



## Fayette County Board of Health

Closed Session Meeting Minutes

May 21, 2024 at 5:30

### Members Present

Joe Wills  
Kelli Blank via phone  
Julie Gordon  
Julie Aderman  
Matt Philbrick  
Tammy Sasse  
Pam Parish  
Glenn Skow via phone

### Members Absent

Katie Hayes-resigned  
Joe Schaal

### Staff Present

Kendra Craig- Administrator  
Heather Jackson-Director Maternal Health  
Allison Satterthwaite- Director of Public Health  
Jodi Smith- Director of Environmental Health  
Rikki Howard-HFI

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J Wills called the meeting to order at 5:53 p.m. Roll was called and a quorum was confirmed to be present.

### **Minutes of November 21, 2023**

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

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

None

### **Old Business: Roof**

J wills states that the roof is still needing addressed and some bids had come in for the scope of work and they had one bid for 106k for the shed and 135k He states they are being told that is coming in a little high and he had contacted a company from Beecher he had come look and bid at it would be 17 k cheaper , he asked to proceed with getting a whole new set of bids and seeing if they can get some more bids to come in and potentially save money. He states in thinking about the back shed, to do it right will need to be take all the way down and do a completely new roof and looking at approximately 107-109k, is wondering if the shed is worth that amount of money and still not repairing all issues. Thought process is if something would happen to the building would we replace with the same size building answer would probably be no. He asked for board to possibly consider contacting or including in getting bids for spray coating for the roof instead of replace he mentioned most would have some kind of warranty for 15 to 20 years. K Craig states that if spray coating would last for 20 years and it would stop the leaking, she is game. M Philbrick asked if the shed is sound for 20 plus years, answer is unknown. J Gordon

asked spray would stop leaks? J wills said that it is supposed to expand into the spaces and stop the leaks, but they would want it to come with a warranty. There were some questions if it would be cheaper to build new. J Gordon asked if we could open up bids to include all possible options. K Craig if we could take off or move HIPPA room to current storage room since the south side of shed does not leak like the north side. H Jackson states that the size of the shed was needed for storage. J Wills asked if we want to vote to put it up for rebid with additional bid options as previously discussed, thinks a whole new roof is over the top looking at the building in its current condition, suggests it is a good option to think about alternative options to repair. They suggest to put in more papers so more contractors will see it. J Gordon feel more options is always better. P. Parish states new construction option may surprise what that will cost. K. Craig states we will start from scratch. M. Philbrick made motion. P. Parish second all in favor motion passed

## **New Business:**

### **Staff Reports**

#### Administrative Report

K. Craig discussed that Kiley is our new HIPPA compliance officer. We will be conducting monthly meetings the 1<sup>st</sup> Thursday of each month. We have a new texting application that has been in use that is HIPPA compliant. The steps and ramp at back of building have been replaced and a new handrail installed. Touched on the bids for the roof on the health dept. Fulk bid came in at Fulk construction 106k and Joiner Sheet Metal 135k for west shed. Fulk construction was the only bid at 89,500 for HD Building.

Discussed the billing issues with our billing company DAS Health and Blue Cross Blue Shield (Commercial not state) she states Kiley has been in constant contact and on top of the situation with getting the issues resolved for payment. After the local rep not getting back in contact after multiple attempts Kendra and Kiley reached out other representatives across the states and were thankful to get replies back from several with the contact info for the supervisor who has been working with Kiley to get issues resolved. The main issue is they won't talk directly in a 3-way conversation with Kiley and billing and Blue Cross Blue Shield. Kendra stressed Kiley has made every attempt to get the info to who needs it and stay on top of it. J Gordon asked if any other health depts have had this issue K Craig states that no. No one else is using this billing company we use.

The employee hand book has been updated and was reviewed with staff on May 8<sup>th</sup> and that a motion is needed to approve new handbook T. Sasse made motion Julie Gordon 2<sup>nd</sup> all in favor. K Craig said she will provide final copy to BOH and then 1 more week to review and sign off on.

States we have received a FNB Community Bank grant that was able to pay for the purchase of a new washer and dryer.

We also applied for and waiting to hear back from on a Sharps Collection Grant to provide a community drop box for the collection of used sharps that can be helpful and benefit to the community. We received a Respiratory Surveillance grant that is continuous of COVID release grant for 140K that will continue to help with Allison salary for the next 2 years. Also waiting to

hear back from a Grant that Allison has worked on for Sickle Cell follow up that is 120k for 3 years that they have not heard back on yet.

Southern 7 Health Department reached out to us about a Genetic Cancer Testing grant for \$5000. This will be a blood draw or saliva sample that will test for the genetic markers for 8 types of cancers (breast, colorectal, stomach, uterine, melanoma, prostate, ovarian, and pancreatic) the participant will get a text or email of what the cost would be and what they might have to pay average is less than \$100 with payment options. She states so far only 4 or 5 have had to pay most have had no cost to them. Results are received in 21-28 days. K Craig she is excited to provide this to the community and that they are already getting feedback from staff that is excited to participate. They state they would need 100 people to participate by December 31<sup>st</sup>, and feels we will have no problem meeting that number.

Employee of the month March Heather Jackson, April Robin Wells HFI who retired after 20+ years of service

### Home Care

QAPI: K Craig gave report for Jenna and states that they experienced 12 fall 8 with injury, 4 without. Most common reason was lack of caregiver assistance and not using proper assistive devices. Intervention is to ensure caregivers are present and available during admission and throughout home health episode and ensure patient has appropriate assistive devices. There were 3 verified infections all were urinary infections. Intervention is to educate caregivers on proper foley catheter care and signs and symptoms of UTI's.

Rehospitalizations total was 18, which is up from previous report. Most common included A-fib, Pneumonia, Anemia, Weakness, UTI, colitis, Hip fx, AMS, intervention to educate care givers to report change in patient condition and utilize prn nursing visits to assess change in condition.

Hospice experienced 1 fall. Interventions to continue to educate about fall prevention/assistive device with disease progression. Hospice had 0 infections. Spiritual care had 3 surveys returned all reported the right amount of spiritual care.

K Craig states that the February profit is off due to the fact they are waiting for room and board to be reimbursed from Medicare. Length of stay in hospice is improving which improves profitability. They have doing tik-toks and promoting and advertising Hospice care in a more fun way to reach families. States the average patient is 60and younger. Jenna and Lisa are on committee to work towards getting Vandalia on a Dementia Friendly registry and have taken additional training.

### **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. Pam Parish carried the motion, J Aderman seconded the motion. All were in favor: none opposed.

Public Health Report: Allison presented reported that the surveillance system IDSS to replace INEEDS is placed on hold that they are now saying July. She states that it is low risk for TB in

our area. She states communicable disease in April she was able to serve on the community. She was able to learn a lot on the HPV vaccine.

Her renewal for her hearing and vision test has been done and her certification is now renewed for 3 years. Fit ends in June and struggling to get new test a that aren't expired. She also states that they are reviewing the process for the next season for immunizations and ordering.

Financial Report: K. Craig presented report for Kiley and states that right now they are showing a profit of aprox 287395 and that we are near the end of the grant year and grants are coming to an end and Departments are going to be doing their end of year spending to get ready for the new fiscal year. That there are some awarded changes to grants BFPC \$827; WIC \$11,082; HFI \$22,009; Hearing and Vision \$700; Genetics up a 3-year term.

Environmental Health Report: Jody Smith precented that food permits were up as of march 31<sup>st</sup> she is still missing 3, those 3 are still in operation for now and are just slow at getting the application in and renewed. tanning and body art permits are in and we currently have 3 tanning permits and 4 body art in Fayette County. Private sewage started slow, but is picking up now. Potable water is still slow only 2 permits in 2024. Vector she discussed the tick drags at Ramsey Lake and have gotten lots of tick to send to the state for reporting. She said the humidity leads to a lot of ticks. J Gordon asked if they get a report on the disease and Jodi said yes twice a year the state is supposed to report

Maternal and Child Health Report: Heather Jackson gave report. She states all numbers for WIC and Family Case management look good. Staff changes Robin Wells retired and Nichole Robbins replaced and was able to work with her and take over for some of her clients. Grant increases for BFPC, WIC and HFI. Lead site visit was told she didn't document enough. There was a call to go over HFI salary requirements there was some confusion on when increases were to be made and that they were not being met and by end of call it was determined only on the new employee was not at minimum but will be by December. That there is a cap on supplies in new grant year but we are under what the supply cap is so still good there as well. She discussed a hold on the new guidelines for FCM in WIC of all prenatal visits to be done in home and first 3 months of baby visits in home and since there was confusion on interpretation and what states wanted it is now in hold this grant is getting postponed and revamped since it was not received well

### **Motion to Approve Staff Report**

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

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

J Wills asked for a motion to move to closed session.at 6:57 M. Philbrick carried motion J Aderman seconded motion All were approved: none opposed.

**Motion to Move to Open Session N/A**

At 7:58 J. Wills asked for a motion to reconvene into open session. M. Philbrick carried the motion, Julie Aderman seconded the motion. All were in favor: none opposed.

**Discussion and Possible Action to be Taken Upon Personnel Issues Discussed During Closed Session:** all approved on plan discussed. J. Aderman carried motion and J. Gordon seconded. All in favor, none opposed

**Motion to Adjourn the Meeting**

At 8:00pm, J Wills asked for a motion to adjourn from open session. M Philbrick made the motion. Julie Aderman seconded the motion. All were in favor: none opposed.

**Next Meeting**

Next meeting will be held on August 20, 2024 at Fayette County Health Department Classroom at 5:30 p.m.

R Howard – FCHD Staff