

**Fayette County Board of Health
Meeting Minutes
February 21, 2017
5:30 P.M.**

Board Members Present: Darrell Schaal, President, Sandra Albright, Secretary,
Julie Aderman, John Glennon, Pastor, Beth Hoffman, L.C.P.C., Kris
Luster and Dawn McDaid, M. D.

Others Present: Rhonda Andrews, Administrator, Bev Swofford, R. N.,
Kendra Craig, Kelly Cull, Elizabeth Washburn, R.N. and Julie Opfer,
Recorder

Absent: Brad Dunn D.M. D., Glen Skow, M. D., and Jodi Smith, L.E.H.P.

I. Call to Order

The Fayette County Board of Health met on February 21, 2017 at the Fayette County Health Department.

President Darrell Schaal moved to call the meeting to order at 5:35 P.M.

II. Quorum

A quorum of seven members was present.

III. Minutes

A motion was made by Dawn McDaid to accept the minutes of the November 15, 2016 meeting. Julie Aderman seconded the motion. All were in favor; none opposed. Motion carried.

IV. Staff Presentations

Kelly Cull, Teen Educator, presented a slide show about the Otoacoustic emissions,(OAE) hearing screening procedures and Hearing and Vision screening procedures.

Elizabeth Washburn, Public Health R.N. attended to present information about the public health services available at FCHD.

V. Financial Report

John Glennon entered a motion to accept the financial report as presented.

This motion was seconded by Sandra Albright.

All were in favor; none opposed. Motion carried.

VI. Unfinished Business:

Lester Construction for West Shed – Possible Motion to Approve

Lester Construction supplied 2 quotes for possible work on FCHD's west shed.

1. Install exhaust fan and electrical equipment. \$3507.00
2. Revamp and dispose of old west sliding door and install electrical. \$3,826.00.

John Glennon entered a motion to approve of quotes as presented. Dawn McDaid seconded the motion. All were in favor; none opposed. Motion carried.

There was discussion about approaching Habitat for Humanity about to ask if they would help construct storage space in the west building. They would be asked after the improvements have been made by Lester Construction.

VII. New Business

Staff Reports

Environmental Health – Beverly Swofford for Jodi Smith

The 2017 food permit applications were mailed out the end of January. Many have been returned and FCHD has begun to send out food permits. Permit fees increased this year.

Nursing – Bev Swofford

Family & Clinical Services

Family and Clinical Services are the recipients of \$625 free books and other items from First Books who is partnered with Pizza Hut.

These books will be handed out to WIC children in the office during appointments. The department will also be using the books for outreach.

Staff RN's are adapting their working hours to better accommodate client schedules.

The department has had several staff changes. Dee Sanders is back working one day a week.

Ann Malloy has resigned. Jessica Dye has been hired full time as WIC nurse.

Ashley Wagoner resigned and Laurie Probst has been hired as WIC Clerk.

The program had an APORS and Healthworks review last week. Even though a couple of corrective actions were needed, FCHD was told that it still was a very good review.

HFI Report

This past quarter FCHD's Healthy Families Illinois program had an enrollment of 51 families. HFI completed 220 home visits along with 25 screenings.

A recent quality assessment review required no corrective actions.

Doula Report

Katelyn Ennen has been hired as the new Doula. She completed her Doula training December 16, 2017.

Doula Department Coordinator, Lisa Ketchem has continued doing home visits as well as attending births.

In this past quarter, the program had 8 families participating. Staff completed 35 home visits and attended 2 births.

Home Care

FCHD's Home Health has received 4 stars on a Quality of Patient Care star rating report from CMS. LeAnna Mulvaney started today as new Homecare RN. Home Health is considering expansion into other local areas.

Hospice

Hospice has been very busy. Currently, FCHD is receiving many referrals from area physicians. The Department coordinator is also working on expanding FCHD's Hospice in other geographical areas. Program Coordinator Jami Lockart has been auditing expenses. Hospice has contracted with new durable medical equipment provider. Cindy Lutz has been hired as the new Hospice Volunteer Coordinator. The volunteer program is going very well now.

Motion to Approve Quality Assessment and Performance improvement Program for Hospice (QAPI)

A motion was entered by Julie Aderman to accept the July 1 – Sept. 30 and October 1 – December 31, 2016 QAPI report as presented. Sandy Albright seconded.

All were in favor; none opposed. Motion carried.

Administrative: Rhonda Andrews

The Health Department will be having another 5K run/walk this spring. The Bunny Run will be held April 8. Proceeds will go to the Family YMCA of Fayette County, Strong Kids Campaign. Youth Mental Health First Aid Classes have recently been taught in the Vandalia High School. FTIC has worked with Ken Polky to arrange this. Two different sessions were taught reaching a total of 30 students.

A Marketing Team has been established at FCHD. The team has set goals to promote lab draws, home health and hospice. One of the ideas that the marketing team decided upon was to have a Social Media Coordinator.

Casey Carroll is the new Social Media Coordinator. She already has a Facebook plan and filled calendar of events and services to promote.

Rhonda and Elizabeth Washburn are working along with American Cancer society in the hopes of providing FIT,(fecal immunochemical test) testing during FCHD's flu clinics in the fall. Hopes are to pilot a cancer testing project in 5 health departments in Illinois; one of them to be FCHD.

The TPPP program received a memo regarding the program's funding. This memo was read. The grant program is to be restructured to better align with mental health and will not be funded for FY18.

Motion to Approve Staff Reports as Presented

A motion to approve staff reports as presented was entered by Kris Luster. This was seconded by Beth Hoffman. All were in favor; none opposed. Motion carried.

FY'16 Annual Report – Motion to Approve

Two corrections were found on the annual report. The FY'16 Annual Report was approved as presented providing the discrepancies found were corrected.

A motion was entered by Dawn McDaid. This motion was seconded by Kris Luster. All were in favor; none opposed. Motion carried.

Illinois Project of Local Assessment of Needs – Motion to Approve

The Illinois Project for Local Assessment of Needs, (IPLAN) meeting was held on November 14, 2016. The committee met and decided upon three priority health problems; Mental Health, Cancer, and Obesity.

The Illinois Project of Local Assessment of Needs, (Needs Assessment & Community Health Plan) was presented.

Dawn McDaid entered a motion to approve. John Glennon seconded the motion.

All were in favor; none opposed. Motion carried.

Organizational Capacity Assessment – Motion to Approve

Kris Luster entered a motion to approve the IPLAN Organizational Capacity Assessment as presented.

Beth Hoffman seconded the motion.

All were in favor; none opposed. Motion carried.

2017 Fee Schedule – Motion to Approve

A motion to approve the fee schedule as presented after correction was entered by John Glennon. Dawn McDaid seconded the motion.

All were in favor; none opposed. Motion carried.

Policy and Procedure Manual Revision – Motion to Accept

A motion was entered by Kris Luster to accept the Sick Leave Revision and Child Bereavement Leave Act Revision to the FCHD Policy Manual as presented. Julie Aderman seconded the motion.

All were in favor; none opposed. Motion carried.

Change November 21, 2017 Board Meeting Date to November 7, 2017 Motion to Approve

A motion was made to reschedule the November 21, 2017 Board of Health Meeting to November 7, 2017.

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

Adjournment:

John Glennon entered a motion to adjourn at 7:25 p.m. Kris Luster seconded this motion. All were in favor; none opposed. Motion carried.

Next regular scheduled meeting will be May 16, 2017.

All meetings begin at 5:30 p.m. and are held in the Fayette County Health Department Board Room.

Sandra Albright _____
Board of Health Secretary: Sandra Albright
SA/jo