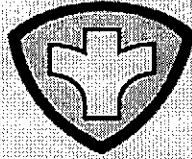


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**LOGAN COUNTY BOARD OF HEALTH**  
September 8, 2014

**PRESENT:** Board of Health: Dr. Richard Bivin, Roger Bock, Dr. David Hepler, Dr. Paul Kasa, Bill Sahs, Dr. Wm. Todd Walker

Logan County Department of Public Health: Dianna Heyer, RN, Administrator;  
Don Cavi, Director of Environmental Health, Sally Gosda, Director of Finance

Guests: None

- 1) The meeting was called to order by Member Sahs at 7:03 p.m.
- 2) Introduction of Guests – None present.
- 3) Approval of Meeting Agenda – Member Hepler made a motion to approve the Meeting Agenda as presented; seconded by Member Walker. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Kasa to approve the Consent Agenda items; seconded by Member Bock. Motion carried.
- 5) Reports
  - a) Administrative, Health Education, & Dental – Ms. Heyer opened her report by thanking the Board for the opportunities afforded her during her tenure at the Health Department. The Administrative Report included:
    - Mark Hilliard retired August 29, 2014.
    - Ms. Heyer is leading the team working on credentialing the health department to be able to bill Medicaid managed care and private insurance for public health services. A contract was entered into with Upp Technology to walk us through these processes. When all components are in place, the health department will be able to bill for all services except dental through the Upp system. Due to the Medicaid managed care implemented July 1 for dental services, the dental staff has already plunged into the credentialing process.
    - The Director of Nursing position is still open at this time. The search has been re-opened and applications are still being accepted. A staff person has expressed her willingness to fill in in an interim capacity until the position is filled.
    - Sally Gosda has accepted an opportunity with State Farm. The Director of Finance position has been offered to Katherine Yaple, Assistant Director of Finance, which leaves an opening for that position.
  - b) Finance – Ms. Gosda reviewed the financials for July and August 2014 included in the board packet. Property tax instalments were received in each of these two months. As

of August 31, 2014, the deficit stands at just over \$265,000. Grant receivables are approximately \$140,000.

As of today, grant contracts have not been received for Emergency Preparedness, Tobacco-Free Communities, or REALITY. All three grants were effective July 1, 2014.

- c) Nursing and Home Health – Ms. Heyer reviewed the Nursing and Home Health report included in the packet. Highlights included:
- No active/latent TB infections of record. Kenda Jones is serving a second term as President of ICOT.
  - Two lead investigations are ongoing.
  - Communicable disease area has been relatively quiet.
  - The first shipment of flu is expected to arrive tomorrow. VFC flu vaccine should arrive this week and we anticipate starting flu clinics next week.
  - Home Health is steady, with an increase in activity this week.
- d) Emergency Response – Ms. Heyer reported that Mallory Sinner will be focusing on the deliverables listed in her report. She has been attending a lot of trainings as a result of transitioning from Health Ed to Emergency Preparedness. Ms. Heyer also reported on the issues being experienced with the vaccine freezer. The problems presented an opportunity to test the backup plan with the hospital storing the vaccine during a crisis.
- e) Environmental Health – Mr. Cavi reported that routine food inspection activity is down slightly due to the number of temporary food permits/events occurring. The Health Department started offering Food Handlers Training classes last month in response to new legislation. Four classes have been held so far. Mr. Cavi reported that a dead bird was picked up a few blocks from the Health Department and sent for testing for West Nile Virus. The numbers of mosquitoes and birds are way down overall. The decrease in activity is attributable to the cooler weather.

6) Old Business

- a) Don Cavi Appointment – Member Sahs asked Mr. Cavi to excuse himself for discussion relative to his potential appointment as Administrator.  
After Mr. Cavi left the Conference Room, Member Sahs recounted events leading up to this item. Member Sahs stated that Mark Hilliard discussed the position of Public Health Administrator with Mr. Cavi before his retirement. Mr. Sahs stated that Mr. Hilliard reported that Mr. Cavi has a good working relationship with the staff and has established a rapport with the administrative team. Mr. Cavi was offered the position at an annual salary of \$78,500.  
Member Hepler made a motion to appoint Donald Cavi as the Public Health Administrator at an annual salary of \$78,500.00, effective September 27, 2014, seconded by Member Kasa. Motion carried.

Mr. Cavi returned to the Conference Room and verbally accepted the position as offered. He then expressed his appreciation to the Board and stated he looked forward to working with them.

- b) FY2015 Budget – Ms. Gosda reviewed the highlights of the FY2015 budget mailed out in the Board packet.

**Revenues:** Overall, Approximately \$399,000 < FY14 Budget; \$174,000 < Projected FY14  
- Property taxes ↑ \$5,500 (full levy = \$388,000, about another \$16,000)

- **Grants** ↓ \$276,000 (IBCCP ↓ \$242,000; We Choose Health ↓ \$30,000; WIC ↓ \$57,000 in estimated FI) includes \$54,000 for CDC Partners in Community Health grant; grants awarded in September. REALITY split from ITFC.
- **HH** budgeted at \$166,000 based on trending pattern
- **Healthworks** ↑ \$8,300.
- **HD Fees** ↑ \$32,500 based on revenue hoped to be realized from the reinstatement of Medicaid adult dental coverage and increased immunization activity once able to accept private insurance. (Amount budgeted is \$72,000 more than estimated for FY14).

**Expenditures:** \$1.7 million of \$2.58 million (66%) total budget are “people” expenses—Payroll & Benefits. Overall Expenses are ↓ \$269,000 compared with the FY14 Budget and \$165,000 compared with FY14 Projections. Reductions are primarily related to discontinuing IBCCP and reducing projected WIC FIs.

- **Salaries** are flat but lots of variables still that will affect that line item.
- **IMRF** ↓ approx \$14,000 due to projected rate reduction from 11.3% in 2014 to 10.49% in 2015.
- **FICA/Medicare** flat as that rate remains the same.
- **Group Insurance** ↑ \$11,000 by budget comparison; \$21,000 over FY14 projection due to staff changes. A 5% increase in group health insurance effective 5/1/15 is factored in.
- **Building Improvements** ↑ \$10,000 and **Contingency** ↑ \$5,000 (\$10,000 total) to cover cost of addressing some building/parking lot issues.
- **Vaccines** increased to compensate for flu vaccine increase as well as anticipated need to purchase more private stock to meet client demand.

**Bottom Line:** Projected loss for FY14 is \$160,000 compared with budget of (\$38,000). FY15 deficit is \$168,518.

Member Bock made a motion to accept the FY2015 budget as presented; seconded by Member Hepler. Motion carried.

- c) **Health Care Reform Initiatives Update** – Ms. Heyer updated the Board on steps taken to get credentialed with insurance companies to enable the Health Department to bill private insurance and Medicaid managed care for services provided in the dental and public health programs. Local physicians are looking to discontinue vaccine administration and this will give the health department a possible new revenue stream.
- d) **CTG Update** – Ms. Heyer reported that we are still awaiting word on that grant award.

7) **New Business**

- a) **Administrator Power & Authority Resolution (Cavi)** – Member Kasa made a motion to approve the Resolution granting Don Cavi administrative power and authority effective September 27, 2014. Member Bock seconded the motion. Motion carried.
- b) **Board of Health Meeting Dates 2015** – Ms. Heyer presented a list of the proposed 2015 Board of Health Meeting Dates, continuing to meet the second Monday of each of the odd months. Member Walker made a motion to accept the schedule as presented.

seconded by Member Bivin. Motion carried.

- c) Terms of Members Walker, Kasa, & Rohrer – Member Walker agreed to serve another term. Member Kasa stated that this will be his last term. He stated that he felt 28 years were enough. Member Kasa stated he would try to secure another physician candidate to replace him on the Board. Ms. Heyer agreed to follow-up with Member Rohrer to see if he is agreeable to serving another term. The vote was tabled until the November meeting.
  - d) Appointment of Dr. Kasa as Medical Advisor – Dr. Kasa again expressed his desire to step down from that role and suggested that Dr. Richard Bivin succeed him as Medical Advisor. Member Kasa made a motion to appoint Dr. Bivin as the Medical Advisor for the Health Department; seconded by Member Bock. Motion carried.
  - e) Approval of Personnel Policy Manual Revisions – Ms. Heyer referred to the Board to the changes in the Personnel Policy Manual, highlighting the updates made to the vaccination policies, phone use, concealed carry, use of social media, health coverage termination as it relates to employment separation, and travel expense reimbursements. Member Hepler made a motion to accept the revisions as presented; seconded by Member Bivin. Motion carried.
  - f) Press – Included in the packet.
  - g) Other – A copy of the revised Board of Health Bylaws approved at the July meeting is included in the Board packet.
- 8) Announcements – None.
- 9) Adjournment – A motion to adjourn the meeting was made by Member Walker; seconded by Member Bock. Motion carried and the meeting adjourned at 7:53 p.m. The next meeting is Monday, November 10, 2014 at 7:00 p.m.

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William Sahs, President

  
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Sally Gosda, Recording Secretary