an interview setup with this individual very soon.

Teresa and Tiffany have been looking at several demos of health population software to replace Mediquire. Teresa was notified on December 31<sup>st</sup> that the software company would no longer be providing services after mid-January. The software is used for population health management which helps identify care gaps for patients as well as gathering quality assurance data for reporting purposes. Teresa hopes to have a new software in place within the next couple of months.

Teresa also discussed the human resource report attached to the back of her report. She made note of staffing changes that have happened in the previous quarter. Hollie Reid asked if the two new billing staff members were working out well since there has been quite a bit of turnover in that department. Teresa reported that they are both doing very well and are enjoying their positions.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that she has two new staff members who were recently hired. Paige Koch has been hired as a CMA for both offices while Emma Lynn has been hired as the new community health worker. Both girls are doing great and are catching on quickly.

Tiffany also reported that all of her employees have returned from maternity leave and are getting back into the swing of things in the clinic. Sarah Seely will be returning from her leave around the middle of February.

Tiffany reported that Emily Eichelberger will begin seeing patients one day a week in the Beardstown office. She will be working in Beardstown on Thursdays beginning February 6<sup>th</sup>. Tiffany has completed the SUPR license application for the Beardstown site so that Emily will be able to provide MAT services in the Beardstown office while she is there.

Tiffany reported that the health clinic reported on 10 quality assurance measures this month of which 8 measures were at goal or improved their score from the last reporting period. Depression remission was one measure which was below goal. This is still a fairly new measure and many of the patients being screened are improving their PHQ scores but they still fall above the required score of 5 for compliance. The second measure that is out of compliance is the Latino diabetic measure. Tiffany hopes that this measure will come into compliance soon as the new diabetes management plan has been put into place and the health educator will be meeting with all uncontrolled diabetics on a one on one basis.

Tiffany also noted that the dental clinic reported on two quality measures this month. Their sealant retention measure had one sealant that was not intact at the 12-14 month recheck. The sealant to first molars measure was at 85% for the reporting period. This measure was below goal but staff have done an excellent job of noting why sealants are not placed at the initial visit.

See handouts.

### Home Services Report

Shelly Taylor, Home Services Director, reported that Ashlynn Holmes has been hired as the new full time Home Services RN. She started with the department on December 30<sup>th</sup> and is catching on very quickly.

Shelly has started the search for a new software program for the Home Services department. She has reached out for information from several companies and has started getting responses back.

Shelly reported that RCD for payment is going well. She currently has 3 claims that have not been approved yet but she has resent them back today and hopes they will be affirmed soon.

See handouts.

### Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, discussed a negative comment that was received on the most recent home health patient satisfaction surveys. The comment mentioned that a personal item had been taken from a patient's home and was never returned. The patient did not put their name on the survey but the incident was discussed with staff. The department has not had any instances like this in the past.

See handout.

### Old Business

Nominating Committee member Joyce Brannan reported that Amy Parlier was willing to serve as President of the Cass County Board of Health. A motion was made by Hollie Reid to appoint Amy Parlier as President and the motion was seconded by Ann Chelette. The motion carried with all in favor.

### New Business

A motion was made by Ron Aggertt and seconded by Hollie Reid to approve the changes to the Home Health and Hospice policies and procedures as presented by Linda Debergh. The motion carried with all in favor. All changes can be found on page one of the January 2020 Quality Assurance report.

A motion was made by Josh Millard and seconded by Ann Chelette to approve the Home Health and Hospice Quality Management Plan as presented with no changes. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, reported that changes made to the Home Services Emergency Operations Plan were as follows: annual training and testing was changed from every year to every two years, removed requirement of documentation of efforts to contract officials of its participation in collaborative and cooperative efforts, and test the emergency plan annually. A motion was made by Ann Chelette and seconded by Ron Aggertt to approve the changes to the Home Services Emergency Operations Plan as presented. The motion carried with all in favor.

Tiffany Angelo, Clinic Director, reported that Urine Toxicology Screen and Alcohol Testing had been added to the Cass County Health Clinic policies and procedures as standing orders. She also discussed the addition of the prescription pain medications policy which defines when scheduled pain medication can be prescribed and for how long. A motion was made by Hollie Reid and seconded by Josh Millard to approve the changes to the Cass County Health Clinic policies and procedures as presented. The motion carried with all in favor.

A motion was made by Ron Aggertt and seconded by Hollie Reid to approve the 2019 Cass County Health Department Annual Report as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, presented the proposed changes to the Cass County Health Department Personnel Policies. Changes discussed included the addition of a new “Drug Free Workplace” policy, changes to the employment policy including requirements for applicants, employment licensure/certification/training, selection for employment, required information/verification of compliance for employment, credentialing and privileging and requirements for employees. The requirements of employees section added sexual harassment training as an annual requirement for training. Board of Health member Hollie Reid questioned why the only training added as sexually harassment training and not harassment training in general. Teresa Armstrong stated that the health department already has a harassment policy and that the State of Illinois now requires annual sexual harassment training annually for all licensed health care providers. The compassionate leave policy was also updated to state that employees must use their leave time within two weeks of their loved one passing unless notice is provided to their supervisor regarding a delay of services. Other minor changes made were for formatting or grammatical purposes. A motion was made by Joyce Brannan and seconded by Ron Aggert to approve the changes to the Cass County Health Department Personnel Policies as presented. The motion carried with all in favor.

### Adjournment

A motion was made by Josh Millard and seconded by Hollie Reid to adjourn the meeting. The motion carried with all in favor. President Amy Parlier adjourned the meeting at 12:54 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.