

Marion County Board of Health Meeting Minutes

October 6, 2015
7:00 P.M.

Board Members Present: Richard Haney, Tom Turner, Aziz Rahman, Michael Morton, Paula Strother, Elizabeth Franczyk, Stanley Morrison, and Keith Kessler.

Others Present: Lori Ryan, Administrator; Melissa Mallow, Environmental Health Director; Shelley Yoder, Director of Clinical Services; Dena Kemp, Director of Family Services; Cathy Hays, Administrative Secretary, and Jami Strader, MCHD Public Health Nurse.

I. CALL TO ORDER

The Marion County Board of Health met on October 6, 2015 at the Marion County Health Department, Centralia office. Keith Kessler called the meeting to order at 7:00 p.m.

II. QUORUM

A quorum of eight board members were present.

III. MINUTES

Richard Haney made a motion to accept the June Quarterly Board of Health meeting minutes as presented; Stan Morrison seconded the motion. All were in favor; none opposed. The minutes were approved.

IV. SPECIAL ORDERS

a. Board Appointment

A letter was received from the Marion County Board, appointing the following members to the Board of Health: Dr. Creighton Engel, Representative of the County Board; Dr. Engel's term 11/30/15 – 11/30/2016; Dr. Stanley Morrison, Dr. Morrison's term 11/30/15 – 11/30/2018.

b. Selection of Board Members: Richard Haney made a motion to keep selection of board members and the Finance Committee the same; Tom Turner seconded the motion. All were in favor; none opposed. The board selection was approved with Keith Kessler, President; Paula Strother, Secretary and Dr. Elizabeth Franczyk, Medical Director. Finance Committee members were approved; Finance Committee is; Dr. Franczyk, Dr. Morrison and Paula Strother.

c. Medical Director

Ms. Ryan stated Dr. Franczyk was in the middle of her term as the health departments Medical Director. All board members approve for her to continue out her term.

V. FINANCIAL REPORT

Keith Kessler called for a review of the financial report. Lori Ryan reported the cash flow balance at the end of the 3rd Quarter is \$771,366.70. Building Fund is \$7,286.09. Total cash balance of \$778,652.79.

The revenue for the end of the 3rd Quarter is \$881,703.82 or 72.47% of the total budget. A variance of -\$30,788.18.

Expenditures for the end of the 3rd Quarter is \$906,753.30, or 74.5% of the budget. Expenditures over Revenue are -\$25,049.48.

Accounts Receivable as of 8/20/15 are \$84,812.32.

Accounts Receivable:

WIC \$17,141

Medicaid \$40,000

In Person Counselor \$17,141

Dr. Stan Morrison made a motion to accept the financial report; Dr. Elizabeth Franczyk seconded the motion. All were in favor; none opposed. The financial report was approved.

VI. OLD BUSINESS

None to report

VII. NEW BUSINESS

a. Activities:

1. Environmental Health: Melissa Mallow, Director of Environmental Health

As of October 6, 2015, there have been four (4) deaths due to West Nile Virus (WNV) in Illinois. All were elderly people. There have been 43 confirmed human cases in Illinois. The ages range from 16 years to 91 years of age. Ms. Mallow did ship out 2 dead birds from the Marion county portion of Xenia and they both tested negative for WNV. Marion County has had no positive human cases, birds, horses or mosquito batches so far. Per IDPH, dead bird surveillance ends on 10/15/16.

During the quarter, we had pre-op inspections at Geno's Hobo Nickel and Quall's Kettle Corn mobile unit in Centralia, Midwestern BBQ and Claire's Café in Salem, Friend & Family Diner in Sandoval, Twisted Sisters in Kell and Smoked to the Bone in Iuka. Environmental Health inspected food vendors at the following events:

Family Fest at the Grace Church in Salem, Central City Lions Fest, Marion County Fair, Sandoval Firemen's Picnic, Balloon Fest, Bluegrass & BBQ Fest, Kinmundy Fall Fest, Patoka Fall Fest, Anitque Power Days, Iuka Wilderness Days and Ingram's Pioneer Village. Marion County had two Summer Food Program meal sites that we inspected for IDPH and Illinois State Board of Education (ISBE). They were the Centralia Community Youth Center and Sandoval Shalom Community. The department also inspected the Kaskaskia Baptist Association Campground in Patoka for IDPH.

After 12/31/15, IDPH Labs will no longer provide nitrate/nitrite water testing for Non-community water supplies will need to obtain the services of a private lab for their routine nitrate/nitrite sampling. Ms. Mallow contacted Parker Timmons, owner of Southern Illinois Ag Solutions in Centralia, to check on the status of his business being able to test potable water well samples, Mr. Timmons plans to start testing in October. Parker said he will price match IDPH. Ms. Mallow plans to use that lab for our routine water well testing since it will save the health department from shipping costs. Currently, we have to over-night ship the water well samples to IDPH and the cost is \$25.00.

On October 1st, Dan, the departments health inspector, received training for "Basic Principles of Tanning Facilities Inspections" via IDPH webinar. So, Mr. Tahtinen now has his IDPH inspector ID # and can begin to inspect tanning facilities.

2. Nursing:

a. Shelley Yoder, Director of Clinical Services

STD Testing Information:

This quarter 7 HIV tests, 4 GC/ Chlamydia tests, and 5 syphilis tests were done with 1 positive late latent syphilis test result. 1 client was started on Hepatitis A and B vaccine, and 1 client completed the Hepatitis A vaccine series through free vaccine offered through the STD program. As soon as our current supply is exhausted the IDPH STD program will no longer offer free vaccine through this program.

Lead Poisoning Prevention:

196 lead tests were completed this quarter. 3 children are currently being followed for lead poisoning case management services. 3 cases were closed due to closure criteria met and 1 lead nursing home visit was conducted this quarter.

Lead Program update:

The lead code has changed effective January 2015, and the local health departments were notified of this change in August.

The lead grant includes required screening and testing of children for lead, but has added screening and blood testing recommendations for prenatal clients. The code states screening and testing is recommended. Our lead grant is always paid 1 year behind. We get a \$7.00 reimbursement for every child that is tested through the IDPH lab. We also bill Medicaid a collection fee on children and our reimbursement is \$4.00 for each collection.

The health department does not receive any funds for the case management portion of the lead grant, or for the lead nursing home visits that we conduct. We have elected not to test pregnant females for lead, but we will assess them if indicated or requested by the client. We will refer clients at risk for lead poisoning to their physician. The physician can then determine the need for a blood lead.

Communicable Diseases:

115 communicable disease reports were investigated this quarter. Out of those reports 98 met the criteria to be counted as cases.

TB Monitoring:

This quarter 3 clients were reported to MCHD due to a positive TB test result or + AFB culture. All clients were screened to routine potential TB. No active case of TB disease was reported. 1 client elected to start treatment for Latent TB infection.

School Physicals:

On July 31st we held a school physical clinic in Salem. 17 physicals were completed.

4-medicaid and 6 were private insurance. 16 vaccines and 1 TB test was administered. Revenue from the physicals was \$648.60, less the NP and advertisement costs: The approximate profit was \$267.85

On August 7th we held a school physical clinic in Centralia. 20 physicals were completed.

16-medicaid and 4 private insurance. 29 vaccines were administered, 4 HGBs & 4 lead tests were done. Revenue from physicals: \$674.40, less costs: the approximate profit: \$150.37

Lab Services: This quarter 259 clients had labs drawn through MCHD & 18 clients had labs drawn through our Quest "Lab Card" agreement. This generated \$5,450 dollars in revenue from the service and collection fees.

Lab Fees:

Effective 8-10-15 to generate more revenue to keep lab services viable we raised the prices of lab tests ranging from \$5.00 to \$16.00 depending on the type of lab test and the frequency the test is requested. The lab draw fee of \$20.00 was not changed and currently remains the same rate.

Immunization Clinics:

This quarter 23 scheduled immunization clinics were held and an additional 3 clinics were added at Salem to accommodate the influx of clients. During those clinics 120 adult vaccines were administered and 212 adult clients were served and 914 pediatric vaccines were administered and 496 pediatric clients were served.

Other Clinics:

Bettendorf Stanford contacted us to arrange a lab fair for their employees. We were able to offer a GHP3 executive profile for \$48.00. We split the lab fair into 2 days with half of the employees seen on 7/23 and the other half on 7/30 with a total of 37 employees that took advantage of the health fair. Bettendorf Stanford was billed for all the employees. The revenue for this fair was \$740.00.

Flu Clinics: Off-site flu clinics began on 9-29-15 through October 27, 2015. 26 clinics have been scheduled off-site. So far we have given 129 shots at 6 clinics.

New Refrigerator for VFC purchased for the Centralia office:

On July 1st, we discovered that a temperature excursion had occurred in Centralia with the VFC refrigerator. The refrigerator ran too cold getting down to (34 F). The refrigerated vaccines cannot get below 35 F or a temperature excursion report must be filed with VFC. A report was filed and all the vaccine manufacturers were called to determine if the vaccine was still viable. All the vaccine was deemed viable until expiration except for 8 doses of poli and 4 doses of Menveo. We received a notice from VFC stating that we must pay back the doses deemed non-viable and until we did we couldn't order any vaccine. The cost of the repayment would be \$620.80. The only way to get the repayment of the vaccine waived was to either buy a new refrigeration unit or to repair the unit. We elected to buy a household grade stand alone refrigerator since this type of unit WILL be a requirement for all VFC providers beginning January 1, 2017. The unit cost a total of \$834.95. With the purchase of the unit, the repayment of the vaccine was waived. The difference in the cost of the unit less the vaccine repayment was \$214.15.

IDPH/OSHA Guidelines:

On July 30th a memo was received from IDPH regarding OSHA Guidelines for Tuberculosis. In particular OSHA recommends less frequent TB screening for healthcare workers and encourages the use of risk assessments.

We currently conduct TB risk assessments annually as recommended in the MMWR Guidelines for Preventing the Transmission of TB in Health Care Settings. Ms. Yoder went back through all the TB risk assessments from 1997 through present and the MCHD has always been classified as a “low risk setting”. Currently we perform a 2-step TB skin test upon hire and annual TB skin tests on all employees. New employees that are hired that have a history of a previous + TB test have a chest x-ray completed. According to CDC guidelines, low risk settings should perform a 2-step TB test upon hire, but annual serial TB tests are not recommended. If a TB Exposure occurs, then a contact investigation should be performed and exposed employees should receive a TB skin test or BAMT as soon as possible at the time of exposure then a second test 8-10 weeks later. Ms. Yoder is requesting that we update our policy to follow CDC guidelines.

b. Dena Kemp; Director of Family Services

In the past quarter, we have been working on new ways to conduct outreach to our target population of pregnant women, infants and children. Some of the outreach methods are: information brochures with current WIC program income guidelines have been distributed in our county to a birthing hospital and area preschools for an outreach to families with young children.

Recently added a Marion County facebook page which will allow us to promote the different programs that the health department offers. For the third time in ten years we received an opportunity to apply to FIRSTBOOK for children’ books for the underprivileged. If the health department picks the books up at the companys distribution center, the books are free. We plan to use the books by giving one out to each child who is certified for WIC beginning at age one. The health department implemented a trial late Walk-In Clinic from 5:00pm to 6:00pm on Thursdays in Centralia; however the clients did not utilize that service and that service was terminated. At the Centralia office we have continued to offer Walk-In Clinic during business hours on Thursdays and clients do utilize that service.

The Department of Human Services WIC and Family Case Management review will be held during the first week of November.

WIC caseload has averaged 85% in the last 3 months, and in September the caseload increased to 88%. Ms. Kemp had been notified that we will receive an amendment increase of \$1,543 in October for our submitted plan for new outreach activities to target WIC populations.

3. Administration: Lori Ryan

Ms. Ryan introduced Jami Strader to the Board. Ms. Strader is the health departments Immunization Nurse.

Illinois still does not have a budget in place. Ms. Ryan met with John Cavaletto on August 17th and met with Kyle McCarter on September 29th to discuss budget issues. It doesn't appear that Illinois will have a budget at least until the spring of 2016. Many health departments are cutting staff work hours, only open 4 days a week and to laying staff off. The Marion County Health Department have implemented travel restrictions and cutting back on expenses. Cash flow looks stable at this point. Will re-evaluate each month. The department has about seven (7) months reserves that is if no money comes in. Our expenses are approximately \$100,000.00 a month. Grants not being paid are \$22,000.00 a month which include, Family Case Management, Tobacco, Genectics, Lead, Local Health Protection Grant, and Vector.

Ms. Ryan met with John Kessler, the new President of Salem Township Hospital. Mr. Kessler has worked with the St. Clair County Health Department and is familiar with Public Health Departments and seemed willing to partner with Marion County Health Department on any community issues.

Grants FY 2016

18 grants have been written, with 14 signed contracts completed.

Universal Service Administrator's Comparison (USAC) is an access broadband and telephone service to help rural areas and gives a 65% discount on these services. Contracted with Solix to complete this process. The Health Department will end up with a 42% savings.

b. FY 2016 Budget

Ms. Ryan stated that the FY 16 Budget the board received was figured with a 2% raise for health department staff. Budget was discussed and was decided a 2% raise would be approved and Ms. Ryan would monitor the health departments budget and if she deemed necessary due to budget restraints the raise would be withdrawn. Tom Turner made a motion to accept the FY 2016 Budget with a 2% raise; Mike Morton seconded the motion. All were in favor; none opposed. The FY 2016 Budget with a 2% raise was approved.

c. Policy and Procedure Revisions

The Counties Liability Risk Management Consultant, Kyle Shell is working with the Courthouse to get policies in place.

Since the health department already had a Policy and Procedure Manual the Liability Risk Management had one of their lawyers read ours and make updates. Once our Policy and Procedure Manual is approved, the Courthouse will take a copy of our manual and use a model to make one for the Courthouse. Mike Morton made a motion to accept the Policy and Procedure Manual Revisions; Richard Haney seconded the motion. All were in favor; none opposed. The Policy and Procedure Manual was approved.

VII. CLOSED SESSION

Closed Session was not needed at this time.

VIII. ADJOURNMENT

Mike Morton made a motion for adjournment at 7:48 p.m.; Tom Turner seconded the motion. The next meeting is scheduled for December 15, 2015, 7 pm, at the Salem office.



Cathy Hays, Administrative Secretary

October 8, 2015
Date