

---

LOGAN COUNTY BOARD OF HEALTH  
November 4, 2013

PRESENT: Board of Health: Dr. Richard Bivin, Roger Bock, Dr. David Hepler, Dr. Paul Kasa, Maxine Lolling, Mike Rohrer (7:30 pm), Dr. Wm. Todd Walker

Logan County Department of Public Health: Mark Hilliard, Administrator; Dianna Heyer, Asst. Administrator/Director of Nursing; Katherine Yapple, Asst. Director of Finance

Guests: Marcia Dowling, Margie Dollinger, Jan Hashman, Bob Hashman, Katie Samson

- 1) In Member Rohrer's absence, the meeting was called to order by Mr. Hilliard at 7:03 p.m.
- 2) Introduction of Guests – Mr. Hilliard introduced the guests.
- 3) Approval of Meeting Agenda – Member Kasa made a motion to approve the agenda as presented; seconded by Member Bock. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Hepler to accept the Consent Agenda items as presented; seconded by Member Lolling. Motion carried.
- 5) Reports
  - a) Administrative, Health Education, & Dental – Mr. Hilliard reported:
    - Administrative:
      - Prepared a letter to IDPH – Women's Health on September 12, regarding IBCCP funding. This will be discussed later under Old Business.
      - Met with Dr. Molitoris on September 17, regarding her evaluation and contract.
      - Spoke with SIU School of Medicine regarding opening a clinic at the Health Department. This will be discussed later under New Business.
    - Health Ed:
      - The dates have been finalized for the Health Fairs. The Children's Health Fair is March 28, 2014 and the Community Health Fair is March 29, 2014. There will be a new theme this year of 5-2-1-0 Be A Healthy Hero. This focuses on 5 fruits and vegetables a day, less than 2 hours of screen time, 1 hour of physical activity and 0 sugar sweetened beverages.
    - Dental:
      - We have seen 47 new patients this month which brings the total of new patients for the year to 584.
      - 53.7% of our patients are children.
      - While meeting with Dr. Molitoris for her evaluation, she announced that she will

be leaving by the end of the year. She will be joining a private practice. Mr. Hilliard has a possible lead on a dentist in the interim.

- b) Finance – Ms. Yaple distributed the October financials at the beginning of the meeting. September had a net gain of \$39,229 due to receipt of another property tax installment and the 2014 Local Health Protection grant funds. Despite receiving another property tax installment, October ended with a loss of \$46,080. The second quarter IMRF/FICA reimbursement to the County of \$70,093 made the difference between a gain/loss. Grant receivables from the State as of October 31, are approximately \$95,000.

Ms. Yaple reported that she continues to train with Mary Steffen, Home Health Billing Clerk and will assume her responsibilities December 1. The WIC Clerk position has been posted internally with the goal to have someone in place December 1 to start training with Mavis Cook who is retiring December 31.

Notice was received from the Department of Human Services in October that an amendment to the Family Case Management contract reduces funding by \$921.23.

- c) Nursing and Home Health – Ms. Heyer reported:
- IBCCP:
    - As of October 1, the IBCCP program was removed from the state Priority List.
    - The staff continues to work hard and have been concerned with the future of the program.
    - Marcia Dowling participated in outreach which included *Bra Wars*, sponsored by Hair Plus which was held on October 22. The event raised \$1,500. The proceeds were donated to IBCCP for services for Logan County women.
    - Marcia Dowling and Stephanie Hurley passed out educational material at Kroger on October 18, in celebration of National Mammography Day.
  - Public Health:
    - Influenza vaccinations started September 16. As of November 1, we have given 1,373 vaccinations. We are down 80 vaccinations from this time last year. There have been no influenza reports to date.
    - At the last meeting, it was reported that there was a probable human case of West Nile Virus. That case was confirmed and sadly, the person passed away.
    - Mary Anderson has had two separate outbreaks of scabies both in institutional settings. Both cases have been resolved.
  - WIC:
    - Recently, WIC has been working under new Family Case Management criteria which focus on high risk pregnancy and infants only.
    - We have a new room that is more private and comfortable for breast-feeding mothers. A nice chair and educational materials were purchased for the room. A picture was also purchased for the room in honor of long time WIC/FCM employee, Kay Proefrock, who passed away in August, 2012.
  - Health Works:
    - Their caseload continues to hold steady.
  - Home Health:
    - We currently have 34 patients and received 5 additional referrals last week.
    - Have been using McBee Associates to review a few charts. We will continue to have them review more charts to determine the impact of their services on reimbursement. Their services have been utilized as a teaching tool for the staff

and for their coding service while Melodye was on vacation.

- d) Emergency Response – Mr. Hilliard shared highlights from Shana Altman’s report. PHEP received the signed grant agreement on October 2, even though the grant year started in July. Upon receiving the signed agreement, grant reimbursement requests for the first three months of the grant year were submitted. On October 11, the mapping of Vulnerable Populations was completed on the GIS database and now has its own section.

Ms. Altman worked with Deputy Chief Mike Geriets to develop security plans for drop and dispensing site locations. Plans have been finalized and sent to Lincoln Police Department, Logan County Sheriff’s Department and the Logan County Emergency Management Agency as well as being added to the LCDPH Emergency Preparedness and Response Plan.

Family Preparedness Day was held on September 28 and was a great success. There were over 200 in attendance.

- e) Environmental Health – Mr. Hilliard referred the Board to Don Cavi’s report included in their packets. Mr. Hilliard discussed one complaint. The State’s Attorney is working on a Septic Complaint that started in 2009. A court date was set for October 10 but has been extended until November 14 because the resident stated she had not been able to meet with a contractor. Since then, Mr. Cavi has met with the resident. She wants to put in her own system, but Mr. Cavi informed her that she has a high water table and needs to use a contractor. A new court date of November 14 has been set.

6) Old Business

- a) Review of Program Revenue and Expenses – Ms. Yaple gave a status report on the furlough time required to be taken by staff by November 30. To date 92% of the time has been taken amounting to approximately \$23,630. She also reported that 97% of the time has been taken and/or scheduled. The cell phone plan was revised which has resulted in a savings of \$67/month. Our projected savings for personnel changes for FY13 totals \$168,800. As of October 31, salaries are \$181,500 below budget with an estimated additional savings of \$34,500 for IMRF/FICA, totaling \$216,000.
- b) FY’14 Budget Update – Ms. Yaple reported that as of today, the County Board has reinstated the Health Department’s full tax levy to \$366,854 which is an increase of \$34,007 and reduced the TB tax levy to \$1 with the balance, \$45,999, levied to the IMRF Fund as a credit for the Health Department. The new result of these two actions reduces the bottom line deficit for FY2014 from \$80,216 to \$210.
- c) IBCCP Grant – Mr. Hilliard sent a letter to Brenda Jones regarding the financial status of the department and that we will realize a \$41,922 deficit by year’s end. He requested additional dollars to fully fund the program through June 2014 and stated that without this additional funding, we would have to cancel the program at the end of the year. Mr. Hilliard sent an email to three different people in the Office of Women’s Health today. He did not receive a response to his letter nor did he receive a response to the emails. The Health Departments FY14 budget only had it in it to fund the program through December.

Mr. Hilliard asked for a motion to eliminate the IBCCP grant funded program effective

12/31/2013. Member Walker made a motion to eliminate the IBCCP grant funded program effective 12/31/2013; seconded by Member Bock. Motion carried.

Member Kasa asked who will take over if the program is cancelled. Mr. Hilliard stated the Office of Women's Health will have to find a new lead agency that will have to contract with the doctors in Logan County. Logan County patients will still see doctors in the county. Member Hepler asked if we could run the program through the end of the grant year and Mr. Hilliard responded that we would lose \$41,922.

(7:30 p.m. – Member Rohrer arrived and took over as chair of the meeting)

Mr. Hilliard updated Member Rohrer on the motion and the discussion that ensued. Member Rohrer asked if things resolved; would we be able to rebid to be a Lead Agency in the future. Mr. Hilliard responded that it has been a competitive field but that it's a possibility, although closing the program now may hurt us if we are to rebid in the future. Ms. Heyer stated that on the most recent conference call with the Office of Women's Health, they could not give an answer regarding what the future holds due to the Affordable Care Act.

Member Rohrer asked for further discussion. Hearing none, the vote stands. Member Rohrer stated that this is a tough decision and thanked the IBCCP staff for all their years of service and the hard work they have put in to the program.

- d) 2014 Holidays – This topic was tabled at the last board meeting. Next year, Christmas is on Thursday. We are already understaffed on Friday and many employees ask for the day after Christmas off. Mr. Hilliard has consulted with the union employee representatives and they have agreed to have December 26, 2014 off instead of December 24, 2014.

Member Hepler made a motion to work December 24, 2014 and have December 26, 2014 as a holiday; seconded by Member Bivin. Motion carried.

7) New Business

- a) Affirmative Action Policy – The Affirmative Action Policy was stapled to the agenda. Mr. Hilliard stated that while we have always had a plan in place, we are required to have more of a plan than we previously had. The plan now outlines who any inquiries should be made to and also outlines who you should contact if you feel you have been denied an equal employment opportunity.

Member Bock made a motion to accept the revised Affirmative Action Plan; seconded by Member Walker. Motion carried.

- b) SIU Clinic – Mr. Hilliard contacted Dr. David Stewart at SIU School of Medicine in regards to running a clinic a few days a week at LCDPH in an effort to maximize the utilization of our facility and help financially. We have heard through word of mouth that it is hard to get an appointment in Lincoln because all the doctors are full. Dr. Stewart inquired about our Medicaid population and our WIC census. He seems to be interested and would like to have a meeting with Mark. This is something that would take some time and would not be happening in the next 12 months.

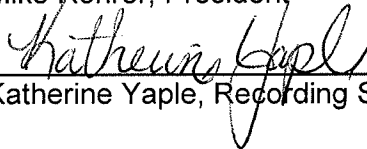
Member Kasa asked if it would be primarily Public Aid. Mr. Hilliard responded that it

may not necessarily be primarily Public Aid, but that is the information SIU requested. Member Kasa suggested that we get feedback from some local doctors in addition to SIU.

- c) Union Negotiations – Mr. Hilliard met with the union employee representatives, Bob Farmer and our union attorney. The group discussed our financial concerns; FY14 budget cuts and the county status. The union requested a 3% increase which was rejected. They are to schedule another meeting, but no date has been set.
- d) Fire Sprinkler System – Mr. Hilliard is going to call Mike Miller at Websters Construction to see if he knows why the sprinkler system heads were never dropped below the ceiling when renovations were made to the building. When F.J. Murphy inspects our building, we continue to get “dinged” for the sprinkler system and our pump that does not work properly. F.J. Murphy believes that we could do without the pump. They will give us a price on the plumbing changes that need to be made. A new water line will be installed next year when the Lincoln Street Dept is moved, so we would like to wait until then so that we don’t have to do twice as many changes. Member Rohrer asked if we were being fined for this. Mr. Hilliard stated that we are not being fined; it is just listed on their inspection sheet.
- e) Election of Officers – Member Rohrer asked for volunteers and/or nominations. Member Hepler stated that Member Sahs did a great job when speaking with the county board regarding the financial side of things for LCDPH. This is something that would definitely be beneficial in the future.  
  
Member Hepler made a motion to nominate Member Sahs as President; seconded by Member Bock. Motion carried.  
  
Member Bock made a motion to nominate Member Walker as Vice President; seconded by Member Hepler. Motion carried.  
  
Member Hepler made a motion to nominate Member Bivins as Secretary/Treasurer; seconded by Member Bock. Motion carried.
- f) Press – Included in the packet.
- g) Other – Nothing to report.
- 8) Announcements – Mr. Hilliard announced the LCDPH Employee Christmas Luncheon is scheduled for December 17 from 11:30 to 1:00 and invited the board to attend.
- 9) Adjournment – A motion was made by Member Walker to adjourn the meeting; seconded by Member Bock. Motion carried and the meeting adjourned at 7:55 p.m. The next meeting is Monday, January 13, 2014 at 7:00 p.m.



Mike Rohrer, President



Katherine Yaple, Recording Secretary