

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

May 27, 2020

The Cass County Board of Health met via conference call on May 27, 2020. President Amy Parlier called the meeting to order at 12:05 p.m.

Board of Health members present were Amy Parlier, Joyce Brannan, Ron Aggertt, Hollie Reid, Mekelle Neathery and Jennifer Allen.

Health department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo, Andrew English and Linda Debergh. Nicole Roegge was present to take the minutes of the meeting.

Approval of Minutes

A motion was made by Joyce Brannan and seconded by Ron Aggertt to approve the minutes of the April meeting as presented. The motion carried with all in favor.

Approval of Financial Report

Dirk Debergh, Financial Officer, reported that this month was the first month that the effects of COVID-19 on the health department's finances has been noticeable. Dirk still has not gotten a definitive answer on what the \$64,000 HHS money was to go for. The money was allotted as HHS funding for the Provider Relief Fund for Medicare Fee For Service. Currently the home health and hospice programs are the only ones that use Medicare Fee For Service rates. Dirk has contacted the payment portal but all they could tell him was that the money was disbursed based on our FEIN number. He has transferred half of the money to home health and half to hospice on the detailed revenue statement under home health program income and hospice program income. Overall home health and hospice had a good month even without income from the grant money. Their patient load has been increasing.

Dirk also reported that as expected the clinic has been impacted on the revenue side with about a \$150,000 decrease in accounts receivable. Dental has taken the biggest hit as they have went from an average of 500-600 encounters per month to 38 total in the month of April. Dental will begin seeing patients at half capacity in June so hopefully this will help numbers for next month. Overall they are still in a good position. Teresa noted that behavioral health and medical continue to see about the same number of patients that they are used to seeing which has helped keep the financials looking as good as they do currently.

Dirk also provided an explanation for the 340B revenue decrease that was noticed last month by Amy Parlier. Dirk explained that he had and it was a timing issue. Moreland & Devitt usually sends checks twice a month to pay for their portion of the 340B program and in March they only sent a check once with the second payment coming in early April. They actually ended up sending 3 checks in April.

A motion was made by Hollie Reid and seconded by Jennifer Allen to approve the financial report as presented. The motion carried with all in favor.

Administrator's Report

Teresa Armstrong, Administrator, reported that one additional COVID-19 positive case was reported today which brings the county's current total to 68 cases. Of those 68 cases 62 of them have recovered. One patient remains hospitalized. Delaney continues to post our case numbers and information on our Facebook page daily.

Teresa continues to meet with community partners including EMS/Fire/Police/911 and Taylor Clinic every two weeks. She also continues to meet with JBS every two weeks as well. Teresa also attended various meetings and webinars with IDPH, HRSA, NACHC and IPHCA.

To date the health department has received \$17,500 in funding from the Pandemic Community Advisory Group and Prairieland United Way to assist Cass County residents with rent and grocery needs. As of the meeting date 16 individuals have been assisted with one application pending. Applications are available on the health department website, in the Virginia Blessing Box and the entryway into the Beardstown office.

Teresa reported that since the April meeting the clinic was awarded another \$171,094 from HRSA for Expanding Capacity for Coronavirus Testing. This funding will be used to support activities to purchase, administer and expand capacity for testing. The funds will be used broadly and Teresa along with staff are working to come up with a list of desired items.

Teresa was also notified this week that the State's expanding contact tracing plans will be facilitated by the local health departments and that the health department will be receiving a one year grant of \$817,632. This grant will be used to hire staff, renting space for this staff and purchasing required items to ensure that they can adequately respond to community needs. Teresa would also like to use some of the funds to improve FIT testing equipment, portable refrigeration systems for vaccines as well as mobile carts to use during mass vaccination as well. Tents and new signage for the health department building are also being discussed.

Phase III of the Restore Illinois plan is slated to begin on May 29th. Teresa explained that this phase will open up salons, state parks and campgrounds as well as bars and restaurants for outdoor seat. Social distancing guidelines must be observed and masks still need to be worn in public spaces. The Department of Commerce and Economic Opportunity has released guidelines for business to follow. Franci has been in contact with all bars and restaurants about the guidelines and will continue to follow up with them as Phase III continues.

Tiffany and Teresa attended a National Association of Community Health Centers (NACHC) virtual conference last week. It had many good sessions and both attendees walked away with useful information.

Amy Parlier asked where additional staff members would be housed if more contact tracers were hired. Teresa explained that she has been looking at a couple of different off site options for staff members who don't need to physically be on site. She has information about the old Dollar General building as well as contact numbers of the owners for a couple of different spaces on the square.

Hollie Reid asked about the condition of the hospitalized COVID-19 case. Andrew English, Public Health Coordinator, reported that the patient is currently in ICU on a ventilator. He calls and checks on the patient's status daily.

Hollie also asked if information regarding grant funding for small businesses has been given to local bars and restaurants so they can try to gather funds to help establish outside seating if they don't already have it. Teresa

explained that the county board has been approving applicants for small business grants through the Department of Commerce and Economic Opportunity. Joyce Brannan reported that only 8-10 businesses have applied and been approved by the Cass County Board for the grants which then go to DCEO for final approve. The grants are for \$25,000.

See handout.

Clinic Report

Tiffany Angelo, Clinic Director, reported that her programs continue to see most patients through telehealth visits which are going well. Both Dr. Curry and Dr. Royeen saw 20 patients each yesterday which is close to the normal number of patients they are used to seeing per day. Patients really like the telehealth platform. Some patients are being seeing in their vehicles if necessary.

Tiffany reported that lots of equipment is being ordered to help staff deal with all of the changes going forward as the clinic plans a soft opening for June. Portable blood pressure cuffs, scales, pulse ox readers and thermometers are just a few of the things that are needed. There have also been touchless hand sanitizer and soap dispensers installed in the office as well. The only patients who will be seen in office will be well child visits, labs and procedures. Paperwork will be completed over the phone with patients prior to the appointment as well. Letters have been sent to patients detailing infection control procedures and what can be expected at their next visit. Dental will operate on a modified schedule at 50% capacity.

Tiffany reported that the medical clinic is reporting 8 quality assurance measures for this reporting period with 3 of those measures meeting goal or exceeding their previous reporting. Additionally 3 of the measures were below goal and 2 measures are new. All of the measures that were low are measures that are out of staff control (colorectal cancer screening, prenatal trimester and perinatal birth weight). Breast cancer screening and HIV screening are the two new measures. Dental reported 100% compliance on caries risk assessment for the reporting period.

See handouts.

Public Health Report

Andrew English, Public Health Coordinator, reports his department is busy with the COVID-19 response and handling all of the contact tracing that goes along with it. The process has been a lot of trial and error but staff has done a good job of figuring out the process as the situation develops. Many staff members from various departments are pitching in and helping out especially when it comes to contacts who are French and Spanish speaking. A new cloud software that sends daily symptom check text messages to all contacts has helped to lighten the load on tracers a bit.

Andrew explained that many of the other public health grants have been put on hold at this time. The end of the grant year is approaching. Thanks to public health staff and their efforts earlier in the year most all grant goals for this year will be met. Andrew has already received word on continuations for some of his grants but has not heard anything form the office of women's health at this time.

See handout.

Environmental Health Report

Teresa Armstrong, Administrator, reported that food inspections were on hold for awhile but Franci has resumed them now. Franci is also fielding questions from restaurants and bars along with mayors with any questions they have about Phase III and their reopening plans.

Franci has completed 1 septic inspection and there have been 2 well installations since her last report. She hopes to start vector testing later this summer.

See handout.

Quality Assurance Report

Linda Debergh, Quality Assurance Officer, reported that she has been working on various policy and procedure updates and changes which will be reported during New Business. She has also been helping with contact tracing for public health as well as quality assurance reports for the clinic.

See handout.

Old Business

There is no Old Business to report.

New Business

Linda Debergh, Quality Assurance Nurse, presented the changes to the Cass County Dental Clinic policies and procedures which included the addition of a Nitrous Oxide policy and some general cleanup of various other policies and procedures. A motion was made by Hollie Reid and seconded by Ron Aggertt to approve the changes to the Cass County Dental Clinic policies and procedures as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, presented the following changes to the Cass County Health Clinic and SUPR policies and procedures:

- Addressing Safety Concerns – changes due to having onsite behavioral health providers. Instead of referring to outside agency we will refer to our staff.
- Patient Satisfaction – Outside agency will now compile and report on satisfaction surveys for health and dental clinic. Distribution and collection will be changed to bi-annually.
- Health Care Management – Front desk staff will now conduct follow up on missed appointments instead of CNA/MA/clinic nurses.
- Telehealth policy – Addition of new policy regarding telehealth.

A motion was made by Joyce Brannan and seconded by Jennifer Allen to approve the changes to the Cass County Health Clinic and SUPR policies and procedures as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, presented the following changes to the Cass County Health Clinic Quality Management Plan:

- Addition of breast cancer screening measure.

- Change to depression screening 12 months – added 12-17 year olds
- Addition of HIV screening measure
- Newly Diagnosed HIV patients – Compliance if patient is seen within 30 days of diagnosis instead of 90 days.
- Asthma measure – retired

A motion was made by Hollie Reid and seconded by Joyce Brannan to approve the changes to the Cass County Health Clinic Quality Management Plan as presented. The motion carried with all in favor.

Andrew English, Public Health Coordinator, reported that the only changes made to the Cass County Health Department Emergency Operations Plan were updates of call trees, staff assignments, organization charts and the addition of the 2019 CCHD Annual Report. A motion was made by Hollie Reid and seconded by Jennifer Allen to approve the changes to the Cass County Health Department Emergency Operations Plan as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, presented changes to the Cass County Health Department employee vacation policy. Teresa suggested that vacation caps for all employees be lifted for years 2020 and 2021 as many employees do not want to or cannot travel at this time. All salaried or exempt staff would also be allowed to carryover vacation time for these years as well regardless of current contract provisions. Teresa also reported a vacation policy change. Any employee who takes a vacation will notify human resources of their plans and human resources will interview them once they return. If it is determined that the employee must quarantine for 14 days they will have to do so using their benefit time or work from home if they are able. If they do not have to quarantine then they will be asked to self-monitor for symptoms for 14 days. Hollie Reid asked if the policy had been reviewed by an attorney and Teresa reported that it had and the attorney felt it was appropriate. A motion was made by Joyce Brannan and seconded by Jennifer Allen to accept the changes to the Cass County Health Department employee vacation policy as presented. The motion carried with all in favor.

A motion was made by Ron Aggertt and seconded by Jennifer Allen to accept Joyce Brannan and Hollie Reid as members of the nominating committee for the election of Board of Health officers. The motion carried with all in favor.

Adjournment

A motion was made by Joyce Brannan and seconded by Jennifer Allen to adjourn the meeting. The motion carried with all in favor. President Amy Parlier adjourned the meeting at 1:00 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.

