

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

May 23, 2018

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on May 23, 2018. President Lesley Newell called the meeting to order at 12:04 p.m.

Board of Health members attending the meeting were Lesley Newell, Joyce Brannan, Ron Aggertt, Ann Chelette, Hollie Reid, Amy Parlier and Larry Gabbert.

Health department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo, Andrew English, Franci Sweetin and Linda Debergh. 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 April meeting as presented. The motion carried with all in favor.

Financial Report

Dirk Debergh, Financial Officer, reported that the hospice billing is now caught up which is shown by an increase in revenue. Dr. Schroeder was out of the country for a month so no charges were billed out until she returned and signed all necessary documentation.

Dirk also pointed out that going forward on the Detailed Revenue Statement there will now be a separate line item for Medicaid Managed Care. Payments are starting to come in from the five managed care plans so Dirk went ahead and created a separate category under each program to track these revenues.

Dirk reported that the State of Illinois has been paying on grants very well this year. Most of the programs have been paid in full or are almost paid in full. This was a welcome change from the way they have paid in the past.

The budget will be presented to the Cass County Board in June. Teresa will be bringing it to the June Board of Health meeting as well for approval.

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

Administrator's Report

Teresa Armstrong, Administrator, reported that a new full time dentist has been hired. Her name is Amber Watson and she will be starting in the dental clinic on June 9<sup>th</sup>. She will be training and working with Dr. Lee until she leaves the practice at the end of December. Dr. Watson has some FQHC experience and two full time dentists will allow

for additional treatment appointments to be added to the schedule. A Skype interview with a potential physician candidate was also done last week. She was very interested in a position with the medical clinic and a sample contract and benefits sheet was sent to / provider. She will not complete her residency until June of 2019.

Teresa reported that progress is slowly being made on the construction project. The staff breakroom/kitchen area is almost complete. The front reception area is complete also and is now being used by patients and staff. The crew is starting to work on Phase III. There is no date for completion of the project. An open house type event will be scheduled once the project is complete.

Direct mailers have been sent out for the dental clinic. The next direct mailer campaign will be for home health and hospice. Nicole is working with Erynn Snedeker on the design aspect of the project.

Teresa has been working with public health and the medical clinic to combine their vaccine inventories. This will be done through NextGen. This will result in less paperwork when vaccines are used by the other department.

Teresa reported that Delaney has several different community events scheduled over the summer months. The first event will be the Virginia BBQ on June 2<sup>nd</sup>. Staff members will be walking in the parade and Andrew will be holding the annual Virginia 5K that morning.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that she has been able to run the Meaningful Use reports and overall the clinic is doing well. Patient portal access and secure messaging still continue to be a struggle for the clinic so Tiffany encouraged anyone that is a patient of the clinic to log into their account and send a message if they are able. Angie is working on sending a message to patients through the portal to encourage them to get their pap smear appointments scheduled.

The annual School Health Center site visit was held last week. It went very well. There were no corrective actions. The only suggestion was to add an additional fire escape route sign in the Beardstown office. They will be back in 4-6 months to do a recertification visit.

Tiffany reported that all four of the medical quality measures were met or exceeded during this reporting period. Dental had one measure to report on, caries risk assessment, which was at 97% and exceed their goal as well. Patient satisfaction surveys are also being reported on during this month. Patient phone calls getting through numbers were down slightly so Tiffany and her staff are working on a solution to fix this issue.

See handout.

### Public Health Report

Andrew English, Public Health Coordinator, reported that he has recently had site visits for Teen Reach, PHEP and Lead. All site visits went very well.

The interagency council has asked the health department to take over the interagency meetings. They no longer have the time to conduct them. Andrew is going to work on folding the council into the health living coalition since they both have a similar purpose and members. There will be a special interest meeting for the drug and alcohol treatment and prevention group on June 6<sup>th</sup>.

Mindy Marr continues to train Kayla Stock for her role as the public health nurse. The training is going well so far.

See handout.

### Environment Health Report

Franci Sweetin, Environmental Health Director, reported that she will be busy in the coming weeks as special events will begin. The special events season will kick off with the Virginia BBQ on June 1<sup>st</sup>. Once Franci goes on maternity leave Nicole will be the point of contact in the office and Linda Day from Morgan County will be covering the inspections and well/septic installations.

Franci reported that the students from Western Illinois University will once again be doing vector surveillance with mosquitos. Teen Reach will also be helping with this project. The health department will also be a tick drop off station through the University of Illinois. Residents can pick up a tick collection kit and submit ticks for testing.

See handout.

### Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, reported that she has been working on policy changes and patient satisfaction surveys for the clinic. Policy changes will be presented under New Business.

Linda also discussed the low patient satisfaction survey scores regarding telephone calls getting through easily in the Virginia office. Linda has well as Tiffany Angelo and Amy Thompson are working with Kathy Newman to figure out a way to make sure all calls coming into the front desk reception area are being answered. They are looking at having the calls ring to all front desk telephones after a certain amount of unanswered rings at the extension they want to reach. Kathy is working with Cass Communications to see if this is an option for us.

See handout.

### Old Business

There was no Old Business to report.

### New Business

A motion was made by Ann Chelette and seconded by Ron Aggertt to approve the Cass County Health Department Emergency Operations Plan as presented with no changes. The motion carried with all in favor.

A motion was made by Amy Parlier and seconded by Ann Chelette to approve the Cass County Dental Clinic policies and procedures as presented with no changes. The motion carried with all in favor.

The following changes were made to the Cass County Health Clinic policies and procedures; revisions to HIV Testing During Routine Primary Care Visits policy, revisions to HC Pregnancy / Prenatal Screening policy, revisions to HC Provider Scheduling policy, revisions to Responsible Staff Competency policy, revisions to Behavioral Health Quality Assurance and Utilization Review policy, revisions to the Clinic Hours page and the addition of Radiology and Imaging Test Tracking and Follow-Up policy. A motion was made by Hollie Reid and seconded by Ann Chelette to approve the additions and changes to the Cass County Health Clinic policies and procedures as presented. The motion carried with all in favor.

The following additions were made to the Cass County Health and Dental Clinic QM Plan; addition of the Initiation And Engagement of Alcohol And Other Drug Dependence Treatment measure and addition of the Depression Remission At Twelve Months measure. A motion was made by Amy Parlier and seconded by Ann Chelette to approve the additions to the Cass County Health and Dental Clinic QM Plan as presented. The motion carried with all in favor.

A motion was made by Joyce Brannan and seconded by Lesley Newell to accept Hollie Reid, Amy Parlier and Ann Chelette 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 Ann Chelette and seconded by Amy Parlier to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 12:44 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.