

**Henry County Health Board Meeting
December 6, 2017**

Members Present: Jan Berghult, Emily Snell, Denise Haga, Breanne Cinnamon, DPT, Jan May, Art Cajigal, MD, Crystal Snider, MD and Thomas VanVooren, DMD

Member Absent: None

Also present: HCHD Staff: Duane Stevens, Administrator; Kelli Humphrey, Sandy Sommer, Dorothy David, RaeAnn Tucker-Marshall, Mat Schnepfle and Naomi Stahl (HCHD staff)

MINUTES

Agenda Item: I. Call to Order

Discussion/Evaluation: The quarterly meeting of the Henry County Health Board was held on December 6, 2017 at the HCHD office in Kewanee.

Action: President Jan Berghult called the meeting to order at 6:30 p.m. with 8 members in attendance.

Conclusion/Follow Up: None

Agenda Item: II. Introductions

Discussion/Evaluation: None

Agenda Item: III. Approval of Minutes

Discussion/Evaluation:

Action: Denise Haga made a motion to approve the minutes of the September 6, 2017 meeting as presented. Motion was seconded by Dr. Cajigal and carried via voice vote.

Conclusion/Follow Up: None

Agenda Item: IV. Comments from Visitors/Presentations

Discussion/Evaluation: None

Action: None

Conclusion/Follow Up: None

Agenda Item: V. Department Overview - Informational Items

A. Monthly Reports

Discussion/Evaluation: The Incident Report and Complaint Management Report through October were included in packets sent to Board members prior to the meeting.

1. Incident Report: There were 3 incidents in August, 1 in September and 5 in October, summaries were included.
2. Complaint Management: There were 0 complaints in August & September and 1 in October, summary was included. Finished the year with 3 total.
3. Home Care: Home Services: There was a total of 9,219.00 hours of service in October to 363 clients. Home Health: There were 253 visits to 34 patients in October.

Action: None

Conclusion/Follow Up: None

B. Clinic Services

Discussion/Evaluation: A WIC audit was conducted with two corrective actions. Caseload is down

and breastfeeding numbers are down, Overall, very happy with the review. We have some flu vaccines available.

Action: None

Conclusion/Follow Up: None

C. Environmental Health

Discussion/Evaluation: Dorothy announced that the department is wrapping up for the year. She highlighted the food preparation/processing flow chart which was developed to assist with questions regarding preparing food at home and food permit necessity. Dorothy encourages everyone to contact the health department.

Action: None

Conclusion/Follow Up: None

D. Emergency Preparedness

Discussion/Evaluation: The EOP (Emergency Operations Plan) was approved by IEMA & IDPH this week. A stand-alone EOP for Home Health was approved and adopted. We received a grant of \$24,000 for EOC (Emergency Operations Center) equipment. The EMAT (State Mobile Support Team Unit) trailer will let us set up an EOC (Emergency Operations Center) anywhere in the county, especially when unable to manage within a fixed location. A Mass Casualty and Fatality Unit can now be deployed in Henry & Stark counties thanks to the support of MABAS 39, Henry County OEM and Henry County Health Department.

Action: None

Conclusion/Follow Up: None

E. Health Promotion

Discussion/Evaluation: RaeAnn has been busy with flu season awareness and prevention. We marketed sick visits, family planning and promotion of Home Health month. RaeAnn announced that the staff has supported Secret Santa donations for Hillcrest Home residents and would accept any further donations from the board. The department is working on Tobacco initiatives with students of Kewanee HS Key Club.

Action: None

Conclusion/Follow Up: None

Agenda Item: VI. Financial Report

Revenues should be at or above 91.67% at this time and are at 103.74%. Expenditures should be at or below 91.67% and are at 100.25%. The current bank balance at the end of October was \$1,005,685.42. The end of November is \$946,755.37. We have \$161,892.59 total outstanding receivables from Medicaid payments-received 55,000 since this report. All of CCP for FY17 has been paid. We did receive the Local Health Protection Grant. We had anticipated the switch to CRP in FY 17 but it never happened, therefore we did not budget for it to change to CRP in 2018 either.

Action: None.

Conclusion/Follow Up: None.

Agenda Item: VII. Action Items (require Health Board approval)

A. ByLaws

Discussion/Evaluation: State statute requires that Health Board Bylaws be reviewed and approved on an annual basis. A copy was provided in packets for Board members review.

Action: Jan May made a motion to approve the Bylaws as presented. Motion was seconded by Breanne Cinnamon and carried via voice vote.

Conclusion/Follow Up: None

B. Agreement Between the Stark County Board of Health and the Henry County Health Department for the Provision of Public Health Services

Discussion/Evaluation: Stark County Health Board met last evening and had recommended changes. A new agreement with recommended changes was presented. The only change is the recommended amount of \$5,000,000.00 to the umbrella liability policy (from Stark County's recommendation of \$10,000,000), which is standard for our county. A term of 30 days written notice was also added.

Action: Jan May made a motion to approve the Agreement between the Stark County Board of Health and the Henry County Health Department for the Provision of Public Health Services with the change to the umbrella liability amount to \$5,000,000 pending approval from the Henry County State's Attorney office. Motion was seconded by Crystal Snider, MD and carried via voice vote.

Conclusion/Follow Up: If the Henry County State's Attorney approves the agreement, the agreement will go to the Stark County Health Board in March.

C. Personnel Policy Changes

Discussion/Evaluation: Policy 307 Sick Leave Benefits has been recommended to add the sentence "All hourly and salaried employees must submit accrued paid sick time leave requests for any time used."

Action: Emily Snell made a motion to approve the changes to Policy 307 Sick Leave Benefits. Motion was seconded by Denise Haga and carried via voice vote.

Conclusion/Follow Up: None.

D. Review Closed Session Meeting Minutes

Discussion/Evaluation: There were no closed session meeting minutes to review.

Action: None.

Conclusion/Follow Up: None.

Agenda Item: VIII. Old Business

Discussion/Evaluation: none.

Action: None.

Conclusion/Follow Up: None.

Agenda Item: IX. New Business

A. 2018 Meeting Dates

Discussion/Evaluation: Proposed to move the September meeting to the following week. September meeting will be September 12, 2018.

Action: None.

Conclusion/Follow Up: None.

B. IPLAN Update

Discussion/Evaluation: The IPLAN was submitted and we are recertified for the next 5 years. RaeAnn did a fantastic job.

Action: none.

Conclusion/Follow Up: None.

Agenda Item: X. Personnel Action
A. Administrator Evaluation

Discussion/Evaluation: Approval of Health Department Administrator's Performance Evaluation is performed annually. The evaluation tool was sent to all board members by Naomi Stahl and the results were tabulated for discussion.

Action: A motion was made by Emily Snell to accept and place on file Duane Stevens' Annual Performance Evaluation. Motion seconded by Breanne Cinnamon and carried via voice vote.

Conclusion/Follow Up: None

Agenda Item: XI. Adjournment

Discussion/Evaluation: None

Action: Emily Snell made a motion to adjourn at 7:35 p.m., seconded by Crystal Snider, MD. Motion carried via voice vote.

Conclusion/Follow Up: The next quarterly meeting of the Health Board will be March 7, 2018, 6:30 p.m. at the Kewanee office.

Respectfully submitted by: _____