Fayette County Board of Health
Meeting Minutes

November 19, 2019
5:30 P.M.

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

Others Present: Melissa Storck, Administrator, Kasey Cauble, Katlyn Ennen, Heather Jackson, Lisa Ketchem, Jodi Smith, Elizabeth Washburn, Marcia Barringer, Kelly Curll, Kendra Craig, Kiley Depew, Kelly Miller, Robin Wells, and Julie Opfer, Recorder.

Absent: Julie Aderman, Beth Hoffman, and Glenn Skow

I. Call to Order
The Fayette County Board of Health met on November 19, 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 August 20, 2019.
This was seconded by John Glennon. All were in favor; none opposed. Motion passed.

IV. Those wishing to address the board.
None

IV. Unfinished Business
None Noted

V. New Business Staff Reports

Administrative – Melissa Storck
Team Achievements:
• Revised employee job descriptions and policies to better align with everyday practice
• Ongoing creation of LEAN culture by Key Performance Indicator Boards and electronic software programs:
Wellsky EMR – Home Health and Hospice projected $38k in annual savings
Visit Tracker – Health Families of Illinois
Harris Group Time keeping Software – Countywide
MediSoft – Expanded billing department through cross training of employees – ongoing
QuickBooks – Improving financial data keeping with process improvement
Court Money – projected $2.4k annual savings, allowing customers convenience pay by credit card online

- Created & Implemented electronic inventory list
- Christmas party now funded by FCHD & Canteen funds (employee donations are instead used as community donations)
- New Storage shed room
- Events: Employee Appreciation BBQ, Celebration of Life Memorial Service, Safe Trick or Treat, Halloween Parade
- Revised expense tracking sheet – better track expenses to meet regulatory guidelines
- Advanced Team communication with bundled IT services, projected annual cost savings of approximately $4k
- Implemented employee engagement program to include best day, first day project, 30/90 new hire review, monthly employee recognition, & mission driven reflection before meetings
- All appropriate Leadership positions changed to exempt status
- Implemented new customer survey – ongoing
- New electronic newsletter
- Wrote and awarded over $35k in new grant funding
- Administrator interviewed for IDPH State Board – pending
- Moved to automated phone system
- Implemented 2017 FDA Food Code, County Ordinance
- HFI and Doula – changed staffing model, increased salary to meet grant requests
- Completed Leadership training

Financial Report – Presentation and Motion to accept
- Total cash flow approximately $840,000.00
- Awaiting $40,000.00 in Medicare payments for Clinical Services
- $112,000.00 grant payments pending
- Recently awarded $25,000.00 census grant
- Budget Mitigation Plan

Discussion of HR Specialist
Administrator, Melissa consulted with AAIM Employers Association about pay scale and salary ranges. Collaborating with Effingham and Clay counties will cut costs in half, but could delay the process. This is a necessary step to better align job titles with salary.

Add Melissa Storck to Authorized Business Officer 2 to Visa Account – Motion to Approve
A motion was entered by Brad Dunn to add Administrator, Melissa Storck to Visa Account. This was seconded by Dawn McDaid. All were in favor; none opposed. Motion passed.

Property Insurance Coverage Discussion – possible motion
FCHD’s current property insurance is substantial to cover the West Shed addition. No additional coverage is needed.

Grant Financials – Kiley Depew
As of October 31, 2019,
- $196,647.37 of grant expenses have been billed
- $84,796.50 in payments have been received
- Waiting on $111,850.87 in payments
- Ounce of Prevention still owes $23,573 in payments for Doula Services in FY 2019

Recent WIC Financial review was completed with no findings. DHS will be at health department for grant review December 2.

Environmental Health – Jodi Smith
Fayette Water Company is expanding resulting in many water samples tested. West Nile Virus surveillance has been completed with 1 negative bird sample and 40 negative mosquito samples.
In order to address the program’s expenses more efficiently, Jodi has suggested changing the definition of temporary event in the counties’ ordinance and following state guidelines for low risk establishment inspections.

Family & Clinical Services – Heather Jackson
WIC met 90% of contract goal in October. WIC program will switch to Electronic Benefit Transfer cards by August 31, 2020. FCHD will be closed 2 1/2 days before for staff to attend training. Public Health no longer in “outbreak” status for chlamydia, but may be for gonorrhea. Genetic clinic was November 13. No lead updates. WIC review was finished November 14, 2019. Family Case Management is doing lots of home visits and will have a review in December.

HFI & Doula – Lisa Ketchem
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Advisory:
Director, Lisa Ketchem’s presentation included information about the returned participant satisfaction surveys.
The program is addressing the low attendance of prenatal groups by changing to evening times and switching to all new curriculum.

Home Health & Hospice QAPI Report – Motion to Approve
A motion was entered by Kris Luster to accept the Home Health and Hospice QAPI report as presented. This was seconded by Brad Dunn. All were in favor; none opposed. Motion passed.

Home Care – Elizabeth Washburn
It was noted that Sarah Bush Lincoln will open a Home Health and Hospice agency in Vandalia this spring.
Medicare payment model is changing from Prospective Payment System, (PPS) to Patient Driven Grouping Model, (PDGM).
The Pre Claim Review will continue on until February. It is hopeful to switch to spot check system then.

The board was updated on all staff changes.

Motion to Approve Staff Reports:
A motion to approve staff reports as presented was entered by Kris Luster.
This was seconded by Brad Dunn.
All were in favor; none opposed. Motion carried.

Election of New Officers for FY 2020
Kris Luster entered a motion to keep the 2020 board of health officers the same as the previous year. This was seconded by Brad Dunn.
President Darrell Schaal, stated he will not run for County Board next year therefore FCHD will need to acquire a new President and member from County Board. Various comments were made, requesting Dr. McDaid as President. To be determined.
Five were in favor; one opposed. Motion carried.

Until June of 2020, officers will be:
President – Darrell Schaal
Vice President – Dawn McDaid
Secretary – Sandra Albright

Health Department Holidays for 2020 – Motion to Accept
A motion to set FCHD 2020 holiday schedule as presented, was made by Brad Dunn.
Dawn McDaid seconded the motion.
All were in favor; none opposed. Motion carried.
Set Meeting Dates for 2020 – Motion to Accept
Kris Luster entered a motion to set Fayette County Health Department Board of Health meeting dates as:
  • February 18, 2020
  • May 19, 2020
  • August 18, 2020
  • November 17, 2020
    This was seconded by John Glennon. All were in favor; none opposed. Motion carried.

Closed Session if needed – none needed.

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

The meeting was adjourned at 7:25 p.m.

The next Board of Health Meeting is scheduled for February 18, 2020 at 5:30 pm in the health department classroom.

Sandra Albright____________________
Board of Health Secretary: Sandra Albright/Jo