

**BOARD OF HEALTH MINUTES
HANCOCK COUNTY HEALTH DEPARTMENT
March 13, 2008**

Board Members Present: Max A. Rodeffer, DMD Donna Bruenger
 William A. Rasmussen, ATTY Esther Sellars
 Thomas J. Scheez Edward J. Owen

Board Members Absent: L. Joe Smith, MD

Others Present: Teresa Beeler, Administrator
 Karen Gronewold, Administrative Assistant
 Robyn Nichols, Home Health Director
 Carol Brower, RN

The Board Meeting was called to order at 4:35 p.m. by M. Rodeffer, Board President.

Home Health Annual Report – Advisory Committee: Robyn Nichols, Home Health Director, presented the annual home health agency review. Information from the past fiscal year, 07/01/2006-06/30/2007, was given to each Board member. Patient statistics were included in the documentation. Total skilled visits in FY2006 were 2,670 and in FY2007 there were 2,673. Patient numbers noted in FY2006 were 206 and in FY2007 193. Medicare clients were up in FY2007. Currently there are four Home Health RN's (in addition to the Director) and six CNA's making in-home visits. The evaluation review form was completed in writing, and signed by Max A. Rodeffer, Board President. Our Speech Therapist resigned mid-March, and we continue to search for one. Memorial Hospital is also in need, as we used the same therapist. Medicare review went well with only one negative comment—one patient was not weighed at the visit. Our Home Health Agency was rated in the top 25% of all national agencies. A Receipt Policy has been implemented to take effect immediately. This is a two-way system for quality assurance and documentation.

Nursing Shortage: Carol Brower was present to state Home Health is in need of additional RN staff. Discussion followed. T. Beeler stated Home Health classified ads have indicated experience required, as well as a benefit package. Possibly the RN pay scale needs to be looked at. At present, an ad for an RN or LPN is being sent to the media. The Home Health client load has been very heavy at times. W. Rasmussen felt it would be helpful to see a spreadsheet for comparison of various wages, work days/times, mileage, etc.

Executive Session: At 5:35 p.m., E. Sellars made a motion to enter Executive Session; Ed Owen seconded, and all Board members concurred. At 6:15 p.m., W. Rasmussen made the motion to adjourn Executive Session and return to the regular Board meeting; E. Sellars seconded. Motion carried by all present.

Minutes & Reports: The minutes of the November 8, 2007, and January 17, 2008,

Board Meetings and the monthly reports (November/December/January/February) were approved by all members present. E. Owen made the motion for approval of the minutes and T. Scheetz seconded; motion carried. W. Rasmussen made the motion for approval of the reports and E. Owen seconded; motion carried.

Probationary Period: T. Beeler requested the Probationary Period be extended from three months to six months. After checking with other Health Departments, the average is six months to one year. Employees may not fully comprehend their job duties in three months, and therefore it is difficult to evaluate their performance. W. Rasmussen made the motion to extend the Health Department Probationary Period to six months starting at this time and to grandfather in current employees; E. Owen seconded. Motion carried by all present.

Bank Instrument Policy: The HCHD policy requires two signers for \$500 or more, due to the last DHS Review. As Dr. Eddingfield is no longer on our Board, it is necessary to name a replacement signer for the HCHD Bank Instrument Policy. M. Rodeffer suggested this be someone in Carthage to be readily available and for convenience. Both W. Rasmussen and E. Owen were willing, so a coin was flipped with W. Rasmussen being chosen.

Physician: T. Beeler stated Dr. Eddingfield has been very busy since moving here. Some changes have been implemented to better utilize staff. The new full-time Nurse Practitioner will be here in July.

Smoke-Free: The State is revamping its' Smoke-Free Policy at this time, outcome unknown.

Transportation: Mental Health has agreed to oversee County transportation for non-emergent medical appointments. They have prepared a budget and plan to be operational the summer of 2008. T. Beeler attends the transportation meetings.

**NEXT BOARD MEETING:
Thursday, May 8, 2008
5:30 p.m.**

Adjournment: There being no further business, E. Sellars made the motion to adjourn at 6:45 p.m. and E. Owen seconded; motion carried.

Max Rodeffer, President
/kg

Date