

**BOARD OF HEALTH MINUTES  
HANCOCK COUNTY HEALTH DEPARTMENT  
February 25, 2010**

Board Members Present:      Dennis Coventon, DO                                  Esther Sellars  
   Thomas J. Scheetz    Edward J. Owen  
   Andy Bastert    L. Joe Smith, MD  
   Stanley Tucker, ATTY

Board Members Absent:      Deb Althide    Debbie Limkemann  
   Donna Bruenger    Max A. Rodeffer, DMD

Others Present:              Teresa Beeler, Administrator  
   Karen Gronewold, Administrative Assistant  
   John C. Faulhaber, CPA  
   Amanda Humphrey, Home Health Director  
   Lisa Anderson, Scheduler & Food Inspector  
   Carol Brower, RN, Home Health  
   Laurel Gillespie, RN, Home Health

The Board Meeting was called to order at 5:35 p.m. by E. Owen, Board President.

**Introduction:** E. Owen welcomed Stanley Tucker, Attorney, newly appointed Board Member.

**Annual Audit Report:** John C. Faulhaber, CPA, was present to explain the Health Department Audit Report ending June 30, 2009. The purpose of the audit is to insure accounting principles are followed and adhered to. Fraud is considered in auditing, as the opportunity exists and is always possible. These financial statements are the responsibility of the Health Department's management. It was stated that the TB money is to be spent for tuberculosis purposes only. No problems were noted. Audit copies were given to Board members and, should they have any questions, they were invited to call or stop by his office, and he would be available to discuss any concerns. A. Bastert made the motion to approve the Annual Audit Report, Dr. Coventon seconded; motion carried by all present.

**Home Health Annual Report – Advisory Committee:** Information from the past fiscal year, 07/01/2008-06/30/2009, was presented by Amanda Humphrey, Director. Patient statistics were included in the documentation. Total skilled nursing visits in FY2008 were 3,350 and in FY2009 there were 3,598. Patient numbers noted in FY2008 were 293 and in FY2009 there were 278. Currently there are four Home Health RN's (in addition to the Director), one LPN, and six CNA's making in-home visits. Even though patient numbers are down, visits are up. At this time, there are 17 different agencies that can come into Hancock County to give home health care. Dr. Smith questioned how hospital and nursing home discharges were made and if patients were informed of their choice. A. Humphrey reported that a commercial will be made very soon for television advertising. (Shoot date is March 5, 2010.) The evaluation review form was

completed in writing and signed by Edward Owen, Board President. T. Scheetz made the motion to approve the Home Health Annual Report, Dr. Smith seconded; motion carried by all present.

**Minutes & Reports:** The minutes of the December 10, 2009, Board Meeting and the monthly reports were approved by all members present. Dr. Coventon made the motion for approval of the minutes and E. Sellars seconded; motion carried. T. Scheetz made the motion for approval of the reports and E. Sellars seconded; motion carried.

**H1N1 Update:** T. Beeler reported that we had approximately 2,200 doses of H1N1 vaccine expire and were destroyed. The department has given approximately 3,900 doses up to now.

**Telephone Update:** E. Owen opened discussion of telephone issues within the department. T. Beeler reported the phone system in the original part of our building is analog with digital updates added on. The newer part of our building is digital. T. Beeler reported the cost to replace/upgrade our panel would be \$7,000-\$10,000 or to replace the entire system for \$25,000-\$40,000. When first installed, we had 16 phones with 200 calls weekly, we now have 49 phones with 1,059 calls weekly. S. Tucker suggested J&S (Ft. Madison, IA) as a possibility, as he has had good results with them. Discussion was held regarding reliability of the current system. A wireless phone system was discussed and questioned if that would be feasible. A. Bastert made the motion to request bids (including wireless service) from three different companies to fix and/or replace our phone system. When this has been completed, T. Beeler was instructed to pole the Board members via telephone with the results. The Board members then have the option to accept or reject from the information presented. Dr. Coventon seconded the motion; motion carried by all present.

**Transportation:** T. Beeler informed the Board that she had just received the signed IL Department of Transportation Operating Assistance Contract #5311 from David Walker, County Board Chairman. With this being finalized, public transportation may start in 1-2 months.

**Freedom of Information Act (FOIA):** David Walker, County Board Chairman, has been appointed FOIA Officer for the County Board only. Each board must appoint an FOIA Officer for each office. The Health Department will need to appoint an FOIA Officer and two additional Open Meeting Officers. S. Tucker stated if legal counsel were needed, the State's Attorney would be the contact. A. Bastert made the motion to appoint T. Beeler as the Health Department FOIA Officer, Dr. Coventon seconded; motion carried. T. Scheetz made a motion to appoint D. Linkemann and D. Bruenger as the two Open Meeting Officers, A. Bastert seconded; motion carried.

**Announcements:** E. Owen congratulated Andy Bastert on his promotion in the First State Bank of Western Illinois. The Adams County Health Department will be having Open House on Sunday, February 28, at their new facility at 4<sup>th</sup> & Hampshire, Quincy, IL.

**NEXT BOARD MEETING:  
Thursday, April 8, 2010  
5:30 p.m.**

**Adjournment:** There being no further business, T. Scheetz made the motion to adjourn at 7:30 p.m., S. Tucker seconded; motion carried.

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Edward J. Owen, President

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