

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

March 28, 2018

The Cass County Board of Health met at Kesterson's Good Times in Virginia on March 28, 2018. President Lesley Newell called the meeting to order at 12:00 p.m.

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

Health Department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo, Linda Debergh and Jamie Epping. Nicole Roegge was present to take the minutes of the meeting.

Approval of Minutes

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

Approval of Financial Report

Dirk Debergh, Financial Officer, reported that the decrease in the checking account balance listed on the Monthly Fund Balances report is a result of the \$126,000 sent back to the Illinois Children's Healthcare Foundation for the remainder of the grant program. This also had a similar effect on the accounts receivable report as well. Dirk also reported that the Home Services program is doing very well this year with Home Health being a larger cost center this year where historically it has been Hospice that has been the bigger program.

A change to the Cass County Health Department – Cass County Health Clinic Financial Scorecard was requested by members of the finance committee. Under the heading FQHC Billable Patient Encounters by Service the "Target MTD" will be changed to "Target YTD" going forward.

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 that Marcia Shults was hired as a full time MA in the Beardstown office and she is doing very well. Kaitlyn Frye has also been hired as a temporary replacement for Brenda Hamman who is currently out on medical leave. She has been training this week and is doing great also.

Teresa reported that the construction project is moving along and progress is starting to show. The front vestibule and waiting room/reception are starting to take shape. Once the waiting room is complete staff will move into their new spots and the Home Services staff will move into the large conference room so construction can begin on their new space.

Teresa and Franci have been looking into different software programs for Environmental Health. They have found one that they are both interested in. The software would allow Franci to complete her food inspections with a tablet and portable printer. The startup cost for the program would be \$3,000 with a \$75 monthly fee. Teresa would like to talk with Schuyler County to see if they would be interested in splitting the cost of the software.

Teresa discussed changes to the IPAN process as proposed by the Illinois Department of Public Health. They are looking at moving toward an annual update of information for all health departments instead of the entire IPLAN process that was happening every 5 years.

See handout.

Clinic Report

Tiffany Angelo, Clinic Director, reported that there will be a School Health Center site visit for both clinic sites in May.

The health clinic met or exceeded their goals on 4 of their 6 reporting measures this month. The two measures that were below goal were Bright Futures and Anticipatory Guidance. There will be additional training on both of these measures at the next provider meeting. There were no dental measures to report on this month.

See handout.

Maternal Child Health Report

Jamie Epping, Maternal Child Health Director, reported that the funding opportunities for the Family Case Management program are changing a little bit for FY2019. There will be a Family Case Management (FCM) Notice of Funding Opportunity (NOFO) which will be used for case management services for low-risk infants and pregnant women. There will be a separate NOFO for High-Risk Infant Follow-Up (HRIF)/HealthWorks (HWIL) which will be used to provide case management services to high-risk infants and children as identified through APORS and Infant Assessments. Funding for each child served by these programs will increase from \$12.88 per patient to \$27.04 per patient.

See handout.

Quality Assurance Report

See handout.

Old Business

There was no Old Business to discuss.

New Business

Jamie Epping, Maternal Child Health Director, presented changes to the Maternal Child Health Policies and Procedures. Changes included the removal of the “Residency Documentation” from the WIC policy, and updates to the Family Case Management “Client Education” handouts. There were no changes to the Breastfeeding Peer Counselor policies. A motion was made by Joyce Brannan and seconded by Ann Chelette to approve the changes to the Maternal Child Health Policies and Procedures as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance nurse, presented the additions to the Cass County Health Clinic Policies and Procedures regarding the policies and procedures for the Medication Assisted Treatment (MAT) program. A motion was made by Ann Chelette and seconded by Amy Parlier to approve the additions to the Cass County Health Clinic Policies and Procedures as presented. The motion carried with all in favor.

Adjournment

A motion was made by Hollie Reid and seconded by Ann Chelette to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 12:24 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.