

MCHENRY COUNTY TUBERCULOSIS AND TREATMENT BOARD

MEETING MINUTES

JULY 16, 2019

CALL TO ORDER:

Rebecca Rockwood MT called the meeting to order at 8:15am; TB Board Members present were: Rebecca Rockwood MT and Fran Stanwood RN BSN; Staff present were: Melissa H. Adamson MPH Administrator, Susan Karras MBA, BSN, RN Director of Nursing and Amanda Kurka RN BSN.

MINUTES:

Fran Stanwood BSN, RN made motion to approve TB Board Minutes from May 2019; second by Rebecca Rockwood MT.

FINANCIAL REPORTS:

Susan Karras MBA, BSN, RN presented maintenance Budget for 2020 with changes in the expenditure line items: training and meeting expenses.

Fran Stanwood BSN, RN made a motion to approve the budget for 2020; second by Rebecca Rockwood MT. Budget for 2020 approved.

Disbursements and Income and Expense Report reviewed:

Fran Stanwood RN, BSN inquired about the new Advanced business software (LLC).

Susan Karras MBA, RN, BSN explained it is our new electronic health record system. It is a company that is writing the software. We are preparing to launch the clinical portion for TB clinic and billing with the software. The software was chosen based on price and continuity within the health department.

Fran Stanwood BSN, RN made motion to approve; Rebecca Rockwood MT second.

MONTHLY REPORT:

Amanda Kurka RN BSN reviewed TB Nurse Report for May/June 2019.

Skin Testing:

- In May 17 clinics were held with 25 skin tests performed and 2 IGRA's collected.
- In June 19 clinics were held with 25 skin tests performed and 0 IGRA's collected.

Doctor Clinic:

- On May 13, 2019 doctor's clinic was held with 5 chest x-rays reviewed and 16 charts reviewed.
- On June 10, 2019 doctor's clinic was held with 2 chest x-rays reviewed and 6 charts reviewed.

Patient Update:

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- One active disease patient in continuation phase of drug therapy. Completion is set to mid-July. Extended therapy due to indeterminate PZA resistance.
- Active patient transferred from Will County in the continuation phase.

Activities:

- 5/14 & 5/17 PADS testing 10 total tests and 7 reads.
- 6/12 & 6/14 Old Firehouse Assistance Center, 11 tests and 9 reads.

Webinars/Trainings:

- 5/16/2019 Let's Hash Out the Drug Rash (Heartland National TB Center) Webinar

Upcoming Events:

- PADS testing in July
- Two upcoming Webinars on TB VS Diabetes and LTBI
- Illinois Council on Tuberculosis conference will be held on Thursday, August 29 at the Northfield Inn in Springfield.
- Nationwide shortage of TB solution.

Fran Stanwood BSN, RN motioned to approve monthly reports; Rebecca Rockwood MT second.

OLD BUSINESS:

Susan Karras MBA, BSN, RN provided staff updated on current interviewing process for open nurse position.

Fran Stanwood RN, BSN inquired Dr. Mowery is going to do another TB call. Susan Karras MBA, BSN, RN responded that he has agreed. We need to look at the Bi-Laws. Questioning if he can participate by phone.

Susan Karras MBA, BSN, RN discussed confusion on who's term is up. Rebecca Rockwood's term is apparently up. County is going back looking at past agendas.

Rebecca Rockwood MT noted a quorum must be physically present to allow other members to join by phone.

Susan Karras MBA, RN, BSN discussed TB board meetings:

- A) Time and location for TB board meetings
- B) 8 am in Woodstock works well and rescheduling is working better than just cancelling.

NEW BUSINESS:

BOARD ISSUES:

Bi –Law-Review

- A) Discussed review of articles VIII and X. Susan Karras MBA, RN, BSN will draft a revision for phone participation in board meetings
- B) 3 members are needed in order to change Bi-Laws

Providing that all 3 members are present then changes to the Bi-Laws will be made

INFORMATION:

Melissa Adamson MPH Administrator and Susan Karras MBA, RN, BSN informed and explained the layout of Annex A and the programs in Crystal Lake

- A) IBCCP and Wise Woman in Crystal Lake
- B) Explained the Layout in Crystal Lake

ADJOURNMENT:

Rebecca Rockwood MT made motion to adjourn meeting at 8:40 am.