

**PIKE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH  
MEETING MINUTES**

DATE: April 25, 2024

**Members Present:**

Dr. David Iftner	Danielle Benz	Linda Meyer	Julie Plattner
Andy Borrowman	Jennifer Niebur	Dr. Brett Schafer	

**Members Absent:**

Becky Motley	Tom Leahy	Dr. Ayca Raif
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**Others Present:**

Anita Andress	Paula Dean	Kim Ator	Mindy Gunterman
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The meeting was called to order at 6:00 p.m. by President Dr. David Iftner.

Agenda was approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Minutes of the January 25, 2024, BOH meeting were approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

Antia Andress and Dr. David Iftner presented the following Environmental Health report:

Looking at the quarterly statistics, there was not a lot of activity this quarter.

- Food Program – Discussed possibly adding a fee to new food establishments as several visits are made staff before the establishments opens.
- Sewage Program - Discussed increasing fees for homeowner installation of septic systems. When a homeowner installs, it takes more time for our staff vs. a contractor installing.
- Radon – Approximately 2 dozen radon test kits were sold at the WGEM Home and Living show in March.
- Tick Surveillance – Six tick drags will be completed once the weather turns warmer. Drags will be completed at Pittsfield Lake and on private property. It was suggested to do a drag at the local dog park. If anyone has suggestions for other locations, please let Lynnette know.

Environmental Health report was approved on a motion made by Dr. Schafer, 2<sup>nd</sup> by Andy Borrowman, vote taken, motioned carried.

Mindy Gunterman presented the following Home Health reports:

- Staffing – Sharon Bargmann resigned. Mindy Gunterman is serving as Home Health Clinical Manager and Harley Huether, RN is serving as interim Home Health Supervisor. Per IDPH Licensure, we must have an RN to serve as HH Supervisor. Anita is currently serving as the Director of Nursing. Our current staffing is 1 RN, 1 LPN and 1 as -needed RN. We are looking to hire another RN and an as-needed HHA.

- Star Rating – We are working on improving our star rating. This rating is based on how questions are answered in the patient’s chart. The data is pulling from 12 months ago, so we should start seeing improvement in our rating as we have educated staff on the correct way to answer the questions.
- Patient Satisfaction Surveys – Out of the seven patients that responded to the patient satisfaction surveys, six wrote positive comments about our staff and the care they provided.
- Medicare Review – On February 23<sup>rd</sup> we had an unannounced IDPH Medicare review. A few minor deficiencies were found. Our plan of corrections was submitted and accepted.

Home Health had one new, Alzheimer’s/Dementia Training and five revised policies, Advance Beneficiary Notices, Care Planning, Home Health Aide, OASIS Reporting and Transmitting, and Visit Frequency. The policies were approved on a motion made by Andy Borrowman, 2<sup>nd</sup> by Danielle Benz, vote taken, motion carried.

Home Health report was approved on a motion made by Jennifer Niebur, 2<sup>nd</sup> by Julie Plattner, vote taken, motioned carried.

Anita Andress presented the following Public Health reports:

Maternal & Child Health/Health Promotion:

- Family Planning – We have seen an increase in male clients seeking sexual transmitted infection (STI) testing. We do offer expedited partner treatment to participants that test positive, so they are able to get treatment to their partner(s) so their partner(s) do not have to come in and seek treatment.
- Healthworks/DCFS – We have seen a substantial increase in our caseload of children in DCFS custody. Our nurse/case manager must collect medical records on the child and enter them into a new medical record system.
- Communicable Disease/Immunizations – The lists of Reportable Diseases was recently updated. Adams County Health Department is purchasing a new vaccine freezer as ours was needing costly repairs. There is currently a vaccine survey on our Facebook page for the public to complete.

Emergency Preparedness

- Katie McConnell is currently updating our emergency preparedness plan. Per our Medicare review, it must be updated every 2 years.
- Katie is also working with long term care facilities to make sure they have a plan for a measles outbreak.

Public Health reports were approved on a motion made by Dr. Schafer, 2<sup>nd</sup> by Andy Borrowman, vote taken, motioned carried.

Kim Ator presented the following Financial reports:

- Fiscal Report
  - Currently working to finalize the Medicare Cost Report. It is due April 30<sup>th</sup>.
  - Paycom – Employees are currently using the Time-Off request function in Paycom. We will move to daily time tracking next.
  - County Audit – The audit firm of Sikich LLC is finalizing the 2021 documents for auditing. Once they are ready, an audit firm will need to complete the audit. Due to

the audit delays, the County has been placed on the State Stop Pay list. This is affecting our ability to apply for state grants. During the last 2 years we were able to request an exemption from IDPH and have received them. This year our exemptions are being denied. We are not sure what will happen with our IDHS grants at this time.

- At the last meeting, our building's value was listed as an asset with a value of \$250,000. Kim checked with the insurance to see what they have our building valued at, and it has a value of \$1,989,401.00.

The financial report was approved on a motion made by Julie Plattner, 2<sup>nd</sup> by Danielle Benz, vote taken, motion carried.

Anita Andress presented the following Administrative reports:

- Unfinished Business
  - BOH Vacancy – There is currently a vacancy on the Board. Dr. Lammy from Illini Rural Health Clinic (IRHC) does not wish to be on the Board at this time. Anita will reach out to Sherri White, NP at IRHC to see if she would serve on the Board. She will also check with Illini CEO to see if any of the Illini ER doctors would be interested in serving.
  - Parking Lot – MECO Engineering have drawn up final plans and placed out for bids. The parking lot will be broken out into four different sections for bidding purposes. Bids will be due on May 15<sup>th</sup> and opened at the County Finance meeting that afternoon. Winning bids will be presented to the County Board at the May 20<sup>th</sup> meeting.
- New Business
  - Anita is working with the Health and Wellness Foundation of Pike County and Adams County Health Department (ACHD) to provide Alcohol, Tobacco, and Other Drug (ATOD) education in Pike County schools next year. ACHD received opioid settlement money and will be working with surrounding counties to get health education teams in the schools.
  - Expiring Board of Health Terms – Four members' terms will expire on June 30, 2024. They are Becky Motley, Linda Meyer, Jennifer Niebur, and Julie Plattner. Linda Meyer, Jennifer Niebur, and Julie Plattner agreed to serve another 3-year term. Paula Dean will reach out to Becky Motley to see if she will continue to serve.
  - Administrator's Evaluation – Anita's evaluation is due in July. Paula will email the Personnel Committee the evaluation forms and possible dates in June.

Ms. Andress discussed the list of Closed Sessions for review. A motion to leave the Closed Sessions closed was made by Andy Borrowman, 2<sup>nd</sup> by Jennifer Niebur, vote taken, motion carried.

Ms. Andress discuss the need to secure a contract with Illinois Critical Access Hospital Network (ICAHN) for information gathering and the writing of our IPLAN (Illinois Plan for Local Assessment of Needs). A motion for Ms. Andress to sign a contract for services with ICAHN was made by Jennifer Niebur, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

The Administrative report was approved on a motion by Jennifer Niebur, 2<sup>nd</sup> by Julie Plattner, vote taken, motion carried.

President Dr. Iftner noted there were no public comments.

Next meeting date will be July 25, 2024, at 6:00 p.m. in the Pike County Health Department classroom.

Meeting was adjourned at 7:42 pm by President Dr. Iftner.

Respectfully submitted,

Jennifer Niebur  
Secretary