Fayette County Board of Health
Meeting Minutes

May 14, 2019
5:30 P.M.

Board Members Present: Darrell Schaal, President, Sandra Albright, Secretary, Julie Aderman, John Glennon, Beth Hoffman, and Brad Dunn, D.M.D.


Absent: Dawn McDaid, Vice President, Kris Luster, and Glenn Skow

I. Call to Order
The Fayette County Board of Health met on May 14, 2019 at the Fayette County Health Department. President, Darrell Schaal moved to call the meeting to order at 5:30 P.M.

II. Quorum
A quorum of six board members was present.

Prayer – John Glennon

III. Accept Minutes of Previous Meetings
A motion was entered by Brad Dunn to accept the minutes of regular meeting February 26, 2019. This was seconded by Beth Hoffman. All were in favor; none opposed. Motion passed.

IV. Those wishing to address the board.
None

Reappoint Board Members
Julie Aderman entered a motion to reappoint board members:

- Sandy Albright – 3 year term to expire 6/30/2022
- Beth Hoffman – 3 year term to expire 6/30/2022
- John Glennon – 3 year term to expire 6/30/2022
- Kris Luster – 3 year term to expire 6/30/2022
- Darrell Schaal – 1 year term to expire 6/30/2020.

Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.
IV. Unfinished Business
None Noted

V. New Business

Administrative – Melissa Storck
- Directors and Supervisor were made exempt effective April 22, 2019. This will decrease overtime cost, correctly align with their job descriptions and allow work from home.
- Two-part time employees have been changed to full-time.
- WellSky Implementation is complete. There is a projected annual cost savings of $39,000 when considering employee time and other hard costs.
- Our Billing software, Medisoft, has recently been upgraded. This will allow other employees to gain access and allow cross training.
- The Harris Group Time Keeping Solution Software is scheduled for implementation June 2019.
- The health department has transitioned from Call One & At&T to New Wave. Cost savings are approximately $345 monthly.
- Nathan Dothager, Independent Contractor is our new IT Specialist.
- Key Performance Indicator, (KPI) Boards are up. This allows daily tracking of program data.
- Melissa will be attending the 2019 Leadership Academy trainings, April-October through University of IL Extension and United Counties Council of IL (UCCI).
- Living wage increase will not affect FCHD until 2021. Melissa is also exploring other opportunities to complete wage scales initially started by BOH and to include low-medium-high/cap range.
- West storage shed completion is still to be determined. Habitat has had changes within their organization.

2019 5K Bunny Run and Bunny Hop – Kelly Curll
FCHD’s 5k and Bunny Hop was held April 13, 2019 with a total of 90 participants. Through donations and sponsorships, FCHD was able to raise $1,956.40. This will allow FCHD to give away a $1500 scholarship to an area student entering the mental health field. Time restraints prevented giving away the scholarship this school year. Next year will be the first year.

Financial Report:
Current Cash Flow shows an $18,142.83 deficit due to some large expenses including vaccinations pre-ordered in March before Public Health RN’s leave. Bank balance is currently $91,774.82 with all total accounts at $1,117,239.72.

A motion was entered by Beth Hoffman to accept the financial report as presented. This was seconded by John Glennon. All were in favor; none opposed. Motion carried.
Loan Repayment – Motion
John Glennon entered a motion that FCHD pay off early the $400,000 building loan from Fayette County saving over $1600 in interest. Approximately $65,000 is owed. This was seconded by Brad Dunn. All were in favor; none opposed. Motion carried.

Grant Financials – Kiley Depew
As of April 30, 2019 expenses total $505,027.40 and receivables total $493,795.92. At the end of the 4th quarter, 88% of the grants billed have been paid. For the next grant FY, FCHD has two executed contracts out of eight.

Direct Billing – Tina Hunter
Current total of open receivables is $35,402.15.

Staff Reports:

Environmental Health – Jodi Smith
- Food Code implementation is going well
- All Food permits expired April 1
  - 23 establishments received late letters and $50 late fee
- Fayette County’s one Body art establishment is no longer doing permanent makeup
- Tanning inspections will be done in the Fall
- Septic and Well installations have been slow but steady
- West Nile Virus season is May 1 through October 15
- Will start trapping mosquitoes the beginning of July
- Will start advertising for dead bird pick up as soon as possible

Family and Clinical Services – Heather Jackson
- Courtney Sapp is on leave.
- WIC has hired a new clerk – Cathy Rochkes.
- FCM Audit was completed with 12 findings. A corrective action plan has been sent and approved.
- WIC Participant Survey Results were returned with good results.
- FCHD Satisfaction Surveys have been placed in the waiting area this week.
- Clinical Services KPI Board will track:
  - Current Active WIC Participants
  - Face to Face contacts with pregnant women
  - Number of Walk-ins Served
  - BFPC 1st week after delivery contacts
  - Lab draws
- STD outbreak: The number of cases of Chlamydia went from 1 in February to 7 cases in March. FCHD offers STD testing.
• FCHD is aware of the Measles outbreak in other states. A plan has been put in place if any Fayette County residents experience the disease. If clients have questions about their immunity, they are urged to call the health department.

**HFI & Doula – Lisa Ketchem**

**HFI:**
- Accreditation Site visit here on April 15 and 16. Received report back today, but have not reviewed yet.
- KPI boards will be posted on May 16, 2019 and are to include performance improvement tracking including referral and acceptance rates.
- New visit Tracker software training May 21. Staff will have access to software using tablets.
- Current vacant HFI Supervisor position is due to two unsuccessful attempts to hire HFI Supervisor. FCHD has decided to change directions and will look into hire a Doula supervisor now instead.
- Team building meetings are still taking place.

**Doula:**
- Doula program review June 17, 2019
- One doula has almost completed all trainings to become DONA certified. (Doulas of North America)
- Effingham OB/GYN is our new provider of Clinical Consultant Support
- Doula Marketing and Outreach:
  - Monthly on FCHD Facebook page
  - Wellness fairs at Walmart
  - 5K Bunny Run
  - Regional Office of Education Open House
  - Pre-K Registration
  - Prenatal groups
  - Collaboration with State Farm - Car seat drawing
  - Clinical support
  - Providers: Effingham OB/GYN

**Home Care – Elizabeth Washburn**
- Home Health began using the new electronic medical record system, Wellsky on March 18, 2019.
- All patients should be 100% integrated by May 18, 2019.
- Hospice began using Wellsky 100% on May 1, 2019.

**Home Health and Hospice QAPI Report – Motion to Approve**
Home Health QAPI was accepted as presented.
Brad Dunn entered a motion to accept both Home Health and Hospice QAPI reports as presented.
Sandra Albright seconded the motion.
All were in favor; none opposed. Motion carried.
Motion to Approve Staff Reports:
A motion to approve staff reports as presented was entered by Brad Dunn.
This was seconded by John Glennon.
All were in favor; none opposed. Motion carried.

Adjournment:
John Glennon entered the motion to adjourn. Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.

The meeting was adjournded at 6:45 p.m.

The next Board of Health Meeting is scheduled for August 20, 2019 at 5:30 pm in the health department classroom.

Sandra Albright____________________
Board of Health Secretary: Sandra Albright/jo