Fayette County Board of Health
Meeting Minutes
August 21, 2018

Board Members Present: Darrell Schaal, President, Dawn McDaid, M.D, Vice President, Sandra Albright, Secretary, Brad Dunn, D. M. D., John Glennon, Pastor, Beth Hoffman, L.C.P.C., and Kris Luster

Others Present: Melissa Storck, Administrator, Heather Jackson, Director of Family and Clinical Services, Jodi Smith, LEHP, Lisa Ketchum, Supervisor of HFI and Doula, Elizabeth Washburn, Director of Home Care, Sherry Childress, HFI Supervisor, Kiley Depew, Grant Billing Specialist, Kelly Miller, Robin Wells and Julie Opfer, Recorder

Absent: Julie Aderman and Glen Skow, M.D.

I. Call to Order
The Fayette County Board of Health met on August 21, 2018 at the Fayette County Health Department. President Darrell Schaal moved to call the meeting to order at 5:38 P.M.

II. Quorum
A Quorum of seven members was present.

III. Blessing of Food and Prayer – John Glennon

IV. Accept Minutes of July 9, 2018, July 26, 2018 and June 25, 2018
A motion was entered by John Glennon to accept the minutes of July 9, 2018, July 26, 2018, and June 25, 2018 with a correction of the next regular meeting date in the June 25 minutes. Brad Dunn seconded the motion. All were in favor; none opposed. Motion passed.

V. Unfinished Business
Discussion was had about the storage area that is to be built in the West Shed.
Discussion was had about the need for a maintenance person.
Both issues will be addressed in the future.

VI. New Business

Staff Reports
Administrative – Melissa Storck
2019 Budget – Discussion and possible motion to accept
The 2019 budget will allow for the addition of software system for payroll.
Because $623,000 receivables are on hold, it was decided to wait until November to see if it is feasible to pay off another building loan.
Dawn McDaid entered a motion to accept the 2019 budget as presented. Sandra Albright seconded the motion. All were in favor; none opposed. Motion passed.
**Action Plan Update**
Melissa reported that she has almost completed the personal interviews with staff. Plans are to job shadow Administration then HFI and Doula.
Discussion was had about updating the personnel policy to include a more extensive social media policy.

**EMA (Emergency Management Agency)**
EMA has submitted the Bi-Annual Emergency Operations Plan.
- Applied for Accreditation for FY – 19-20
- Submitted the Chemical Emergency Response Plan for review
- Completed Tier II Reports
- Reported to 3 house fires
- Submitted Application for *Illinois Professional Emergency Manager* Renewal
- Held open house at the Emergency Operations Center

**PHEP (Public Health Emergency Preparedness)**
A training plan will be presented during our annual in-service.

**FIT – Discussion and possible motion to add fee for service**
Dawn McDaid entered a motion to add a $25 fee for service to the Fecal Immunochemical Test. This was seconded by Kris Luster. All were in favor; none opposed. Motion passed.

**FCHD Employees Unpaid Holiday Time Payback – Discussion and possible action.**
Brad Dunn entered a motion to approve to payback the total amount of $4,713.61 to employees who were underpaid for holiday time. Beth Hoffman seconded the motion. All were in favor; none opposed. Motion passed.
After it was determined that the Fayette County Courthouse would need approved minutes from this August meeting and that the meeting minutes would not be approved until November’s board of health meeting, a roll call vote was taken to show board approval and get this matter settled.
Dawn McDaid – yes
John Glennon – yes
Darrell Schaal – yes
Kris Luster – yes
Sandra Albright – yes
Beth Hoffman – yes
Brad Dunn – yes

**HFI (Advisory Board Report) & Doula Report – Lisa Ketchem**
HFI – During this quarter, FCHD HFI Program provided services to 41 families in Fayette County and 210 visits were completed. All HFI program participants who delivered babies initiated breastfeeding.
HFI Acceptance rates were discussed: FY17, 39% and FY18, 43%. During FY18, will look at the high acceptance rates (88%) of trends.
For years 2016 and 2017, retention rates at 6 months and 1 year were above the HFA benchmark. The plan is to continue to monitor.
During this quarter, FCHD Doula program provided services to 14 women in Fayette County and 37 prenatal and 37 postnatal visits were completed. The Doula program had 5 program participants deliver
babies this quarter with 4 deliveries. This exceeds the benchmark of 75%. 100% of fathers attended the births.

HFI Participant Satisfaction Survey was conducted during the months of March through May of 2018. The survey consisted of 10 closed ended questions and one fill in the blank. 29 active HFI clients completed the anonymous questionnaires. The results were returned with positive marks for our home visitors.

The home visitors continue to work with their clients to provide visits to the families during times that accommodate the families’ schedule.

**Home Care – Elizabeth Washburn**

**Home Health & Hospice QAPI Report**

A motion to accept the Home Health & Hospice QAPI Report as presented was made by Brad Dunn. This motion was seconded by Beth Hoffman. All were in favor; motion approved.

**Home Health & Hospice Data**

Hospice volunteers provide 8% of the required 5% Medicare hours.

**Program Update**

Sue Denning has now switched from PRN to part time status. After a staff resignation, Mackenzie Smith moved into that person’s position. Natosha Brown moved up from Clerical, Volunteer Coordinator and Back up Aide into the Billing Specialist position while still keeping the Hospice Volunteer Coordinator position. Robin Hayes has extended her last working date before retirement to November 8, tentatively. Kristen Barnick, Home Health and Hospice Aide has changed to part time status. FCHD is tentatively not filling the clerical vacancy until Natosha and Mackenzie are trained and we can see if there is still a need for another clerical. Home Health coordinator Julie Farthing and Elizabeth Washington are to analyze home health data and identify two quality assurance projects to be added to the program. This will be completed and presented to the board at the November meeting. The data will then begin being monitored and tracked beginning January 1, 2019. The staff completed a Home Health 101 and Hospice 101 training. This training included instructions on proper rules and regulations of the respective programs as well as Conditions of Participation. Future goals for the programs are: to review and update policy and procedures in accordance with the Conditions of Participation for both programs, one on one shadowing of all staff and researching what other agencies use for their staff to be on call.

**Clinical Services – Heather Jackson**

**Public Health**

Flu clinics have been scheduled including a clinic at the Regional Office of Education.

**Genetics**

Dr. Braddok and Hailey Pinez were here for the last Genetic clinic held on July 25. Next clinic is scheduled for September 26.

**Lead**

The lead program is screening every 1 and 2-year-old in WIC. and now needs to have venous confirmation on lead results greater than 5.
**WIC**
The average monthly participation since May is 583 which is 88% of required caseload.

**Family Case Management:**
Average case load since May is 234.
The program continues to receive Case Finding Report weekly.
FCHD is now getting paid at higher rate per family.

**Environmental Health – Jodi Smith**
A recent septic complaint issue has now been resolved with the approved plan, and inspected installation of a new septic system.
The West Nile virus program is very busy at this point. Smith plans to continue to test until supplies run out. Fayette County has had one positive sample so far with 35 counties in Illinois testing positive for the virus.

**Grant Updates – Kiley Depew**
For FY 18, FCHD is waiting for $63,000 to come in.
For FY 19, we haven’t heard about Local Health Protection, West Nile Virus, Lead, Body Art and Tanning, Tobacco, Hearing and Vision and Genetics.

**Adjournment:**
Kris Luster entered a motion to adjourn at 7:15 pm. This motion was seconded by Brad Dunn. All were in favor; motion approved.
The next regularly scheduled meeting will be November 27, 2018 at 5:30 in the health department classroom.

Sandra Albright____________________
Board of Health Secretary: Sandra Albright
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