

**Fayette County Board of Health  
Meeting Minutes  
February 26, 2019  
Rescheduled from Feb. 19, 2019 (due to illness)  
5:30 P.M.**

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

Others Present: Melissa Storck, Administrator, Heather Jackson, R. N., Lisa Ketchem, R. N., Elizabeth Washburn, R.N., Natosha Brown, Kendra Craig, Connie Walton, Robin Wells, and Julie Opfer, Recorder

Absent: Julie Aderman, R. N., Beth Hoffmann, L.C.P.C., Kris Luster, and Glen Skow, M.D.

**I. Call to Order**

The Fayette County Board of Health met on February 26, 2019 at the Fayette County Health Department.

Darrell Schaal moved to call the meeting to order at 5:33 P.M.

**II. Quorum**

A quorum of five members was present.

Prayer – John Glennon

**III. Minutes**

John Glennon entered a motion to accept the minutes of the November 27, 2018 meeting.

Dawn McDaid seconded the motion. All were in favor; none opposed. Motion carried.

**IV. Unfinished Business: - Storage Shed Update**

Melissa spoke with a representative from Habitat for Humanity and he was able to provide a price quote for the West Shed 16 X 30 ft. storage room.

- All materials (insulation, plywood sheeting, door etc.) = \$2,800.00
- Electrical/ lights= \$800.00
- Habitat plans to use supplies FCHD already has for shelving.

**Total= \$3,600.00**

After discussion about the need for storage of records and the expense of digitalizing records, it was decided to proceed with the storage area.

## **V. Those Wishing to Address the Board**

### **A. Administrative – Melissa Storck**

#### **a. Organizational updates –**

##### **i. 5k Bunny Run – April 13, 2019**

A 5k is to be held April 13, 2019 at 8:30 am at the Vandalia Lake.

A ¼ mile Bunny Hop will take place for ages 8 and younger. Other fun activities will be available for those attending.

##### **ii. Lean Healthcare Training**

In the future, each department will have their own KPI (key performance indicators) display board. Each department will track their own goals.

##### **iii. Harris Group Time Keeping Solution**

The health department as well as departments at the courthouse will soon begin to use Harris Group Time Keeping Solution.

This program will ensure accuracy and efficiency of employees' time with better reporting capabilities.

Initial quote from Harris Group was \$22,739.20 but this expense shall be split between FCHD and the Courthouse.

There is an annual maintenance fee of \$1,738.00 will be paid by the courthouse.

This has been approved but the start date has not been determined.

##### **iv. 2019 Emergency Preparedness Summit – Thank you TransCanada Charitable Foundation!**

Trans Canada has awarded the health department \$3,497.00.

This grant will fund attendance to the 2019 Emergency Preparedness Summit.

##### **v. Cash Flow Snap Shot**

As of February 22, 2019, total revenue is \$551,655.38. Total expenses are \$504,326.07.

##### **vi. Annual Report – Motion to approve**

Brad Dunn entered a motion to approve the annual report. This motion was seconded by Sandy Albright. All were in favor. None opposed. Motion passed.

### **B. Direct Billing – Tina Hunter**

During the County Fiscal Year 2018, \$426,724.93 was billed. Patient payments and Insurance payments were \$287,680.76. Insurance adjustments were \$117,968.18. This leaves a balance of \$21,075.99 going into County FY 2019.

**C. Grant Financials – Kiley Depew**

The total revenue in the first three quarters is \$324,257.78. Expenses during that time total \$348,260.15.

The amount billed to the state but has not been paid is \$32,278.15

We are still waiting for executed contracts for grants programs providing \$82,440.50.

**D. Environmental Health – Jodi Smith**

Environmental is currently processing food establishment permit applications.

Applications and fees are due to the health department by March 1, 2019.

Late fees will apply after April 1, 2019.

Implementation of the new Illinois food code began January 1, 2019.

Food establishment inspections are taking a little more time due to the new system, but that time should be shortened as inspectors become more familiar with it.

The food program passed all of the program goals in a program review.

The sewage and water program reviews will begin February 20, 2019.

**E. WIC – Heather Jackson**

The WIC program currently has a caseload of 520 with a goal of 609.

Since many clients leave the program as child turns 2 years of age, birthday cards have been sent out to those clients to remind them that their eligibility continues until child reaches the age of 5 years old. Clients who bring in birthday cards receive a free book.

Walk in Tuesday is now available for all clients.

A part time nurse has now been made full time.

Family Case Management program was reviewed February 5 and 6<sup>th</sup>. The department is waiting on the report from that review.

Beginning in June, foot care clinics will now be held 3 times a month. Fee for the service will now be \$20.00.

WIC and HFI/Doula clients will now take part in a satisfaction survey.

**F. HFI & Doula – Lisa Ketchem**

HFI director Lisa Ketchem is busy with the program accreditation process.

The board of health should have received program surveys from HFI.

Staff meetings within the HFI department continue.

Currently the HFI Supervisor full time position is empty.

Interviews will be held next week.

HFI will soon begin using a new digital data tracking system.

The percent of home visits completed by FCHD Family Service Specialists continues to be above the Healthy Families America standard of 75%.

Doulas: Doulas have completed 99% of home visits in the month of December.

Doulas continue to market their program monthly on FCHD Facebook page, Wellness Fairs at Vandalia Walmart, prenatal group meetings, collaboration with State Farm Insurance, Clinical support, and Providers in the area.

**G. Home Care – Elizabeth Washburn**

**a. Home Health & Hospice QAPI Report – Motion to Approve**

A motion to approve Home Health & Hospice QAPI reports was made by Brad Dunn. This motion was seconded by John Glennon. All were in favor; none opposed. Motion carried.

**b. Home Health & Hospice Data**

The January census for Home Health patients is 64.

The Hospice census for January is 10.

Hospice Volunteers completed 5% of the required Medicare volunteer hours.

**c. Program Update:**

Courtney Sarchet has been hired as a full time Certified Nurse's Aide.

Review choice demonstration for Home Health (formally Pre – Claim Review) has been delayed and FCHD is awaiting a start date.

**d. New EMR – Wellsky**

Home Health and Hospice programs are currently in the process of switching their electronic medical records program from Net Smart to Wellsky.

Wellsky is cloud based. This program has many advantages over the old Net Smart program. Annual cost savings are projected to be \$38,792.46.

**I: Motion to approve Staff Reports:**

Dawn McDaid entered a motion to approve staff reports. Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.

**J. Closed Session – Motion to enter into executive session**

A motion to enter into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity was made by Brad Dunn. This was seconded by Dawn McDaid. All were in favor; none opposed. Motion carried.

**K. Adjournment**

Sandy Albright entered a motion to adjourn at 6:51p.m. John Glennon seconded the motion. All were in favor; none opposed. Motion carried.

Next Regularly scheduled Board of Health Meeting will be May 14, 2019 at 5:30 in health department classroom.

Sandra Albright \_\_\_\_\_  
Board of Health Secretary: Sandra Albright SA/jo