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## Logan County Department of Public Health

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### LOGAN COUNTY BOARD OF HEALTH September 9, 2013

**PRESENT:** Board of Health: Dr. Richard Bivin, Roger Bock, Dr. David Hepler, Dr. Paul Kasa, Maxine Lolling, Mike Rohrer, Bill Sabs, Dr. Wm. Todd Walker

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

Guests: Marcia Dowling, Stephanie Hurley, Margie Dollinger, Shana Altman

- 1) The meeting was called to order by Member Rohrer at 7:00 p.m.
- 2) Introduction of Guests – Ms. Gosda introduced Katherine Yaple, Assistant Director of Finance. Ms. Yaple will be substituting for Ms. Gosda at the November meeting. The guests introduced themselves.
- 3) Approval of Meeting Agenda – Member Lolling 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 Bivin. Motion carried.
- 5) Reports
  - a) Administrative, Health Education, & Dental – Mr. Hilliard reported:
    - Health Ed:
      - The dates have been set for P.A.R.T.Y., Children's Health Fair and Community Health Fair in 2014. They are March 14, March 28, and March 29, respectively.
      - Lincoln City Council approved a smoke-free policy for all city parks.
      - The Baby-Friendly hospital segment of the We Choose Health grant has been replaced with Safe Routes to School in the new grant year. Shana Altman will be assisting Mallory Ramos with that program.
    - Dental:
      - 53% of the dental clients are children.
      - Almost 10% of the Logan County population has been a client of the dental program at one time or another since the program began.
      - For the first time, Clinton made the Top 10 list of clients served by ZIP code. This is probably due to the closing of the Dewitt-Piatt County dental clinic closing.
      - Mr. Hilliard reviewed the productivity projections for the balance of the fiscal year. While the figures show significant improvement, they are still not where we need them to be.

Mr. Hilliard stated that he had a conversation with Dr. Hepler about the fiscal oversight of the Transportation grant that the County Board is currently grappling with. Community Action manages the transportation program but Logan County is the grantee. Mr. Hilliard reported that Macoupin County manages the program with the funds running through the health department. Since LCDPH has experience working with grants, Mr. Hilliard sees this as an opportunity to perhaps bring in a new revenue source for the health department while potentially saving a position.

Dr. Hepler presented more information about the Transportation program requirements and potential funding. He added that the next Executive Committee Meeting where this item will be discussed again is Monday, September 16 in the Blue Room at the Safety Complex.

Mr. Hilliard stated his desire to look closer at the program requirements and reimbursements before moving ahead. The PCOM position has to be in place January 1, 2014. He will continue with fact-finding.

- b) Finance – Ms. Gosda reviewed the July and August financials which both finished with net gains, leaving the YTD deficit at \$301,000. Property tax installments and the balance of FY2013 grant funding receivables made the difference in the bottom line. Grant receivables from the State as of August 31 stand at \$94,386.

Ms. Gosda reported that Mary Steffen, Home Health Billing Clerk, and Mavis Cook, WIC Clerk, have both submitted their retirement notices. Ms. Steffen is effective November 30 and Ms. Cook's is December 31. The two will take 53 years of health department experience when they leave. The Home Health Clerk responsibilities will be absorbed by Katherine Yapple and incorporated into the Assistant Director of Finance position. She has begun training with Ms. Steffen. A successor will be determined at a later time for the WIC Clerk position.

The State FY2014 grant application process is almost complete. Funding has been reduced by approximately \$57,000 from FY2013.

The Health Department FY2014 budget was presented to the County Finance Committee during the budget hearings in late July. A copy is enclosed in the packet and will be discussed under New Business.

- c) Nursing and Home Health – Ms. Heyer reported:

- IBCCP:
  - Continues to work hard to meet the needs of the women still on the priority list. Two Komen grants and a Stand Against Cancer (SAC) grant have been received to help cover the expenses associated with doing outreach and some mammograms. The impact of the Affordable Care Act on IBCCP was discussed in a teleconference by IDPH last week but they were unable to offer any solid directives.
- Public Health:
  - A partial shipment of VFC flu vaccine has been received. Private stock is expected to arrive between September 10 and 17. Administration will get underway when all the vaccine has been received.
  - Kenda Jones is serving as president of the Illinois Council on Tuberculosis.
  - A report has been received of a probable human case of West Nile Virus.



Currently waiting on lab confirmation.

- WIC:
    - Candice Letterly, the new Breastfeeding Peer Counselor, is doing very well and has begun teaching classes.
  - Home Health:
    - Several staff participated in a webinar by McBee & Associates. Their company provides a service for reviewing coding and Oasis documents prior to billing to improve compliance, revenue, and Home Health Compare scores. There is no contract obligation, fees are per chart reviewed. McBee & Associates stated that the average recovered revenue is \$400-\$450 per chart. The cost per chart for a full review is \$128 or \$50 per chart for coding only. This presents a backup resource in the event that Meloye Crabtree, Home Health Supervisor, is out for an extended length of time. The plan is to have 4-5 charts reviewed for each RN and the results used as an educational tool.
- d) Emergency Response – Shana Altman, Emergency Response Coordinator, reported that the new grant year began July 1, 2013 and the grant contracts have been signed and returned to IDPH. Family Preparedness Day is September 28 from 10 a.m.-2 p.m. in Scully Park. Crimestoppers will be conducting a child identification activity during that time.
- e) Environmental Health – Mr. Hilliard referred the Board to Don Cavi's report included in their packets. He reported that Don Cavi, Director of Environmental Health, and Ryan Williams, Environmental Health Sanitarian, were very busy during the past month with the Art & Balloon Fest, followed by the Mt. Pulaski and Atlanta Fall Festivals.
- i) Elkhart Sewage – Mr. Hilliard referred the Board of a copy of a letter sent to Mayor Lyle Fout. Mayor Fout and an engineer met with Mr. Hilliard and Mr. Cavi. The Village of Elkhart will be moving forward, starting with pursuing funding for an engineering study as a first step.
  - ii) West Nile Virus – Mr. Hilliard reported that a batch of mosquitoes tested on July 17 was positive for West Nile Virus and as Ms. Heyer reported, we are awaiting lab confirmation of a human case in Logan County. A press release is all but finished to advise the public of the same.
- 6) Old Business
- a) Review of Program Revenue and Expenses – Mr. Hilliard gave a status report on the furlough time required to be taken by staff by November 30. To-date 61.5% of the time has been taken amounting to approximately \$16,000. Staff changes are projected to reduce salaries/benefits by \$172,000 by the end of the year.
  - b) Grant – In-person Assisters (ACA) – Mr. Hilliard reminded the Board that he had mentioned this grant at the July meeting. It was a collaborative grant with the other downstate health departments. The original appropriation was for \$7 million. IDPH came back with an award in an amount 60% less. There was no guarantee of funding for subsequent years so Mr. Hilliard elected to pass on the grant. Community Action received one of nine grants to serve the Central Illinois area. The funds declined by Logan County were given to Brown County to cover Logan County needs.
  - c) Union Pacific Right-of-Way (Update) – At the July meeting, a letter from Union Pacific was discussed regarding an encroachment on their right-of-way which may interfere with a fence being installed as part of the high-speed rail improvements. Member Boch came in and looked at the area with Mr. Hilliard. Member Bock made a suggestion to bring the

fence up to the concrete wall and then continue it on the other side of the wall which Union Pacific agreed with.

7) New Business

- a) Lincoln Smoke Free Parks & Smoke-Free IL Act (Update) – Mr. Hilliard reported that Mallory Ramos, Health Educator, approached the Mayor of Lincoln about making playground areas in the city parks smoke free. The REALITY teens under Mallory's guidance, made a presentation to the Lincoln City Council including a container of cigarette butts and wrappers picked up from playground areas. The City of Lincoln Parks and Recreation Tobacco-Free Policy (copy enclosed in packet) was passed August 19, 2013. Funding for signage is part of the We Choose Health grant. The next target is addressing the playground areas in County parks. Mallory and the REALITY team will take their cause to the Insurance & Legislative Committee of the Logan County Board.

Mr. Hilliard also shared a graph depicting activity relative to the Smoke-Free Act. Minimal activity to report until one complaint was received recently. During a recent food establishment inspection, the Environmental Health staff found the atmosphere to be smoky and smoking paraphernalia around. Follow-up with the facility is being done.

- b) IBCCP Grant – Mr. Hilliard recounted concerns shared at the July meeting about potential funding cuts to the IBCCP grant. State Fiscal Year 2013 was projected to close with a loss of \$20,000-\$22,000. A budget revision allowed remaining clinical funds to be shifted to cover administrative costs, resulting in a net balance of \$2-3,000. State Fiscal Year 2014 is projected to operate at a loss of \$40,000 and it is unknown how much/whether or not clinical funds will be available to shift to cover that deficit again. Mr. Hilliard stated his intent is to send another letter to the State advising them the situation is dire and without additional funding, the Health Department's role as lead agency will terminate December 31. This will give the State an opportunity to respond prior to the November Board of Health meeting. Discussion included the future of the program if the health department withdraws. Mr. Hilliard explained that the counties currently served would likely be reassigned to other lead agencies. Services would still be provided to the clients but the coordination would take place elsewhere and providers would contract with the new lead agency(ies). Mr. Hilliard will report back at the November meeting on the State's response.

(7:55 p.m. - Member Hepler exited the meeting)

- c) Succession Plan – Mr. Hilliard presented a succession plan originally developed by the administrator at the St. Clair County Health Department. The plan which allows for the continuation of services in the absence of the administrator, has been adapted to LCDPH. Member Walker made a motion to adopt the Succession Plan as presented, seconded by Member Bivin. Motion carried.
- d) FY2014 Budget – Mr. Hilliard led the discussion of the FY2014 Health Department Budget. The draft included in the Board Packet was presented to the Finance Committee of the Logan County Board on July 30. The goal was to come up with a balanced budget for 2014. The budget included the projected full tax levy amount of \$366,854. To accomplish this, Mr. Hilliard stated you can't continue a program projected to lose \$40,000 that is serving seven other counties. In the FY2014 budget, IBCCP doesn't exist after December 31 and the staff would be laid off. The budget also eliminates the Home Health Clerk position by attrition (responsibilities shifted to the



Assistant Director of Finance) and a contractual custodial position is eliminated. IT expenses are reduced by 25% based on discussions recently at the County level about employing an IT person to reduce costs. The County collectively paid \$102,000 to one entity. At \$85/hour, that's only 1200 hours. Hoping that 25% reduction in expense can be achieved by less reliance on IT services (fewer users) and the County doing something corporately to save on IT expenses. Mr. Hilliard stated there are also no raises or furlough days included in the Salary line item.

Mr. Hilliard reported that he also proposed that instead of levying for the TB Fund, the levy be shifted to the IMRF Fund, crediting that amount to the Health Department. This levy transfer would balance the budget.

Member Walker made a motion to accept the FY2014 budget as presented; seconded by Member Bock. Motion carried.

- e) Terms of Members Lolling and Bivin – Mr. Hilliard reported that the current Board terms for Maxine Lolling and Dr. Bivin expire November 30, 2013. Member Sahs made a motion to reappoint Members Lolling and Bivin to an additional term; seconded by Member Kasa. Motion carried.
  - f) 2014 Holidays – Mr. Hilliard reported that the union contract mandates 13 holidays. Due to the way the calendar falls in 2014, Mr. Hilliard proposed Christmas and the day after—Thursday/Friday instead of Wednesday/Thursday. Mr. Hilliard will discuss with staff and report back in November.
  - g) 2014 Board of Health Meeting Dates – Mr. Hilliard referenced the schedule of proposed meeting dates in the packet. The year for the November meeting should be 2014. Member Bock made a motion to accept the schedule as corrected; seconded by Member Walker. Motion carried.
  - h) Press – Included in the packet.
  - i) Other – Nothing to report.
- 8) Announcements – None
- 9) Adjournment – A motion was made by Member Walker to adjourn the meeting; seconded by Member Bock. Motion carried and the meeting adjourned at 8:28 p.m. The next meeting is Monday, November 4, 2013 at 7:00 p.m.

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Mike Rohrer, President

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Sally Gosda, Recording Secretary

September 16, 2013

Brenda Jones, Deputy Director  
Division of Women's Health Services  
Office of Women's Health  
535 West Jefferson Street, First Floor  
Springfield, Illinois 62761

Dear Ms. Jones:

The Logan County Department of Public Health (LCDPH) has recently been faced with many difficult financial decisions. It is anticipated that with our FY'14 IBCCP Lead Agency program, we will realize a \$41,922 deficit by year's end in the administrative and case management lines. During the FY'13 grant cycle and continuing in FY'14 all line items have been cut to bare-bones and staff time has been reduced to a level barely sufficient to meet program goals and expectations. No further cuts can be made. The LCDPH cannot sustain this loss in support of a multi-county program at the expense of Logan County tax dollars.

The Logan County Board of health met on September 9, 2013 and approved the health department budget for county fiscal year 2014. That budget calls for the elimination of the IBCCP Lead Agency program on December 31, 2013. At that meeting, the Board of Health authorized me to write your office with that advice and with a request for additional dollars to fully fund the program through June 2014. The Logan County Board of Health will next meet on Monday, November 4, 2013. Pending your response to this letter, the Board will take final action on this matter at that time.

Regards,

Mark Hilliard, MPH, CHES  
Public Health Administrator

Cc: LCDPH Finance  
Logan County BOH



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## 2014 HOLIDAY SCHEDULE

January 1	New Year's Day	Wednesday
January 20	Martin Luther King Jr. Day	Monday
February 17	President's Day	Monday
April 18	Good Friday	Friday
May 26	Memorial Day	Monday
July 4	Independence Day	Friday
September 1	Labor Day	Monday
October 13	Columbus Day	Monday
November 11	Veteran's Day	Tuesday
November 27	Thanksgiving Day	Thursday
November 28	Day Following Thanksgiving	Friday
December 24	<del>Christmas Eve</del>	<del>Wednesday</del>
December 25	Christmas	Thursday
December 26	Day Following Christmas	Friday

## Affirmative Action Policy

The Logan County Department of Public Health (LCDPH) is committed to the principle of equal opportunity in education and employment (Personnel Policies: Nondiscrimination Statement & 1.1.2).

LCDPH complies with all Federal and State laws and regulations concerning workplace equal opportunity that are outlined by policies and procedures to assure that employment-related actions are made without regard to non-work related, personal characteristics such as race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, disability, or national or ethnic origin.

All LCDPH employees and applicants for jobs at LCDPH have the right to full and equal consideration on the basis of merit and other relevant, meaningful criteria. Therefore, LCDPH has developed policies and procedures to assure that employment-related actions are made without prejudice. The office administrative team; the administrator, directors, supervisors, and Board of Health implement these policies and procedures.

Inquiries concerning the plan may be directed to the Director of Support Services at 217-735-2317 or [info@lcdph.org](mailto:info@lcdph.org).

LCDPH's Affirmative Action includes:

- Monitoring of employment-related actions to prevent discrimination from occurring or to detect it and eliminate it.
- Efforts to broaden the pool of qualified candidates for job categories in which fewer women and minority group members are employed than are available in the workforce.
- Efforts to employ, advance in employment, and otherwise treat qualified disabled individuals, disabled veterans, Vietnam era veterans, armed forces service medal veterans, other protected veterans, and recently and newly separated veterans without discrimination based upon their disability or veteran's status in all employment practices.
- Strongly encouraging female and minority employees to participate in educational and career development activities (including use of the LCDPH Tuition Assistance Program, when available), and to take advantage of mentoring, special project, transfer, and promotional opportunities.

As part of its monitoring efforts, LCDPH regularly reviews its workforce to determine if job categories exist in which fewer women and minority group members are employed than are available in the workforce. If such "underutilization" is discovered, placement goals are established for the affected job categories to encourage and concentrate recruitment and outreach efforts, and to help measure the effectiveness of these efforts. Annually, LCDPH prepares an Affirmative Action Plan that contains this utilization analysis and records affirmative action efforts to address it. Goals are targets, not



quotas and represent the good faith efforts LCDPH uses in trying to address underutilization. Good faith efforts not only include our outreach and analysis but also a systematic assessment of the quality and thoroughness of the work to implement programs and assure equal opportunity.

If you believe that you have been denied an equal employment opportunity, please contact any of the following as soon as possible:

- Supervisor
- Director of Support Services
- Administrator

In addition, all members of the LCDPH community are expected to conduct themselves with proper respect for one another and for each other's property. Harassment of any kind is not acceptable behavior at LCDPH (Personnel Policies: 12.1.5).