

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

January 24, 2018

The Cass County Board of Health met at Kesterson's Good Times on January 24, 2018. President Lesley Newell called the meeting to order at 12:11 p.m.

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

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

Approval of Minutes

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

Approval of Financial Report

Dirk Debergh, Financial Officer, reported that overall the health department is in good financial shape for the state of the new fiscal year. He explained the revised Revenue and Expense Report for FY 2017 which was given to the Board in their packets. There was a \$500 decrease in total income as some invoices came in after the report for last month was prepared.

A motion was made by Joyce Brannan and seconded by Ann Chelette to approve the financial report as presented. The motion carried with all in favor.

Administrator's Report

Teresa Armstrong, Administrator, reported that the remodel project is coming along very slowly. Progress is being made in the new dental operatories as cabinetry and the new dental chairs will be installed this week. Communication between the architect and the contractor still seems to be an issue.

The SAC application for HRSA continues to be under review. The application was completed in November and Teresa has not heard any updates on it since submission.

Teresa has completed the change in scope removing OB services and it has been approved. She continues to work on the change in scope that would add tele-psych services to the clinic.

Teresa and Tiffany have been working on the annual UDS report which is due in February. Dirk and Lisa are also working on their portions of the report as well.

Applications for the Prarieland United Way program are out. This year the health department will be asking for funding for Cass-Schuyler Area Hospice, Cass County Teen Reach and the Cass County Dental Clinic.

Teresa continues to survey new employees three months after their hire. She asks questions about the hiring and orientation process. She will be bringing results of these surveys to the next Board of Health meeting.

Teresa provided the latest information she has received about the funding cliff which could impact funding for the health clinic. She will pass along additional information regarding this issue as she receives it.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that meaningful use for Dr. Royeen has been submitted. It may take up to 90 days to hear anything back from them.

Tiffany and Teresa have been busy interviewing for a full time receptionist in Virginia and a full time nurse/medical assistant in the Beardstown office. So far all the interviews have went well and there are several good candidates for the positions.

The medical clinic reported on nine quality assurance measures this month with three of those measures meeting or exceeding their goal. There were two measures that missed meeting their goal by a small percentage. Additional training has been done with staff on these measures. Keri will be reporting on the newly implemented FIT testing program monthly going forward.

The dental clinic reported on two quality assurance measures this month. Their dental sealant measure was at 100% compliance during the reporting period while the sealant to first molars measure was at 82%. The dental clinic continues to do very well on their quality assurance measures.

See handouts.

### Home Services Report

Shelly Taylor, Home Services Director, reported that the annual Hospice dinner dance fundraiser is set for April 21<sup>st</sup> at the Elk's Club in Beardstown. Shelly will let the Board know when tickets are available for purchase.

Shelly has been working with Linda on new Medicare Conditions of Participation. There were several changes this year.

See handouts.

## Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, discussed new guidelines requiring the Board of Health to approve recommendations for the quality management plan for both the home health and hospice programs. Quality measure recommendations for home health were improvement in the management of oral medications and improvement in ambulation. Quality measure recommendation for the quality management plan for hospice were improvement in patients treated with an opioid who are given a bowel regime and improvement in provided training about what to do if a patient is restless or agitated. The Board of Health will vote to approve these measures during new business.

See handout.

## Old Business

There was no Old Business to discuss.

## New Business

Changes to the home health policies and procedures as part of new conditions of participation were presented to the Board of Health. Policy revisions were done to the following policy sections: Evaluation of Home Health Administrative and Nursing Policies, Federal and State Laws Governing Agency, Scope of Care, Organization and Administration of Services, Administration of Services, Personnel, Orientation, Training, Education, and Competencies, Supervision, Patient Rights, Admission/Denial of Services, Comprehensive Assessment of Patients, Care Planning, Coordination of Services, Quality Assurance/Performance Improvement, Clinical Records, Infection Prevention Control and Miscellaneous Policies, Procedures and Protocols. A motion was made by Ann Chelette and seconded by Hollie Reid to approve the changes to the home health policies and procedures as presented. The motion carried with all in favor.

There were no changes to the hospice policies and procedures. A motion was made by Hollie Reid and seconded by Amy Parlier to approve the hospice policies and procedures with no changes. The motion carried with all in favor.

The 2017 Cass County Health Department Annual Report was presented. A few minor formatting changes were recommended. A motion was made by Amy Parlier and seconded by Hollie Reid to approve the 2017 Cass County Health Department Annual Report with changes. The motion carried with all in favor.

The privileging and credentialing packet for Donna Givens was presented. A motion was made by Hollie Reid and seconded by Ann Chelette to approve privileging and credentialing for Donna Givens as presented. The motion carried with all in favor.

A motion was made by Ann Chelette and seconded by Hollie Reid to approve the home health and hospice quality management plan recommendations as presented during the quality assurance report. The motion carried with all in favor.

## Adjournment

A motion was made by Ann Chelette and seconded by Ron Aggertt to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 12:36 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.