

**WOODFORD COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
MINUTES**

DATE: January 29, 2018 START TIME: 7:00 p.m. END TIME: 8:21 p.m. LOCATION: Woodford County Health Department

Present: Board Members: Dr. Bernard Bucher, Bonnie Allen, Gary Schaer, Jim Johnson

Staff present: Hillary Aggertt, Administrator;

TOPIC	DISCUSSION	ACTION / RESPONSIBLE PERSON / DATE
	The meeting was called to order by Dr. Bernard Bucher President of the Board of Health.	
<u>ROLL CALL</u>	Members present as shown above.	
<u>REVIEW OF MINUTES</u>	BOH minutes from November 27, 2018 were reviewed.	Bonnie Allen moved to approve the November 27, 2017 minutes as presented. Gary Schaer seconded. Motion carried.
<u>Department Reports</u>	Hillary Aggertt reviewed and presented the Environmental Health and Maternal Child Health reports.	
<u>FINANCIAL REPORT</u>	Through November 30, 2017 WCHD expended \$539,085.91 (94%) of the \$576,131 budget. At the end of the FY17 year end, WCHD had \$814,140.71 in reserves. Starting the new FY18 budget, WCHD has expended \$46,032.00 as of December 31, 2017. This is 7% of the budget. A reminder there is a contingency line item in this year's budget. WCHD has \$827,370.40 in reserves. Part of this is because WCHD received \$16, 571.20 from Tobacco.	Schaer moved to approve the financials as presented. Jim Johnson seconded the motion. Motion carried.

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	<p>This will probably increase in February since WCHD received the entirety of the LHP grant of \$66,257.00.</p> <p>WCHD has a few grants still pending on signatures (lead, summer food, SDW).</p>	
<p><u>OLD BUSINESS</u></p> <p>Health Department Building Discussion</p>	<p>Aggertt stated there continues to be discussion around purchasing space for the health department. The County offices committee will be looking at hiring an architect to see what the cost would be to put the current building into the other potential building. Aggertt has a lot of questions regarding financial makeup of the potential move and who is responsible for specific tasks. Aggertt will present more information once it becomes available.</p>	
<p><u>NEW BUSINESS</u></p> <p><u>Administrator's Report</u></p>	<p>WCHD will be conducting a dispensing drill on March 21st. Dustin Schulz and Melissa Theleman will be coordinating with student nurses to assist during this drill.</p> <p>Hillary will be shutting down the building for the all-day staff retreat on February 7th. Hillary will be discussing a timeline for the board regarding policy review.</p> <p>Hillary is purchasing two new access points for the department so WiFi works throughout the building. The current access points are not working correctly. Discussion about the VPN connection and EH will occur.</p>	<p>Allen moved to approve the administrator's report as presented. Seconded by Johnson. Motion carried.</p>
<p><u>Statement of Economic Interest</u></p>	<p>Aggertt stated all BOH members will need to fill out a Statement of Economic Interest for the County records.</p>	
<p><u>Proposed: Third Party billing program</u></p>	<p>Aggertt stated WCHD currently has CDP as a vendor to submit billings. WCHD currently verifies all processes, verifies payment reimbursements and verifies the claims being submitted. Aggertt</p>	<p>Johnson moved to approve NueMD as</p>

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<u>evaluation and vendor analysis</u>	stated WCHD staff would like to conduct this work internally since the majority of the work is already being done internally. Aggertt presented three different options for service (based on health department systems).	WCHD vendor to submit billing claims if approved by States Attorney and once a date with current contract is dissolved. Allen seconded the motion. Motion carried.
<u>Proposed: Third Party Billing contracts and billing process (services provided)</u>	Aggertt stated currently we have little to no participation for Aetna, Cigna, Health Alliance, and Humana. The BOH approved to dissolve services for these specific contracts but WCHD is still considered an in-service provider.	Allen moved to approve to dissolve Aetna, Cigna, Health Alliance, and Human contracts based on the notification dates for each contractor. Schaer seconded. Motion carried.
<u>Proposed: 2017 Annual Report</u>	Aggertt presented the 2017 Annual Report for review.	Schaer moved to approve the 2017 WCHD Annual Report as presented. Johnson seconded. Motion carried.
<u>Proposed: UPS charges and how it effects programs</u>	Aggertt stated Ace Hardware in Eureka has been a UPS dropoff WCHD has utilized. Ace Hardware will be charging \$2 per package. Different options were discussed including paying the fee at Ace, for WCHD to become a dropoff, and for UPS to pick up packages at WCHD.	Johnson moved to approve WCHD to pay a \$2 fee per package to drop off at Ace and to utilize staff driving to UPS in East Peoria when available. Schaer seconded. Motion carried.
<u>Policy review and timeline</u>	Aggertt mentioned the current WCHD policies need to be reviewed and approved by the board. Aggertt will work with staff to present different sections per division throughout the year.	

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<u>Proposed Public Health Award</u>	Aggertt stated it is that time of year to collect nominations and present the public health award. Aggertt presented the nomination form for review.	Allen moved to approve the Public Health Award Nomination form as presented. Johnson seconded. Motion carried.
<u>Proposed: Purchasing Encrypted emails</u>	Aggertt stated currently WCHD does not have encrypted emails to share PHI with appropriate partners.	Allen moved to approve for the Administrator to purchase encrypted emails for nursing staff and Third Party Billing staff. Johnson seconded. Motion carried.
<u>Proposed: Administrator training schedule for 2018</u>	Aggertt presented a potential training schedule to the board for review.	Allen moved to approve the Administrator’s training schedule as amended. Johnson seconded. Motion carried.
<u>Proposed: Funding/personnel for IPLAN/Assessments going forward</u>	Aggertt stated Illinois Department of Public Health is drafting a code change regarding certification and IPLAN for the state. The state has gotten pushback from the local health departments about the importance of assessments and certification. Aggertt presented to the board to continue to work as a tri-county Partnership for a Healthy Community group regardless of code changes at the state level.	Johnson moved to approve to continue to support the Partnership for a Healthy Community through the tri-county process as presented. Schaer seconded. Motion carried.
<u>Proposed: updated Organizational Chart</u>	Aggertt presented an updated Organizational chart for WCHD for review.	Allen moved to approve the organizational chart as presented. Seconded by Schaer. Motion carried.

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<u>Adjournment</u>		At 8:21 p.m. Allen moved to adjourn. Johnson seconded. Motion carried.
	Next Meeting Date: March 26, 2018	

Respectfully submitted by: _____
Secretary, Lisa Maynard