

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

April 25, 2018

The Cass County Board of Health met at Dr. Ug's Café in Virginia on April 25, 2018. President Lesley Newell called the meeting to order at 12:01 p.m.

Board of Health members attending the meeting were Lesley Newell, Joyce Brannan, Ann Chelette, Ron Aggertt, Hollie Reid, Amy Parlier and Larry Gabbert. Dr. Alan Deckard, ex-officio member, was also present.

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

Approval of Minutes

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

Approval of Financial Report

Dirk Debergh, Financial Officer, reported that hospice totals are down quite a bit this month because Dr. Schroeder is out of the country. Nothing can be billed out for hospice until Dr. Schroeder signs off and she will be back in her office later this week.

Dirk also pointed out that on the Detailed Expense Statement it appears that expenses for the HIIP project are well over budget for the year. This is only a comparison to what was budgeted for one year. The project was funded over a multi-year period. Dirk assured the group there is still plenty of money left in the grant. Teresa also added that there are still some funds set aside from the carry over money that will be used on the construction project as well.

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

Administrator's Report

Teresa Armstrong, Administrator, reported there have been several staff changes since the last meeting. Marcia Shults resigned her position as CMA for the Beardstown office. The job was just a bit too much for her as she had been a CNA for 30 years prior to getting her MA certification. Daisy Rodriguez has also resigned as she moved to Florida to be with her family. After completing several interviewers for both positions, offers have been made to a bilingual MA as well as a receptionist/interpreter. Brenda Hamann has announced her retirement

effective July 10<sup>th</sup>. She will remain on medical leave until that time. Kayla Stock has started her position as public health nurse for Mindy Marr. She is doing great so far and is fitting in well. Teresa also reported that a potential full time dentist candidate was on-site for a visit earlier this week. An offer will be made to her once all her references are checked.

Teresa reported that the construction project continues to move forward. The brick layers have been working on the brick at the front of the building as well as the roofers putting up the tin roofing where the old shake singles were. Cabinetry and countertops were delivered last week and they are in the process of being set. The projected completion date for the project is set for June 1<sup>st</sup> but Teresa doesn't believe the project will be finished by then.

Several employees from the health department recently attended a poverty simulation put on by the University of Illinois Extension. It was very well done and Teresa was glad that many of the employees were able to participate.

Teresa thanked Nicole and the hospice volunteers for their hard work on the annual hospice fundraiser. The fundraiser made over \$16,000 before expenses.

Teresa discussed the average employee tenure graph she created for the meeting. Dental and clinic employees have the lowest tenure of any department. Teresa explained that this is to be expected because those programs are only 11 years old.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that both offers for the CMA and the receptionist/interpreter have been accepted. Tiffany has also been in contact with a potential physician candidate who will graduate in June of 2019. Tiffany hopes to talk with her about our opportunity soon.

Tiffany reported that all quality assurance medical measures have improved for this reporting period. The colorectal cancer screening measure increased by 14% from the last reporting period. The board asked why this has improved so much; Tiffany then explained this is due in large part to the FIT testing being offered in the clinic. Fit testing is a 1-step test, versus the three steps patients had to previously complete. The dental quality assurance measures were excellent as well with sealant retention at 100% compliance and sealants to first molars up 3% from last reporting period to 85%. There were no other questions.

See handouts.

### Home Services Report

Shelly Taylor, Home Services Director, reported that the annual hospice fundraiser was held on April 21<sup>st</sup>. It went very well and was well attended. Shelly also reported that the Prarieland United Way gave the hospice program \$3,000 this year. This was an increase from \$1,000 which was given last year. The Brown County United Way allocation dinner will be held later this week.

See handout.

### Quality Assurance Report

See handout.

### Old Business

There was no Old Business to report.

### New Business

Teresa Armstrong, Administrator, presented the OSHA Policies & Procedures for the Board of Health to review. There were no changes or additions to the policies. A motion was made by Ron Aggertt and seconded by Ann Chelette to approve the OSHA Polices & Procedures as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, presented the Home Health Quality Management Plan to the Board of Health.

The following goals were set for the quality assurance measures:

CAHPS Satisfaction Survey; Training for Restlessness / Agitation= Current Result 71% / Goal Set at 81%

Patients Treated with an Opioid who are Given a Bowel Regimen = Current 70% / Goal Set at 80%.

A motion was made by Amy Parlier and seconded by Ron Aggertt to approve the Home Health Quality Management Plan and Goals as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, presented the Hospice Quality Management Plan to the Board of Health.

The following goals were set for the quality assurance measures:

Improvement in Ambulation= Current 37% / Goal Set at 47%

Improvement in Management of Oral Medications = Current Result 47% / Goal Set at 57%.

A motion was made by Hollie Reid and seconded by Ann Chelette to approve the Hospice Quality Management Plan and Goals as presented. The motion carried with all in favor.

### Adjournment

A motion was made by Ann Chelette and seconded by Hollie Reid to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 12:22 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.

