

Cass County Health Department

BOARD OF HEALTH

Regular Meeting  
September 25, 2019

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on September 25, 2019. Secretary/Treasurer Joyce Brannan called the meeting to order at 12:14 p.m.

Board of Health members attending the meeting were Lesley Newell, Joyce Brannan, Ron Aggertt, Josh Millard, Amy Parlier and Hollie Reid.

Health Department employees present were Teresa Armstrong, Tiffany Angelo and Brandi Hymes. Nicole Roegge was present to take the minutes of the meeting.

Approval of Minutes

A motion was made by Hollie Reid and seconded by Josh Millard to approve the minutes of the August meeting as presented. The motion carried with all in favor.

Approval of Financial Report

Teresa Armstrong, Administrator, reported that there were really no issues or concerns to point out. She did report that there were 3 payrolls in August which is reflected in the increased expenses for the month. The health department continues to wait on signed grant agreements from the Illinois Department of Public Health before revenue is recognized in the reports.

A motion was made by Amy Parlier and seconded by Ron Aggertt to approve the financial report as presented. The motion carried with all in favor.

Administrator's Report

Teresa Armstrong, Administrator, reported that she received a call earlier this morning from IDPH to discuss an issue at JBS. The CO2 used to euthanize the hogs for processing had an elevated level of a cancer causing agent when it was quality tested yesterday. The USDA has closed the JBS kill floor while the issue is investigated and hopefully resolved. IDPH wanted to make the health department aware of the situation in case there were any calls from concerned citizens or employees.

Teresa reported that the billing department is still looking for a biller. This position has been very hard to fill. A candidate was hired for the position but due to a death in her family was unable to start on the agreed upon date. Since that point she has not made contact with the health department. The Home Services department is also looking for a full time RN.

Teresa continues to work with staff on preparing for the upcoming HRSA site visit which is scheduled for October 22-24. A conference call with the project office and site reviewers is supposed to happen 6 weeks prior to the site visit but has not happened yet. Staff are working on gathering documents that are needed to be sent ahead of the site visit based on the HRSA site visit protocol manual that has been provided.

Teresa has been working with Andy Eustice from Beardstown to a panic button alarm system in both offices. Buttons are located at the front desk in both offices as well as all exam rooms used for behavioral health patients. These buttons have a direct line to the sheriff's office and will dispatch an officer to the building when pushed. Teresa is also working with ADT to install security cameras in the parking lots and reception areas of both offices as well.

Teresa reported that Amy Thompson has taken over managing the front desk staff for both medical and dental. All staff will eventually be cross trained to cover for both programs. There is a lot of retraining that is happening now.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that Samantha Cary has been hired as a full time LPN for the Beardstown office. She started last week and is doing well. Maryia Price has been hired as a full time CMA to float between the Virginia and Beardstown offices. She will start next week. Patricia Carpenter has accepted the Clinic Coordinator position. She will transition into her new role as soon as an LPN is hired and trained to fill her spot on the floor.

Tiffany reported that the medical clinic reported on six quality measures and met or exceeded their goal on three of those. Two of the measures who did not meet goal were at the same percentage they were during the last reporting period. Tiffany feels that the numbers on some of the quality measures are a little lower because Dr. Curry is new and is still learning how and where to document all of the various measures. Tiffany also reported that the immunization measure, which is always a struggle for the clinic, met goal for the second reporting period in a row. There were no dental measures to report this month.

See handout.

### Maternal Child Health Report

See handout.

### Quality Assurance Report

See handout.

### Old Business

There was no Old Business to report.

### New Business

A motion was made by Ron Aggertt and seconded by Amy Parlier to approve the Cass County Health Department HIPAA Policies and Procedures as presented with no changes. The motion carried with all in favor.

The Cass County Board of Health By-Laws were distributed. Board members were asked to review the By-Laws and any changes will be voted on at the October Board of Health meeting.

Teresa Armstrong, Administrator, presented health insurance price changes. The premiums will increase by 5.14%. Teresa recommended an 85%/15% premium split for employee only plans and a 60%/40% premium split for all other plans. A motion was made by Lesley Newell and seconded by Josh Millard to accept this recommendation. The motion carried with all in favor.

### Adjournment

A motion was made by Amy Parlier and seconded by Hollie Reid to adjourn the meeting. The motion carried with all in favor. Secretary/Treasurer Joyce Brannan adjourned the meeting at 12:44 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.