

Fayette County Board of Health

Meeting Minutes

November 30, 2021

5:30 P.M.

Board Members Present: President Joe Wills, Jenny Waggoner, Pam Parrish, Kelli Blank, Tom Goodell, Joe Schaal, Dr. Glenn Skow, M.D. via Go-To-Meeting

Others Present: Kendra Craig, Administrator, Allison Satterthwaite, Tony Hicks, Kiley Depew, Jodi Smith, Heather Jackson, Elizabeth Washburn, Lacie Donaldson.

**Call to Order**

The Fayette County Board of Health met on November 30, 2021 at Fayette County Health Department. Joe Wills moved to call the meeting to order at 5:45 P.M.

**Roll Call**

Present: Joe Wills, Jenny Waggoner, Pam Parrish, Kelli Blank, Tom Goodell, Joe Schaal, and Dr. Glenn Skow.

**Quorum**

A quorum of 7 members are present.

**Minutes**

Joe Wills Has entered a motion to accept the minutes of August 17, 2021 quarterly meeting. Joe Wills entered the motion to approve minutes from the previous meeting. Waggoner carried the motion, Parrish seconded the motion. All were in favor: none opposed. Motion carried.

**Those Wishing to Address the Board-** None

**Unfinished Business-** None

**New Business**

**Administrators Report:** Presented by Kendra Craig, Administrator

Welcoming of the new Board of Health members and introductions of Joe Schaal, Tom Goodell, and Kelli Blank.

Employee of the month for September is Katy Ennen-Doula Supervisor, October is Lynn Orechovesky-COVID/Contract Tracing Nurse Investigator, November is Natosha Brown and Shelby Kleinik-Home Health and Hospice.

AAIM is a company used by Tony for Human Resources, job postings/ recruitment and employee evaluations. Annual bill for this is \$2100 per year. Wills asked what the training price is? Depew responded with \$141. Blank asked where the company is located? Craig responded with St. Louis, MO. Blank asked if the company shows a list of what we use the services for. Depew is unsure of what records the company keeps. Blank asked if there is a binder list to show what and how often we are using this service. Depew responded that we could easily keep a record of that.

Introduced directors as well as Board of Health members to the new Board of Health members.

A new mission statement chosen by our full staff is "To strengthen the health and well-being of our county through education, disease prevention and compassionate caregiving". This will be posted on our Facebook page, website as well as when we apply for grants.

Bid for Richie's Painting of interior of building estimate was \$10,000 for the hallways, lobby, front desk entrance, removing wall paper if needed. Need to start thinking about funding.

SIPPA reached out regarding the interest to have a public health mentor. Sean Eifert- Bond County Health Department, Public Health Mentor will be here 12/1/2021 to discuss advantages, programs.

New organizational chart.

**PHEP Report:** Presented by Kendra Craig

IDPH contact staff are contracted until January 22, 2022. We had 14 personnel in October, 8 in November and 6 for the month of December. We are testing twice daily Monday through Friday for ½ hour each. Conducting all Covid-19 vaccine clinics and have helped some with flu clinics. We do not have to pay IDPH employees as they are contracted through IDPH. This has helped to get all of our staff back to their original programs.

PPE still being ordered through the state.

Deliverables were met for 1<sup>st</sup> quarter.

**Public Health Report:** Presented by Allison Satterthwaite RN, BSN, CIC, Public Health RN Supervisor

We have administered 424 COVID vaccines from 8/1/21 to 10/31/21.

August: 172, September: 123, October: 129, November: 686 (through 11/29/21) 18 of those were pediatric.

We have increased COVID vaccine clinic availability to assist with booster/3<sup>rd</sup> doses. We initiated the 1<sup>st</sup> pediatric Pfizer in-office clinic on November 12<sup>th</sup>. Currently also vaccinating at Long term cares and some other off-site locations. We currently have 2 full-time and 1 part-time COVID investigator. IDPH staff (8) is assisting with rapid testing and COVID vaccine clinics.

Total COVID cases as of 11/8/21: 4,426 Total Deaths as of 11/8/21: 69

New cases per 100,000 (275 per 100k) Test Positivity: target less than 8% (4.9%)

Current Salesforce report shows that our covid team is 1 day out turn-around time.

Other Public Health Immunizations: August: 417, September: 263, October: 251

Labs Drawn: August: 46, September: 64, October: 35, November: 54

Paternity Tests: August: 3, September: 1, October: 10

Foot Care: August: 21, September: 31, October: 20

Flu clinics have been completed. This included 3 on-site drive-thru clinics, 18 total additional clinics and scheduled appointments. Also, working with the community to vaccinate those who are unable to get out of their home.

Flu doses administered: Regular doses: 361, High doses: 356 Total: 717

2021-2022 Flu vaccine goal: 1,400.

Last year at this time we had given 1,126 doses of flu vaccine which includes 14 flu mist, 728 regular doses, and 398 high-dose.

FIT Testing/Hep B: we distributed 34/100 and completed 8. All were negative.

First hearing test completed on child in November.

<b>Top Communicable Disease Timeframe: August to October</b>	<b>2020</b>	<b>2021</b>
Chlamydia	8	7
Cryptosporidiosis	1	0
Salmonella	1	0
Gonorrhea	7	5
Hepatitis C, Chronic	0	1

**EMA/ Human Resources Report:** Presented by Tony Hicks, EMA Director/ HR Coordinator

Hicks has completed organization of all personnel files for Health Department employees as well as the HR jumpstart with AAIM university.

IEMA Accreditation received for 7/1/21-6/30/23.

Two ambulances were donated from Fayette County Hospital. Titles have been obtained for ambulances. Worked many hours on getting both set up and now working to schedule some body work to be completed, remove lettering.

Submitted Quarterly Report to IEMA for the Emergency Management Assistance Grant. Waiting on approval.

Met with the Dive Team to discuss preparedness at the EMA shed. Voiced concerns that the dive team would like access to water at the shed (they now have access), also voiced the need for heat at the shed. Hicks obtained two electric heaters and a portable gas heater for use.

Hicks has been updating the emergency plans for schools and daycares.

Hicks completed the 10 module course for HR jumpstart and AAIM University.

Organized all personnel files for Health Department employees. Updating any missing files, FMLA, workmen's comp. Working with Depew to learn payroll.

**Financial Report:** Presented by Kiley Depew

Gross profit from December 2019 to October 2020 of \$2,324,944.69 to a gross profit from December 2020 to October 2021 of \$3,294,518.51.

Total expenses from December 2019 to October 2020 are \$2,261,067.89. Total expenses from December 2020 to October 2021 are \$2,745,256.81.

We lost the Census and the IL Tobacco Free grants. We did get a smaller portion of the Smoke Free IL grant for 2022.

Schaal asked if we have specific expenses allowed for the Covid-19 grant. Depew responded with yes we have specific allowable and unallowable costs. Schaal asked what happens with any excess amounts. Depew responded that they take the excess money back, however, that doesn't happen. We make sure to allocate all of the funds. Schaal asked if the grants come directly to the health department. Depew stated that yes, except EMA goes to the county.

Phone system is cost more. Physical therapy is costing more for the Home Health Department, compared to last year. Vaccines are a little under spent. Equipment expense was higher last year due to upgrades. Waggoner asked how we like the phone service? Depew responded with the service is a much higher cost. Craig also states that Nathan is helping us to figure out what we are being billed and that we are having major issues with faxing. Wills asked why we are not using email? Washburn responded with the email is not secure for some as well as the E-fax is not always working and is causing forms to be non-readable. Washburn explained we are getting copper lines back due to the issues which is a real-line instead of internet based lines.

For fiscal year 2022 grant awarded amounts are a total of \$ 1,988,966.53.

The public health insurance aging summary show an ending balance of \$44,672.41.

We are using Aprima to catch up the billing and doing this at a cost of 2% of the claim until the first of the year.

**Environmental Report:** Presented by Jodi Smith

- Food permits issued total: 136
- Inspections total: 143
- Follow-up inspections: 16
- Pre-openings: 6
- Complaints: 0
- Temporary inspections: 14
- Tanning/Body Art inspections: 3
- Private sewage plan approvals: 73
- Private sewage installations: 64
- Private sewage inspections: 61
- Complaints: 3
- Potable water well permit total: 16
- Potable water wells constructed: 16
- Potable water inspections: 15 and 1 complaint
- Private water samples: 76
- Non-Community water samples: 5
- Sealed wells: 6
- West Nile Virus birds collected: 2 with 0 positive
- West Nile Virus mosquito batches tested: 48 with 1 positive

Parrish asked why we do not post scores online? Smith responded with the score is back on our website as a total number of violations.

Schaal asked what a sewage complaint consists of? Smith responded with examples (a call that my neighbors' sewage smells, its leaking onto my property).

**Maternal and Child Health:** Presented by Heather Jackson, RN.

Active WIC clients 2020 average of 557. August 2021 active WIC clients totaled 478, September 467 and October 478.

New breast feeding peer counselor in September, Rebecca Cade.

Family case management totaled 184 average cases in 2020. August 2021 active families totaled 165, September 169, and October 170.

Updates:

- Genetics
  - 2 clinics in year 2021: one in January and one in September.

- 4 patients seen in the September clinic.
- Lead
  - Currently have 2 active lead cases
  - Had a review and made some changes to documentation
- WIC
  - Emergency declaration extended. More clients coming in for appointments, but we still have to offer no-contact visits until April 18, 2022.
  - Review complete and 6 findings were found. 3 of the 6 were documentation related.
- FCM
  - Continues under emergency declaration
- Doula
  - In person visits and groups
  - Births depend on the hospital- both doulas had in person births last weekend. We do get to count virtual birthday if/when that happens.
- HFI
  - In person visits
  - Hired a 3<sup>rd</sup> home visitor- Rikki Howard
  - Review started 11/22

### Challenges

- Covid: Phone numbers change frequently, making it difficult to get ahold of clients. Also getting back into the habit of clients coming in.

### Moving Forward

- Plans for outreach: plan to visit delivering hospitals and local physicians to promote programs.
- Better communication between programs: Meet weekly for a quick huddle to discuss updates and concerns. This includes Public health, WIC, HFI, Doula staff.

### Home Care: Presented by Elizabeth Washburn

#### Home Health QAPI Report:

07/01/2021-09/30/2021      Patients Served: 103 patients

Falls: 3 total    1 with injury    2 without injury

- Common reason being unwitnessed falls and rising without assistance.

- Interventions: educate on asking for assistance when rising or reaching things on the ground and educate on changing positions slowly.
- Infections: 0. Continue to educate on proper wound care, hand hygiene, catheter maintenance and peri-care.
- Re-hospitalizations: 15 total admissions. 15% admission rate which is down from 17% last quarter.
- Monthly admissions rate %: July 10%, August 4%, September 8%. 15.8% is the national average of patients to be re-admitted.
- Most common reasons for Re-hospitalization: CHF, COPD, Anemia, Pneumonia, AMS, Cirrhosis, Seizures, left hip hematoma, Left hip pain, Hypo-perfusion, Chest pain, Hyponatremia, Hypomagnesemia.
- Interventions: Educate patients on the on-call service such as when to call vs going to the ER, educate patients on notifying Home Health staff member about the first noticed change or onset of symptoms so that patient could possibly be treated at home vs having to be admitted to the hospital.

#### Hospice QAPI Report:

07/01/2021-09/30/2021          Patients served: 16 Patients

Falls: 11 Total    1 with injury    10 without injury

- Common reason being poor balance issues and performing ADL's without assistance.
- Interventions: Provide an intense patient specific fall education program to the patient as well as make a referral to Physical Therapy for balance and gait training.
- Infections: 1 total. UTI, facility staff had placed a catheter 3 days prior to UTI.
- Interventions: Provide education to facility staff, family and patients about proper peri-care and catheter maintenance. Continue conservative use of Foley catheters.
- Spiritual Care: 4 surveys returned. All 4 caregivers reported that the **right amount of support** was provided. 0 were reported as **too little support**.
- Interventions: Continue to offer spiritual care at start of care and throughout care. Assess spiritual needs at every SNV.

Wills entered a motion to approve QAPI reports. Waggoner carried the motion and it was seconded by Schaal. All in favor; none opposed. Motion carried.

#### Home Health Financials:

- Patients served FY 2022 is 67.33, FY 2021 is 66, FY 2020 is 60.50 and FY 2019 is 66.92
- Total number of visits for FY 2022 is 505.0, FY 2021 is 466.1 and FY 2020 is 432.08
- Monthly profit averages for FY 2022 is \$31,249.44, FY 2021 \$20,842.15 and FY 2020 \$26,967.32
- Profit for Medicare FY 2022 is \$79,267.74, FY 2021 is \$250,105.78 and FY 2020 is \$323,647.89

- Number of referrals for FY 2022 is 38.33 which is up from 2021. FY 2021 is 31.17, FY 2020 is 20.92

Hospice Financials:

- Patients served FY 2022 is 8.67, FY 2021 is 8.08, FY 2020 is 7.83, FY 2019 is 12.33
- Total number of visits FY 2022 is 75.33, FY 2021 is 47.75, FY 2020 is 47.92
- Monthly profits averages FY 2022 is \$13,795.25, FY 2021 is \$7,978.62, FY 2020 is \$9,000.29, FY 2019 -\$759.68
- Profit for Medicare FY 2022 is \$31,489.75, FY 2021 is \$95,743.39, FY 2020 is \$108,003.50 and FY 2019 is \$41,505.65
- Number of referrals for FY 2022 is 4.33 which is up from FY 2021 of 4.00, FY 2020 is 4.17 and FY 2019 is 4.92

Wills asked how many patients we need to be at to be green? Washburn responded with 50 for Home Health and 6 for Hospice.

Updates: Lacie Donaldson transferred in to the Homecare Office Assistant and is now going to Administrative Assistant however, continuing to assist Home Care until a replacement is hired and trained. Currently no hires. A hospice memorial service was held virtually via Facebook Live and mailed all materials to the families. A tree was planted out back along with a stone.

CMS vaccine mandate: November 5, 2021 must be vaccinated. Washburn now has a written policy for religious and medical exemptions. The vaccine mandate and policy covers direct staff and contractual staff: therapy, hospice volunteers. Those who have not been vaccinated must wear an N95 in office (if unable to maintain 6 feet distance) and during patient care as well as test 1x per week. Any symptoms of Covid-19 the employee must call for further guidance.

Schaal asked the dates for vaccination mandate? Washburn replied with November 5<sup>th</sup> with 60 days to comment, however, 1<sup>st</sup> dose by December 5, 2021 and 2<sup>nd</sup> dose by January 4 2022.

Exemptions must be in by 11/29/21 to Washburn.

Hicks is keeping track of all weekly testing for employees.

Wills asked if we can legally ask an employee if they are vaccinated? Washburn responded with Yes.

Wills asked what about applicants? Washburn said yes.

Washburn asked to have Board of Health read and give the green light for the exemption policy. Wills asked if it needed to be voted on? Washburn responded with no.

**Votes:**

Wills entered a motion to approve staff reports, Waggoner carried the motion, Parrish seconded the motion. All in favor; none opposed. Motion carried.

Wills entered a motion to approve County Holidays. Waggoner carried the motion, seconded by Schaal. All in favor; none opposed. Motion carried.



Wills entered a motion to approve credit card changes. Waggoner carried the motion, seconded by Hayes. All in favor; none opposed. Motion carried.

Credit card changes in effect: Approval of Kendra Craig and Joe Wills to be authorized on credit card account and to remove Melissa Storck.

Meeting times for 2022 Board of Health Meetings include; February 15, May 17, August 16 and November 15<sup>th</sup> at 5:30pm. Wills asked if 5:30pm is okay? Craig responded with if anyone is going to be late to notify us by calling or texting. We can hold off until they arrive. Wills asked if anyone has a problem with that? No one responded.

**Closed Session due to staff evaluations/raises**

Wills entered a motion to go to closed session. Waggoner carried the motion, seconded by Schaal. All in favor; none opposed. Motion carried.

Closed session began at 7:10 P.M.

Meeting adjourned from Closed session at 7:35P.M.

Next regularly scheduled Board of Health Meeting will be February 15, 2022 at 5:30 P.M. in Health Department Classroom.