

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

SEPTEMBER 20, 2016

The Crawford County Board of Health met Tuesday, September 20, 2016 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

William Bedwell, OD
Bob Bowen
Toni Earleywine, R.N.
Michele Elliott, R.N.
Bonnie Finn
William Schaefer, DDS

EXCUSED: David Rotman, M.D.
Robert Walsh, D.O.

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Terry Shaffer, R.N., Nursing Supervisor
Jerica Robinson, Environmental Health Practitioner in Training/ERC
Allison Hasler, IDPH Regional Health Officer
Christa Inboden
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:10 p.m. by Bob Bowen, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Mr. Bowen, Ms. Earleywine, Ms. Elliott, Mrs. Finn, and Dr. Schaefer present at the time of roll call.

Mr. Bowen introduced guest Christa Inboden from Palestine. He noted she may be interested in serving on the Board in the future.

Mrs. Tracy introduced Allison Hasler, IDPH Regional Health Officer from Marion, Illinois.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

No other additions, corrections to agenda.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Ms. Elliott and seconded by Dr. Schaefer to approve the July 19, 2016 Board of Health minutes. Upon roll call, motion carried unanimously.

VACCINES FOR CHILDREN (VFC) PROGRAM CHANGES

Allison Hasler, the Illinois Department of Public Health Regional Health Officer for Crawford County discussed changes concerning the Vaccines for Children (VFC) Program to take effect October 1, 2016. Mrs. Hasler explained VFC and Children's Health Insurance Program (CHIP) have been blended for many years, but it has now been decided to separate the two due to financial losses IDPH has experienced related to its inability to seek reimbursement for vaccine. Mrs. Hasler explained VFC is designed for uninsured and underinsured clients and CHIP does not fall into either category.

Dr. Bedwell arrived at 12:17 p.m.

Mrs. Shaffer explained eligibility checks will need to be completed through Medicaid's MEDI system to verify whether clients are categorized as Title XIX or XXI. Title XIX indicates the services will be billed as Medicaid and Title XXI indicates the child is enrolled in CHIP and should be billed accordingly. It was noted despite the changes set to begin October 1, 2016 reimbursement rates for CHIP have not been released to date.

Mrs. Shaffer stated she would like CCHD to continue to vaccinate children enrolled in CHIP while monitoring to see if the amount of reimbursements covers expenses. She acknowledged there may come a time when the Board will need to reevaluate providing CHIP services, but noted CCHD is currently the only provider of VFC for the county and of immunizations for private pay clients. She discussed the importance of assuring children are vaccinated. She noted in the future it may be necessary to seek additional funding to supplement some cases or consider if the Department will be able to continue accepting CHIP clients. She stated it is unknown at this time how many Crawford County children are currently enrolled in CHIP.

Mrs. Shaffer and Mrs. Tracy expressed appreciation to Mrs. Hasler for attending to explain the changes to the VFC Program. Mrs. Hasler encouraged public education. She cautioned that because it will be necessary to verify eligibility for every child with a medical card it may cause an administrative slowdown in the MEDI system. She stressed the necessity of checking eligibility at each visit as the client's status can change frequently.

Mr. Bowen requested Mrs. Shaffer present a VFC Program update at the next meeting.

Ms. Elliott inquired if Mrs. Shaffer is aware of how Lawrence County will handle this change. Mrs. Shaffer stated she believed in the same manner as CCHD. Mrs. Shaffer stated Jasper County does not currently stock private pay vaccine, but is in the process of contracting with insurance companies. Mrs. Shaffer stated she thought Jasper County would be able to bill CHIP, as they currently bill Medicaid.

Ms. Elliott expressed concern as to where CHIP children would receive vaccinations if no one in our area were to provide these. Mrs. Shaffer agreed and noted the State did not have an answer when asked this same question. Mrs. Shaffer voiced concern of possible outbreaks

if immunizations are not kept up to date. Mrs. Hasler stated the IDPH Medical Advisor has addressed very real concern of lower immunization rates across the state.

Mrs. Shaffer asked Mrs. Hasler if CCHD were to vaccinate a child who has Medicaid with private pay vaccine if the Department could bill for that as a VFC provider; Mrs. Hasler will research and respond to Mrs. Shaffer. Mrs. Shaffer stated some children will have both Medicaid and insurance coverage.

Mrs. Hasler left the meeting at 12:33 p.m.

FINANCIAL UPDATE

Mrs. Tracy reviewed the financial report for the month of July, 2016.

A motion was made by Ms. Earleywine and seconded by Dr. Schaefer to approve the July, 2016 financial report as presented. Upon roll call, motion carried unanimously.

Mrs. Tracy reviewed the financial report for the month of August, 2016.

A motion was made by Mrs. Finn and seconded by Ms. Elliott to approve the August, 2016 financial report as presented. Upon roll call, motion carried unanimously.

SALARY COMMITTEE REPORT

Ms. Elliott stated the Salary Committee met twice to discuss salaries for FY'17.

She reported Mrs. Tracy presented adjusting CCHD's pay period during the Salary Committee meeting as well and the Committee is in agreement to proceed. She noted Kemper CPA Group was consulted and concluded the adjustment will not affect the budget, but noted the Salaries line does allow for a week's pay if the need arises.

Ms. Elliott reported the Salary Committee recommends a 2% COLA for FY'17.

A motion was made by Mrs. Finn and seconded by Dr. Bedwell to follow the Salary Committee's recommendations as presented. Upon roll call, motion carried unanimously.

FY'17 BUDGET PRESENTATION

Mrs. Tracy reviewed Fiscal Year 2016 revenue and expenditures.

Dr. Schaefer left the meeting at 12:51 p.m.

Mrs. Tracy presented the Fiscal Year 2017 budget and reviewed the Budget Points sheet, explaining projected revenue and expenditures.

Mrs. Tracy discussed utilizing office space to offer a telepsychiatry site for County residents. She stated she has budgeted \$3,000.00 for the year to employ a psychiatric nurse to call in prescriptions and perform follow-up tasks between visits. Mrs. Tracy stated she believes the \$12,000 requested through the 708 Board to pay the monthly psychiatrist stipend will

not be received until next July or September. Mrs. Tracy expressed concern over the need for a psychiatrist in Crawford County and requested money to be allotted for this until 708 funds are received. Mrs. Tracy assured the Board she will continue to apply for foundation grants to fund this service as well.

Mrs. Tracy stated she would also like to pay off the Department's mortgage with funds from the Certificate of Deposit she did not renew. She noted the interest received on the CD was significantly lower than the interest amount currently being paid on the mortgage.

Mrs. Tracy explained the proposed budget's revenue reflected thirty-five percent in grants, twenty-seven percent in fees, and thirty-eight percent in levy. Salaries and Benefits were noted to be sixty-two percent of budgeted expenditures.

Mrs. Tracy reported the current cash on hand balance is \$645,545.70 which would cover approximately 7.3 months in future operating expenses.

A motion was made by Dr. Bedwell and seconded by Ms. Elliott to approve the FY'17 budget as presented. Upon roll call, motion carried unanimously.

EXECUTIVE SESSION MINUTES

Executive Session minutes were made available for Board member review.

A motion was made by Ms. Earleywine and seconded by Mrs. Finn to leave Executive Session minutes closed. Upon roll call, motion carried unanimously.

NURSING REPORT

Mrs. Inboden left the meeting at 12:58 p.m.

Mrs. Shaffer reviewed the Nursing Report for the months of July and August, 2016.

Mrs. Shaffer reported flu vaccine has been received and the first clinic will be held September 29, 2016. She announced the Department plans to hold a drive through clinic on October 13, 2016. She reported the Department will not provide nasal mist this year.

ENVIRONMENTAL HEALTH REPORT

Mrs. Robinson reviewed the Environmental Health Report for the months of July and August, 2016.

She noted in August the Department had one bird collection test positive for West Nile Virus.

HOME KITCHEN ORDINANCE DISCUSSION

Mrs. Robinson discussed the Home Kitchen Ordinance included in the notice packets. She stated she has addressed several phone inquiries, as some people are under the impression

the Home Kitchen Ordinance is a statewide policy. She stated Crawford County does not have a Home Kitchen Ordinance in place and she is trying to educate the public on registrations and certifications required to participate in certain events.

ADVISEMENTS

EMPLOYEE RECOGNITION BREAKFAST

Mrs. Tracy reminded the Board the Employee Recognition Breakfast will be held Thursday, September 29, 2016 at 8:00 a.m.

COMMENTS FROM BOARD MEMBERS

Board members had no comments.

ADJOURNMENT

There being no further business to discuss the meeting adjourned at 1:13 p.m.

_____, **Secretary** **Date:** _____