

Cass County Health Department

BOARD OF HEALTH

Regular Meeting
February 28, 2020

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on February 28, 2020. President Amy Parlier called the meeting to order at 12:05 p.m.

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

Health department employees present were Teresa Armstrong, 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 Hollie Reid and seconded by Mekelle Neathery to approve the minutes of the January meeting as presented. The motion carried with all in favor.

Approval of Financial Report

Teresa Armstrong, Administrator, reported that Dirk prepared a couple of updated financial reports due to an issue that was caught after the original reports were sent out. Teresa pointed out that on the original Revenue and Expense Report it showed a deficit of \$36,460 for the Home Health and Hospice programs. This happened because nursing home payments for room and board were received in the previous fiscal year and then were paid out in the current fiscal year which caused the large negative balance. Dirk fixed the report and applied all within the same fiscal year. Teresa reported that the Home Health and Hospice programs are still in the red \$10,356 but she is not concerned about that at this time. There were no other financial concerns for the health department at this time.

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

Administrator's Report

Teresa Armstrong, Administrator, reported that Randi Kirchner was recently named the 2019 Employee of the Year for the health department. Randi is the WIC secretary and always does a great job.

Teresa discussed recent information regarding the coronavirus (COVID-19). The health department has been busy getting information and education out to the public as well as training front desk staff on questions to ask. Teresa has also been interviewed by the Star Gazette and the Journal Courier regarding preparations the health department is taking regarding the virus. Teresa reported that there are currently 2 positive cases in the state of Illinois. Public Health staff will be conducting FIT testing for employees next week. The health department continues to stay in contact with the Illinois Department of Public Health with weekly calls and alerts.

Teresa also reported that there are two new vaccine bills that are getting quite a bit of attention. One bill would eliminate the religious exemption rule for vaccines and would also allow children at 14 years of age to be able to

consent to vaccines without parental consent. The other will mandate the HPV vaccine for all school aged children. Teresa will keep the Board update as these bills as they move through the system. Hollie Reid asked if these were nationwide bills or specifically for the state of Illinois. Teresa reported that they are for the state of Illinois.

See handout.

Clinic Report

Tiffany Angelo, Clinic Director, reported that a new certified medical assistant has been hired for the health clinic. She will start on March 9th and comes with five years of experience. She will work Monday through Wednesday in Virginia and Friday in Beardstown.

Tiffany reported that she has been working with Teresa and the Behavioral Health staff in preparation for the SUPR site visit at the end of March. Tiffany and Teresa spoke with IPHCA today regarding the upcoming visit.

Tiffany reported that 3 of the health clinic's quality measures met or exceed their goal for this reporting period while 3 measures were lower. Mediquire is no longer being used to tabulate results so other reports are now being used. Angie is doing chart audits on all patients to ensure numbers are accurate as well as doing more patient contacts now that Trish is moved into her new role as clinic coordinator.

The dental clinic reported on one quality measure during this reporting period, Caries Risk Assessment. They were at 95% compliance which was down from 99%. Tiffany reported that the assessment is being done but is sometimes not being documented. Amy Thompson has discussed the importance of documenting this information every time with her hygiene staff.

Hollie Reid asked how things were going now that Amy Thompson is supervising the registration staff. Tiffany reported that it is going very well.

See handouts.

Public Health Report

Andrew English, Public Health Coordinator, reported that flu vaccines have started to slow down. The health clinic did a great job this year of giving vaccines to their patients which resulted in several reorders of vaccine. Andrew is already starting to think about ordering vaccine for the 2020 flu season.

Andrew reported that his department continues to monitor the coronavirus situation The State of Illinois will be conducting a full scale exercise in October that will be based on a pandemic flu outbreak in the state. Andrew has started preparing staff for their participation in this by holding a table top exercise at the February All Staff meeting which went well.

See handout.

Environmental Health Report

Franci Sweetin, Environmental Health Director, reported that going forward on her reports she will list any serious issues that were found on restaurant inspections.

Franci discussed an on-going issue she is having involving an African grocery store in Beardstown. She had received reports that they were selling non labeled meat in their store. She has tried working with them to resolve the issue and the USDA has been called in. Amy Parlier asked if Franci has had any experiencing working with the USDA in the past. She stated that she has worked with them while covering Schuyler County as they have a meat processing plant that has live slaughters which the USDA must be present for.

See handout.

Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, reported that she no longer has any quality measure provider breakdowns on here report now that Mediquire is gone. She also reported that satisfaction surveys will be handled through Midwest Clinicians Network. Surveys will only be collected twice a year with 30 surveys being collected per provider. The company will tabulate the results and will compare by site as well as provider and also with other FQHC's in the Midwest.

See handout.

Old Business

There was no Old Business to report.

New Business

Teresa Armstrong, Administrator, reported recent changes to the Cass County Health Department Environmental Health policies and procedures which included changing designation of regulations from "Food Service Sanitation Code or the Retail Food Store Sanitations Code" to the "Food and Drug Administration (FDA) Code" and changing designated title of "certified food service manager" to "certified food protection manager". A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the changes to the Cass County Health Department Environmental Health policies and procedures as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported recent changes to the Cass County Health Department Teen Reach policies and procedures which included revising the Staff Screening Policy to include the statement "Individuals awaiting completion of their CANTS (Child Abuse and Neglect Tracking System) background check are not allowed to be alone with any participants". A motion was made by Mekelle Neathery and seconded by Hollie Reid to approve the changes to the Cass County Health Department Teen Reach policies and procedures as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that there were no changes to the Cass County Health Department OSHA policies and procedures. A motion was made by Mekelle Neathery and seconded by Hollie Reid to approve the Cass County Health Department OSHA policies and procedures as presented with no changes. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported recent changes to the Cass County Health Clinic policies which included revisions to the Care Management Policy to include Youth Transitional Care and removal of the requirement for "Transcription of Tax Return" from the sliding fee scale policy. A motion was made by Hollie

Reid and seconded by Mekelle Neathery to approve the changes to the Cass County Health Clinic policies and procedures as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, presented the proposed charges for the Cass County Health Clinic, Behavioral Health and Cass County Dental Clinic. These charges are reviewed annually and try to remain around the 50% of usual and customary charges. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the new charges for the Cass County Health Clinic, Behavioral Health and Cass County Dental Clinic as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported recent changes to the Cass County Health Department Financial Management policies and procedures which included revision of the individual CCHD credit card credit limit from \$4,000 to \$6,000 and added "Financial Director" to main custody of corporate credit card as well as the accounts payable clerk. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the changes to the Cass County Health Department Financial Management policies and procedures as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reviewed the 2019 UDS report with the Board of Health. Board member Hollie Reid asked if the report was required for submission each year. Teresa explained that the report is required each calendar year for health centers and that the quality bonuses the health department has received over the last couple of years are a result of this report. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the 2019 UDS report as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, presented updated Environmental Health fees to the Board of Health. The current fees had not been raised since 2011. A motion was made by Mekelle Neathery and seconded by Hollie Reid to approve the updated Environmental Health fees as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, and Franci Sweetin, Environmental Health Director, presented the Cass County Food Ordinance for approval. Franci explained that the ordinance is necessary as it outlines enforcement procedures as well as an appeal procedure for restaurant owners to follow if a need arises. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the Cass County Food Ordinance as presented. The motion carried with all in favor.

Tiffany Angelo, Clinic Director, presented the 2020 Sliding Fee Scale with updated income guidelines for approval. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the 2020 Sliding Fee scale as presented. The motion carried with all in favor.

Adjournment

A motion was made by Hollie Reid and seconded by Mekelle Neathery to adjourn the meeting. The motion carried with all in favor. President Amy Parlier adjourned the meeting at 12:59 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.