

Perry County Health Department

Board of Health Meeting Minutes

January 11, 2006

The Perry County Health Department Board of Health met Wednesday January 11, 2006 in the Kingsman Boardroom at the Perry County Health Department. At 7:00pm Mrs. Tolbert called Meeting to order.

Board Members Present:

Bonnie Tolbert, Chairperson
Beth Bigham, M.D.
Charles W. Roe, D.D.S.
Linda Quillman
Wayne Bigham
Kent Epplin

Staff Members Present:

Doug Corbett, Administrator

Guests Present

DanaLyn Rice, Local 773

Doug Corbett, Administrator asked to have housekeeping items and Union Contract discussions added to this evening's agenda. Motion made by Dr Roe and seconded by Wayne Bigham, and motion carried.

Motion was made to approve the prior board of health meeting minutes, motion seconded by Mr. Bigham and motion carried.

Mr. Corbett introduced Danalyn Rice from 773 and made a request that we discuss the Union Contract for her benefit.

Ms Rice announced that she was here to see if the Board of Health was going to accept the tentative agreement for both union contracts bargained by Mrs. Tolbert and Mr. Corbett. Dr. Roe mentioned that since this discussion was not on the agenda that we could not discuss any union issues this evening. Mr. Corbett informed board members and Ms. Rice that under the advice of counsel we need to be shown proof that the employees have voted to ratify the individual contracts. Since we have not received any notice from local 773 we cannot proceed to bring the tentative agreements up for discussion and a vote. Ms Rice informed everyone that the employees do not sign or ratify the contract, but that her boss, Mr. Taylor, signs the contracts on behalf of the employees whether the employees agree or not agree to the contract per Local 773's constitution. Discussion eschewed concerning that Local 773 felt it had a tentative agreement and wanted the board of health's approval of the tentative contract. Mrs. Tolbert said that the Board of Health was not presented a contract that the employees had ratified. Dr. Roe mentioned we had been advised, by legal counsel, not to sign or vote on an agreement unless, in good faith, the Board of Health sees that the employees have all agreed to and support both contract proposals. Mr. Corbett then verified Dr. Roe's question that under advice of counsel we

cannot take any action on either contract until we have been presented something that verifies the employees have agreed to the contracts. Dr. Roe informed Ms. Rice that he could not take any action on behalf of the contracts if our attorney has advised differently. Ms. Rice thanked the board for their time and then left the meeting.

Mr. Corbett began to review the fourth quarter expenditures. The health department staff was unable to print a quarterly report, so the reports were printed month by month. Mr. Corbett was asked to verify the FY 2005 balance of \$148K, which he did verify. Mr. Corbett reviewed the accounts receivable that is currently 108K, mainly due to the Flu billing being so far behind due to our computer crash. The other large portion of the accounts receivable is the 10-10 reimbursements from the federal government. Dr. Bigham suggested that we number the pages in the future so it would be easier to follow along as we discuss portions of the reports. Mr. Corbett agreed to do so for the next board of health meeting. After discussion motion was made to accept the fourth quarter expenditures by Dr. Roe and seconded by Dr. Furry, and motion carried.

Mr. Corbett reviewed the quarterly activity reports. Mr. Corbett mentioned the DuQuoin office reopening has spurred an increase in blood pressure reads. Home health visits have also increased in part by a referral presentation conducted at the Perry County Senior Citizen's meeting by Mr. Corbett and Mrs. Cooper, RN. Food sanitation inspections have increased due to Mr. Brown being on staff. Motion made by Mrs. Tolbert to accept the quarterly activity report, seconded by Mr. Bigham, and motion carried.

Mr. Corbett reviewed the Accounts Receivable Report. Dr. Roe asked if there was anything the administrator expected not to collect. Mr. Corbett responded no, but the jail nursing monies do come in slowly. Mr. Corbett stated that of the 108K the health department has only collected 20-25K of it thus far and is therefore running a negative balance for this Fiscal Year. Actual monies in the checking account more than cover the deficit. Dr. Roe asked about the home health census; to which Mr. Corbett responded that we carrying 14 current patients as opposed to a normal patient inventory of 16 patients. Dr. Bigham expressed that home health is in real ebb right now due to the hospitals robust reimbursement for the swing bed program that is a type of skilled nursing service. She further stated that once the government found out about all the extra monies they spend for the swing service that they will be taking action to get the home health agencies to administer care again due to the substantial cost effectiveness. Mr. Corbett stated that he is combating our low census by marketing directly and more aggressively to the actual patient populations in our county. Dr. Bigham asked why the Medicare reimbursements were so slow, to that Mr. Corbett reminded the Board of Health that our roster-billing computer broke and we had to go and purchase another computer. It also took time to download the roster-billing program from the old hard drive to the new computer. Mr. Corbett expects to get all the back billing completely caught up in the next four weeks. Mr. Bigham asked about the TB services and the TB Board and how many active cases we have. Mr. Corbett responded that we have only had two cases in the past and a bulk of our testing is done thru the Perry County Jail and billed out to the TB Board to cover our expenses. Mr. Bigham answered questions by the board members as to why we have a separate TB board. He explained they receive a tax levy and pay for testing and any medicines for active cases in Perry County. Mr. Corbett went on record to state that the health department (by means of Brenda Epplin) asked to dissolve the TB board and have the health department take it over. The TB Board rejected the offer. Perry and Jackson Counties are the only two counties left in Illinois that have separate TB Boards.

Mr. Corbett reviewed the balance reports for 9/30/05, 10/31/05, and 11/30/05 month's end figures. Mrs. Tolbert asked about the auto mileage reimbursement under the "petty cash" account and why there was a charge for \$20.00 without explanation. Mr. Corbett explained that he inquired about the receipt and or reason behind the transaction with Mrs. Phillips. Mrs. Phillips informed Mr. Corbett that when he (Mr. Corbett) went to Springfield, IL (IDPH, Penta Computer Lab Training) for a meeting that he forgot to write on the receipt what the gasoline purchase was

for. Mr. Corbett then asked if there were any other questions concerning the balance report. There were no questions further asked of Mr. Corbett.

Mrs. Tolbert announced the next item for discussion is the vehicle purchases of the 2006 Ford Taurus's for the health department staff. Mr. Bigham asked about the \$195 delivery fees for the cars. Mr. Corbett explained that if he were to take four (4) staff members up to bring back the cars (at eight to 10 hours per staff member and administrator) we would not only have the wages of staff members, but fuel expenses and meal reimbursements as well, for the round trip. Mr. Corbett stated that it is more cost effective to have the vehicles delivered. Mrs. Tolbert and other Board members agreed to allow the vehicles to be delivered.

Mrs. Tolbert asked Mr. Corbett to bring the Board of Health up to speed on the employee liability insurance bid process. Mr. Corbett was contacted by Mr. Stanton and told not to pursue the quote process due to the heavy costs associated with getting a bid process started. Mr. Stanton also said that our insurance would definitely be cheaper under the county umbrella of protection even though the county has assessed the health department \$20994.00 beginning this fiscal year.

Mrs. Tolbert inquired about the 20' inflatable cigarette. Mr. Corbett explained that we would roll out the "take a break from smoking" campaign this spring with foundry and other manufacturing plants in our local area. The program aims to befriend the smoker as a means to help the smoker's cessation abilities and program choices. Mr. Bigham asked about the **GREAT AMERICAN SMOKEOUT** activities last November 2005. Mr. Corbett explained that we did a promotion with both Subway stores for cold turkey sandwiches in exchange for the customer's pack of cigarettes. The health department collected 63 packs from both stores. The health department also did a "crush the addiction" program at DuQuoin and Pinckneyville grade schools where the kids threw large cigarettes (artwork by Cathy Chapman, Pinckneyville High School health education students) into the back of real trash trucks and had the cigarettes crushed.

Mrs. Tolbert announced, "that takes care of old business and before we go onto new business, I have an announcement". She further lamented that Mr. George Rudis made Mr. Corbett an official administrator by the office of professional regulation at IDPH, as recognized on January 4, 2006.

Dr. Bigham asked if she could be excused shortly from the meeting for a prior commitment. Mrs. Tolbert asked if we still have a quorum at four (4) members and the answer was "yes". Mrs. Tolbert asked for an update on the Medicare Part B account application. Mr. Corbett explained that the health department was going to offer lab services at both facilities and wants to purchase two (2) Cholestech machines for mentioned testing services. The Medicare Part B account needs to be issued before we can test Medicare patients even though the patients are going to pay "out of pocket" and sign an ABN waiver for the diagnostic tests. Dr Bigham asked if the Cholestech machines gave breakdown totals and Mr. Corbett answered "yes". Dr Bigham then said that health department staff members need to remember to make sure the patient has fasted for 12 hours before being tested. She went on to say the health department could open itself to potential high liability if staff members fail to document guidance and direction to address high HDL levels in the patient. Mr. Corbett announced that he had to fill out two (2) Medicare Part B account applications, one for Pinckneyville and the other for DuQuoin locations. Mr. Corbett stated the Cholestech machines are \$2200 each, but that a FQHC in Cairo, IL can sell us two (2) machines for \$2200 total that have not been used. They are getting rid of them because they are changing the format of the diagnostic services. Mrs. Tolbert asked if we needed a standing order to administer the diagnostic tests and Mr. Corbett stated that yes we already have standing orders in place for blood draws and capillary tests and Mr. Corbett said he would have standing orders in place just for the CLIA waived Cholestech machine testing as a precaution. Dr Bigham stated that even though we were creating a good new stream of revenue that we could enhance our lab test market share by getting our prices out to the public since they are extremely reasonable testing fees. Dr Bigham mentioned that the Hospital testing is cost prohibitive for someone without medical / health coverage. The health department's low testing fees would

enable the uninsured, who want to get tested, the ability to be provided such a service. Drs Bigham and Roe mentioned that we should do an open house (by invitation to the provider community and news media) at the DuQuoin office once we have the equipment up and running (including billing services) to get the word out about this great new service offered by the Perry County Health Department.

Mrs. Tolbert asked about the open house in DuQuoin and Mr. Corbett answered that he would hold an open house reception once all the Medicare Part B licenses and billing portfolios have been issued and staff has received training. Dr Roe asked if we had a good response and positive publicity from reopening the DuQuoin office to which Mr. Bigham said he absolutely received positive response from citizens for the office reopening. Mr. Corbett mentioned that we had a painted sign that was hung up onto the building that reads: "Perry County Health Department". The sign and the installation of such did not cost the health department anything.

Dr Roe had an emergency tooth repair to make on a child at his office. Dr Roe was excused from the Board meeting. Since Drs Bigham and Roe left, they gave the remaining Board members their proxy to vote on their absence. Mrs. Tolbert made a motion to purchase the ARC view printer out of the B/T grant funds. Mr. Corbett explained the printer would be used in conjunction with the GPS devices to do mapping for the communicable disease, surveillance, and environmental health programs. Mr. Corbett also stated he would like to offer the equipment (hourly staff service fee) for rent to outside agencies for their uses. We would not make a large amount of money from the rental, but we could at least recoup a portion of the start up costs associated with purchasing the equipment. Mrs. Tolbert asked if we have people proficient in the operation of GPS equipment. Mr. Corbett stated that we currently employ two (2) staff members (Ron Brown, Kris Robinson) that are trained on GPS equipment and software use. Mr. Bigham stated that the county 911 Board just got a grant to purchase GPS navigation equipment. Mr. Epplin asked if Mr. Corbett was seeking approval to spend the \$3999 as listed per the agenda or the \$1200 to \$1500 currently estimated by Mr. Corbett's research on the printer cost. Mrs. Tolbert made a motion that Mr. Corbett be approved to purchase said printer contingent that the cost was less than \$1500 and that the GPS compatible software and handheld equipment is awarded (via proposed WNV spending plan) by the West Nile Surveillance grant with IDPH. Mr. Bigham made the motion, motion was seconded and the motion passed.

Mrs. Tolbert then asked for a motion to be passed for Mr. Corbett to purchase the two used machines from the FOHC in Cairo, IL provided the total cost does not exceed \$2200. Mr. Bigham made the motion to purchase said Cholestech equipment, motion seconded and motion carried.

Housekeeping services for the Pinckneyville office are up for bid. Mrs. Karen Hepp, a current bidder, has put in her final bottom line proposal of \$75 per week, \$140 bi-monthly or \$250 once monthly to clean the office. Mr. Corbett explained to the Board that he had researched other governmental agencies and found all of them paying out more than the \$75 per week. Mr. Corbett said the going rate is \$10 per hour for most every housekeeping service in the area and those persons who bid on the health department job said the job would require at least 7 to 8 hours per week commitment. Mr. Corbett said he felt that the \$75 per week amounts to \$3750 per annum, and that is too high of a cost to absorb for cleaning services compared to the \$1000 per annum currently paid out to Mrs. Fisher. Mr. Epplin mentioned the Funeral Home uses a retired lady to do their contracted cleaning. Mr. Epplin said he did not know if she would be interested, but that he would contact her on the health departments' behalf. Most homes with our bathroom and square footage comparisons are a minimum fee of \$75. Mr. Bigham mentioned the county building has a part time employee that may be interested in cleaning the Pinckneyville office. Discussion, by all Board members, eschewed about Mrs. Hepp's background and cleaning qualifications. Mr. Corbett mentioned he wants to explore two other opportunities and then revisit Mrs. Hepp's bid. Discussion was tabled until the next Board meeting.

Mr. Bigham asked if the department of public health inspects nail salons. Mr. Corbett responded that the salons are inspected and licensed by a different state agency, not the health department.

Mrs. Tolbert said the Board couldn't take a vote or have discussions concerning the employee salary increases since Mr. Knipple said not to discuss the labor contract. Mrs. Tolbert asked if we could accept a proposed change to the employee manual for the 4 vs. 5-day workweek holiday requirements. Mr. Corbett stated that the manual addendum could be voted on due to it merely being a duplicate to a portion of the proposed labor union contracts. As it stands employees on flex schedule are working 12 to 15 hours less per year than their non-flextime colleagues. The proposal would require those employees on a flex schedule to work a total of 28 hours time during holiday weeks since the holiday can only be claimed for a total of seven hours. Mrs. Tolbert announced that she was tabling both subjects for a future board meeting to discuss all salary / benefit compensation issues in their entirety once the union issue is resolved.

Mrs. Tolbert asked about the website. Mr. Corbett said the website should be up and running in the next few weeks. Mr. Corbett announced the website address: www.perryhealth.net Mrs. Tolbert asked what the website set up will cost. Mr. Corbett informed the Board that though Mrs. Tolbert we had contracted with RLC for an internship project to develop the website. Mrs. Marie Sawyer accepted the internship position to design and place our website online. Mrs. Sawyer will be compensated via a stipend for her work to develop our website from scratch. Most professional web designers charge between \$3000 to \$5000 for website development. We budgeted money into the B/T grant due to emergency response requirements. Mr. Bigham announced that Verizon had grants available for non-profits for web page design.

The next order of new business was the health department's request to hire an LPN Nancy Knope (contract position) to work the jail-nursing contract. We currently send a RN out to the jail for services. Mr. Corbett explained that it is more financially responsible to hire an LPN to do the jail-nursing program than to have one of our RN's spend time at the jail and not in one of their assigned programs. Current state regulations say an LPN is adequate to administer jail-nursing services. We have standing orders by Dr. Bigham for an LPN to provide jail-nursing services to the county jail. Mr. Bigham asked what the going rate of hourly pay is for an LPN. Mr. Corbett stated that Mrs. Knope is being compensated at the federal penitentiary \$22.00 per hour, but she works under a union contract. Mrs. Tolbert said an LPN (outside a health dept) is probably being compensated at around \$29 to \$30K per year.

Mrs. Tolbert explained that we would move on to approve the hiring of Susan Cooper, RN for our DuQuoin office. Motion made by Mr. Bigham to hire Mrs. Cooper at \$28210 per annum, motion seconded and passed. Health Board members mentioned what a good fit Susan will be in the position of community health nurse.

Mrs. Tolbert announced the next regularly scheduled meeting of the Board of Health would be on April 12, 2006 at 7:00 pm at the Perry County Health Department Boardroom. Mrs. Tolbert announced that with the union negotiations / ratification issue that the Board will likely need to hold a special meeting to vote on the labor contracts. Mr. Corbett asked about the salary realignment for several employees. The Board agreed. Mrs. Tolbert made a motion to adjourn, motion seconded, motion carried.

9:53pm Meeting Adjourned.

Brice Harsy, Secretary Board of Health