



Logan County Department of Public Health

LOGAN COUNTY BOARD OF HEALTH

May 13, 2013

PRESENT: Board of Health: Dr. Richard Bivin, Dr. David Hepler, Dr. Paul Kasa, Maxine Lolling, Bill Sahs, 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

Guests: None

- 1) The meeting was called to order by Mr. Hilliard (due to the absence of both the President and Vice President of the Board of Health) at 7:02 p.m.
- 2) Introduction of Guests – No guests were present.
- 3) Approval of Meeting Agenda – Mr. Hilliard asked Agenda Items 6) c), 7) b), and 7) c) be moved up in the Agenda after Item 4) due to Member Hepler possibly having to leave early. These are items requiring a vote. Member Walker made a motion to accept the Agenda as revised; seconded by Member Lolling. Motion carried.
- 4) Approval of Consent Agenda – A motion was made by Member Kasa to accept the Consent Agenda items as presented; seconded by Member Lolling. Motion carried.
- 5) Reports
 - a) Administrative, Health Education, & Dental – Mr. Hilliard reported that children continue to make up >50% of the dental activity. The Head Start children were treated in the clinic last week. Mr. Hilliard projects that revenue will be \$44,000 more this fiscal year than in fiscal year 2012 based on the Provider Productivity Report.
 - b) Finance – Ms. Gosda reviewed the audited FY2012 financials and had copies of the audit documents available for review. The bottom line was a deficit of \$402,000. Although expenses were under budget, revenues were substantially lower than budget. March and April both ended with positive bottom lines but after posting the FY2012 adjusting entries, the year-to-date deficit for FY2013 is \$198,786. Grant receivables as of April 30, 2013 stood at \$86,869. The FY2012 Home Health Report was filed in March. The comparative statistics page was provided that included cost/activity figures for Fiscal Years 2010-2012. Cost/visit was up while the number of visits and Medicare profit declined, but did still show a profit.

- c) Nursing and Home Health – Ms. Heyer reported:
- IBCCP continues to work off a priority list, serving those women deemed most in need.
 - Public Health – There has been a nation-wide shortage of Tubersol (used for TB skin tests). To conserve the Health Department supply, clients have been screened to identify those most at risk. Public Health is back to normal operation now.
 - The lead program was evaluated by IDPH and a favorable review received.
 - Review of the Family Case Management/APORS/Healthworks programs by DHS went well. There will be a couple of recommendations and a corrective plan will be developed once those recommendations are received.
 - The Home Health Patient Satisfaction results were included in the Board packet. Our scores were higher than the State and National averages in five published areas.
- d) Emergency Response – Mr. Hilliard shared highlights Shana Altman provided. All grant deliverables for FY2013 are on track to be met. Work on the FY2014 grant application has begun.
The MRC Conference was held April 20. While there were a record number of registrants for the conference, attendance was impacted by the record flooding that was occurring.
Ms. Altman will be assisting with the safety training scheduled to take place this month in the other county buildings.
Ms. Altman, Mr. Hilliard, and Ms. Heyer will be representing the Health Department at the county-wide tabletop exercise drill in June.
- e) Environmental Health – Mr. Hilliard distributed a press release drafted by Don Cavi addressing the requirements associated with holding food events. The article included the various levels of food events.
- 6) Old Business
- a) State's Attorney Referral Update – Mr. Hilliard referenced an email received from State's Attorney Jonathan Wright enclosed in the Board packet materials.
- b) Credit/Debit cards and dental insurance update – Ms. Gosda reported that the Health Department is now able to accept debit/credit cards but the electronic registration component still has some wrinkles to be ironed out. The debit/credit information will be included in the Healthy Matters newsletter coming out next month.
Mr. Hilliard reported Dr. Molitoris is still gathering information about billing dental insurance.
- c) Review of Program Revenue and Expenses – Ms. Gosda reviewed the updated schedule of expense reductions included in the packet. Mr. Hilliard gave layoff notices to a Home Health Nurse and two Home Health Aides mid-April. The Home Health Nurse is transferring to IBCCP to cover two vacancies resulting from resignations in that department. To avoid having to eliminate a service by laying off both Home Health Aides, a .80 FTE reduced schedule was offered to one aide today and accepted. The net result is one Home Health Aide will be laid off at the end of the month and the goal of reduction in force without eliminating a program was met.
In addition, a Memorandum of Understanding was entered into with AFSCME Local

1277 to implement furlough days. All employees will be required to take four furlough days (prorated if less than full-time) between April 23 and November 30, 2013. The projected savings of all cost reduction measures is projected to be \$220,783 through the end of the fiscal year.

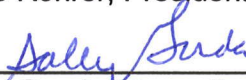
7) New Business

- a) **Back Parking Lot Repair** – Mr. Hilliard consulted with Bret Aukamp about the condition of the back parking lot. The lot had deteriorated in part because of the International Paper truck traffic. The Highway Department dug out the low spots and back-filled with rock, then rolled the surface to establish a base prior to putting down a more permanent surface. International Paper agreed to reimburse the Health Department for the expense of the repair.
- b) **Home Health Audit Approval** – Ms. Heyer referenced the Fiscal Year 2012 Home Health Audit included in the packet. She reviewed the evaluation of objectives on pages 2-5. Discussion included the impact competition has had on census as well as regulatory changes that have impacted reimbursements. Member Kasa made a motion to approve the audit as presented; seconded by Member Sahs. Motion carried.
- c) **Friday Public Health Clinic Services** – Mr. Hilliard reported that Ruth Freeman, a Public Health Nurse is retiring June 5. Ruth primarily worked on the HOPE mobile unit but was pulled from the unit in May to assist with covering the in-house public health clinic due to the resignation of another Public Health Nurse in March. A component of the Cost Reduction Plan is to not fill either of the Public Health Nurse vacancies. The result is a barebones staff left to cover the Public Health Clinic—one full-time and one four day/week Public Health Nurses. A WIC Nurse will be shifted to cover clinic four half days and one full day each week.
For these reasons, Mr. Hilliard stated he would like to discontinue Friday Public Health Clinic services, allowing the Public Health Nurses to fulfill their other administrative responsibilities in the lead, communicable disease, and TB programs. The two clinics held at the high-rises each month could be moved to Fridays as well. He added that many Health Departments are only open 35 hours a week; some only have immunizations available on set days; while others close over the lunch hour. Discussion included the current level of activity in the clinic on Fridays (traditionally slower on Fridays); is the clinic transitioning to scheduling appointments from a walk-in clinic? (Not in the plans at this time); timeline for implementing the change? (If approved tonight, start revised schedule June 1 and continue through the end of the fiscal year. The revised schedule will be assessed and a determination made at that time if the schedule is to be permanent. Ms. Heyer added that it seems like the easiest solution since the dental clinic is already closed on Fridays.
A motion was made by Member Hepler to approve not offering Public Health services on Fridays through the end of the fiscal year; seconded by Member Lolling. Motion carried. Mr. Hilliard stated a press release would be done to notify the public and he will attend the County Board meeting next Tuesday night to answer any questions that may arise.
- d) **Correspondence** – Mr. Hilliard shared a letter received from IDOT updating the Health Department as a property holder of the status of the high-speed rail project. Mr. Hilliard said he has brought to the City's attention, the pedestrian traffic that occurs behind the Health Department building as a safety issue.
A letter was also received from a citizen of Poplar Grove, Illinois inquiring about health issues related to wind towers in our jurisdiction.

- e) Press – Included in the packet.
 - f) Other – Nothing to report.
- 8) Announcements – Ruth Freeman will be retiring June 5, 2013 after 22 years of service at the Health Department.
- 9) Adjournment – A motion was made by Member Walker to adjourn the meeting; seconded by Member Bivin. Motion carried and the meeting adjourned at 8:06 p.m. The next meeting is Monday, July 8, 2013 at 7:00 p.m.



Mike Rohrer, President



Sally Gosda, Recording Secretary