



Fayette County Board of Health

Meeting Minutes

February 25, 2025

Members Present

Joe Schaal
Joe Wills
Dr Skow Via Phone

Julie Gordon via
phone
Julie Aderman
Pam Parrish
Matt Philbrick

Members Absent

Tammy Sasse
Kelli Blank

Staff Present

Kendra Craig- Administrator
Kiley Depew, Director of Finance and MCH
Jodi Smith- Director of Environmental
Health
Rikki Howard-HFI

J Wills called the meeting to order at 5:40 p.m. Roll was called and a quorum was confirmed to be present.

Minutes of August 20th 2024

J Wills asked for a motion to accept the minutes as submitted. J. Schaal carried the motion, J. Aderman seconded the motion. All were in favor: none opposed.

Those Wishing to Address the Board

None

Old Business: Roof

J. Wills Asked about roof. K Craig states that it is completed. J Wills asked how it went. K Craig states it went well and they started shortly after bid process was done and it was completed in one day. J Wills mentioned that the gutters were subcontracted through the contractor.

New Business: K Craig states Kelli Blank will be resigning from the Board Of Health due to she doesn't feel like she has the time to devote to the BOH. She will remain on until we find a replacement. K Craig asked if anyone has an idea of who they could ask to replace her to please let us know. She states she has reached out to Dr. Lowry because he has a new dentist in the office now. She will reach out to him and asked if his new co worker would like the opportunity.

Staff Reports

Administrative Report

K. Craig states we had employee recognition on the 13th of this month seven were recognized. Highlight was Kelly Miller who has been her 30 years so that is quite an accomplishment. Others recognized were Jodi Smith 10 years, Shelby Rowcliff 5 years, Bailie Chambers, Camryn Murphy, Victoria Padberg-Will all 1 year

Employee of the month January Crystal Winters and February Camryn Murphy.

Kiley and Kendra have worked on and updated the fiscal policy manual.

Craig states that one thing she would like to discuss is re-keying of offices. She states when Covid hit and different people had to move offices and new employees were hired on, there is no master key for the health dept. and we have several keys that we no longer know what they go to. Offices have to have some separate keys due to charting. She states she has called and talked to Ed Taylor about rekeying the offices so there is one master key and organize the departmental doors. She states he did give a bid for \$7400 for master key and 12 new locks. J wills asked if there was a keeper of the key list and she states no but she can tell you who has a key to what office. J Wills also asked if it gets rekeyed would you still need a badge to get in the back door after hours and she stated yes, but that the interior doors would get rekeyed with a master incase of a break down. J Wills asked if it would be a no copy key ad K craig states it would be. J Wills asked if he was the only one in town and she stated yes. J Schaal said it sounds like it needs done and it is ok to move forward.

K Craig states she did get appointed to the IAPHA executive board committee she was excited about. We are off the "Do not Pay list", which allowed us to get a grant for sharps containers that got approved yesterday for about \$30 K.

We have had some reorganization with Heather leaving. Kiley is director of MCH, Tori has taken over WIC and BFPC and Bri has taken over FCM and we have moved lead to PH and Aubrey has taken on that.

Nathan approached her about a month ago that we have several computers that will not be able to update after October due to not being able to update to the new windows. There will need to be 16 computers replaced and some will be able to be expensed out to different grants and others will not. The cost is \$11,679.84 and there will be an additional cost to set up. J Wills states we have no option if they won't work. He states there is already a contract with Nathan and he knows our system. J Schaal discussed upgrading to the surface system the bank just done that and he would recommend upgrading the ones who take work home with them. Then, switching some of the computers that are operational to the other offices since that is the way the technology is going. J Wills said it is a good suggestion to look into and keep up with technology.

Annual report has been sent out and will need approval on annual report to be able to go ahead and post it. J Wills states he has looked at it and it looks good. Motion to approve it was carried by Matt Philbrick and Pam Parrish, Seconded it.

Home Care QAPI

K. Craig gave report since Jenna is out. She states that they served 65 patients. They experienced 9 falls, 3 with injury, 6 without. Most common reason was ambulating without assistance and not having proper caregivers in the home. Interventions to educate on proper use of assistive device. There were 4 verified infections, 4 were urinary infections, all 4 were with foley catheters. Intervention is to educate caregivers on proper foley catheter care and symptoms of UTI.

Rehospitalizations total was 12, which is up from last quarter. Most common included pneumonia, COPD, CHF, and AFIB. Intervention to educate on symptoms of disease process exacerbation to report to home health nurse.

Hospice served 6, and experienced 2 falls, 1 with injury 1 without. Most common reason change in condition causing increased weakness. Interventions to educate on change in condition causing increased need for assistance and assistive device. Hospice had 0 infections; intervention continue conservative use of catheters. Spiritual care had 0 surveys returned. 0 reported the right amount of spiritual care. Fiscal is off a little due to local physician backed up 2 months on signing orders and couldn't bill until he had signed it, but should be adjusted now. Hospice should see an increase as well there was a delay in licensing and couldn't accept new patients until that was done. They were once again awarded the Patient Satisfaction award of Distinction which is presented to the top 25% of agencies nationwide. Samantha Osborne changed to PRN regular full-time staff has increased caseloads and Lisa and Jenna have helped make home visits and staff is doing well with the adjustment and staff to patient ratio.

Motion to Approve QAPI report for Home Health and Hospice

J. Wills asked for a motion to accept the QAPI report as required by the state of IL. J Aderman carried the motion, J. Wills seconded the motion. All were in favor: none opposed.

Public Health and Home Visiting Report

Allison is out of town so K Craig presented reported that the states that lead is now under PH and Aubrey is now lead case manager. Aubrey is also now certified to do Hearing and vision. Foot care has seen an increase it is not profitable but is a good outreach for labs and other programs.

There were 6 active Lead cases and they are working with the state and families on those she discussed how lead is getting back in order. Grant update fit is below goal and Invitae the cancer screening grant is not met target others are all on target

Home visiting programs: HFI new accreditation date September 2025, self-assessment is under way. All new hired are trained and taking on case load. Completed cqi project and focus on self-care and balance parent groups are still seeing low attendance open to community. 10 families attended Christmas party

Doula case load is low but working on getting more participants. Michelle is now a certified car seat tech. prenatal classes are now online starting in January. Sharing info with HFI has improved

Motion to Approve HFI Advisory Board Report and Doula Advisory Board Report

J. Wills asked for a motion to accept the HFI and Doula reports. Pam Parrish carried the motion J Schaal seconded the motion. All were in favor: none opposed.

Financial Report

Kiley states that right now they are showing a profit of 294,122 and an income of 559,658 Expenses 265,536. Loss in January from being on do not pay list. J Wills stats be prepared could still be an issue next year due to accountant. Kiley was approached about helping with GATA. J Schaal asked where we are short. They state 90k went to the roof and we are still waiting on grants to get caught up from the no pay list. WIC and Breastfeeding are the only 2 that have been paid out as of right now.

She states that they are now able to direct print out on Public Health billing rather than hand written pink sheets the billing issue has greatly improved and they have gone to outstanding balance down to 12k and started at over 50k she is pleased and happy with that number going down

Maternal and Child Health Report

Kiley said numbers look off because not sure where previous numbers were pulled from but they are all retraining and entering things properly now and the state has been helpful. She states she is very proud of how Tori and has stepped up and done a wonderful job and she is so proud of her. They are working on getting trainings done. They had an informal chart review and all issues that were found were documentation. They are having team meeting on Mondays to help boost morale and that they are all very willing to learn and move forward. J Wills asked about how morale and if staff was still overwhelmed, she said that she thinks the Monday morning meetings will help and gives them time. K Craig positive point is that they are all very willing to learn and getting help from the state.

Environmental Health Report

Jody Smith stated that they have switched to a new food safety code it is permit season and they have 134 permits and that 40 permits are in and 59 left. J Schaal asked what the major changes are Jodi states that listing of allergies and is the main change and aligning more with FDA. They use 5 areas and the states uses 3 so it just realigning to fit. There were no new tanning and body art permits. 5 for private sewage. Still not great options for potable water. Contractors are still

random and no one really established. No Birds to inspect during the winter. Was able to get a tick drag in November and found 1 tick. She states that she needs to do 6 in spring and 2 in fall.

Motion to Approve Staff Report

J. Wills asked for a motion to approve staff reports. P. Parrish carried the motion, J Schaal seconded the motion. All were in favor: none opposed.

Motion to Move to Closed Session-Personnel-5 ILCS 120/2(c)(1) n/a

J Wills asked for a motion to move to closed session.at 6:35 J. Aderman carried motion J Wills seconded motion. All were approved: none opposed.

Opened from closed session at 7:24p.m.

Discussion and Possible Action to be Taken Upon Personnel Issues Discussed During Closed Session:

Motion to Adjourn the Meeting

At 7:25p.m J Wills asked for a motion to adjourn from open session. Joe Schaal carried the motion, J Wills seconded the motion. All were in favor: none opposed.

Next Meeting

Next meeting will be held on May 20, 2025 at Fayette County Health Department Classroom at 5:30 p.m.

R Howard – FCHD Staff