

**MINUTES OF A HEALTH AND MISCELLANEOUS COMMITTEE MEETING HELD IN  
THE COUNTY OF HANCOCK, STATE OF ILLINOIS, HELD IN THE COUNTY  
COURTHOUSE, CITY OF CARTHAGE ON APRIL 12, 2022**

The meeting was called to order by Pat Cramer at 6:29 p.m. Those in attendance included members Tom Rodgers, Steve Finney, Katherine Phillips, Gary Stansbery, Jan Fleming, Andrew Asbury, Pat Cramer, Delbert Kreps. Visitors included Jack Curfman, Patsy Davis, Jessica Frese, John Simon, Doug DiPrima, and Sedena Jackson. Stephanie Swisegood was in attendance to take minutes of the meeting.

Mr. Kreps assigned Mr. Cramer as chairman of the Health and Miscellaneous committee. Mr. Cramer then nominated Mr. Asbury as Vice Chairman of the committee. Ms. Fleming seconded. All members present voted "aye".

Ms. Patsy Davis talked about the process on bills from the ambulance. When the director sends in the bill, if Medicare and insurance pays for it then the only thing the person gets is an Explanation of Benefits but does not actually get anything from EMS stating what the service was as far as what happened on that run, what kind of run it was, etc. She was told by Pam Buck who works for Tim with PBS that bills had not been up to date. Mr. Simon stated there were at least 2 months of calls in a queue when he presented. Ms. Buck stated that we had been consistently behind on submitting bills since July 2021. She would have to make calls to ensure bills were being received. Ms. Davis stated that as a Health and Miscellaneous committee we need to be diligent with this. We are down 181 runs in the last 3 years. Ms. Fleming stated that we cannot create runs, and transfers are down. She stated that contractual allowance is a no brainer, bad debt was always a topic in the minutes. Ms. Fleming stated that it is PBS's job to call and ensure timely billing. Ms. Davis stated that maybe we need to have a forensic audit. She stated as a committee we need to be mindful. She left at 6:45 p.m.

Mr. Simon gave the ambulance report. He wanted to focus on a couple of highlights that they had been focusing on over the last 26 days or so. They had done some analysis as far as operation perspective and why the calls are down. They figured out that something had happened in April 2021 that made a significant impact in the run volume to the tune of about 20 runs a month. Dollar wise it equates to roughly \$10,000-\$15,000/month. We looked back through the minutes and saw some discussion about carve-outs for Dallas City. Carve-outs effect your bottom line. Nationwide ambulance calls are up except in Hancock County, Adams County is up 16%, we need to figure out why. Mr. Rodgers stated we can only do transfers up to 60 miles. Mr. Simon explained Nauvoo, LaHarpe, and the area in between is being covered by Henderson County which means we are missing out on this revenue. Mr. Rodgers asked if we were getting calls for LaHarpe. The ambulance gets 911 calls but the ambulance comes from Henderson County. Mr. Simon stated that his point was that there is a reduction in revenue but the expenses are still the same. He stated in the coming months they should have better analytics. In the last 30 days, they have just been getting up to speed. Mr. Simon stated that the average run before April 2021 was 120 and it dropped to 90. Mr. Asbury asked how far north the ambulance runs. Mr. DiPrima stated the Adrian blacktop is the cut off, about 6 miles out of town. If they are out of service we will go there but normally we will get in their rig with them which is a \$300 charge. Mr. Asbury explained it is not the same revenue as if we were using our own rig. Mr. Cramer asked if the

ambulance knows when Henderson County is out of service. Mr. DiPrima stated sometimes they do but they usually do not know unless they get a call. Mr. Rodgers stated when we changed our service then we received fewer 911 calls to cover. Mr. Asbury stated about 20% of the county lives in this region. Mr. Cramer stated we cannot increase unless they allow it. Mr. Simon stated this is something you would have to run past legal to see who has jurisdiction. He has the statutes and can provide that to Ms. Mast. As you look at that revenue drop that is a big chunk of where we saw that big dip in volume.

Mr. Simon said they will be moving the crews to a rotating schedule in May. They have weekly meetings with the staff and are working as a team to combat some staffing issues. Everyone has been positive about it. They will be moving to two 24-hour shifts per week. This works out to having every third weekend off and a 5-day run off. They hired 1 full-time paramedic who will be starting May 2. They have 3 part-time staff members from Adams County to help with shifts. They lost 1 full-time paramedic and 1 part-time paramedic. The crews are still working overtime.

Mr. Simon did not have a financial report to go over. He did not know why the committee reviewed contractual write offs because this is something that we do not have a choice in the matter unless it has to be done under Medicare statutes. They have seen a lot of documentation errors. He reached out to the crew members to make sure they have good documentation. Some employees are new and do not know how to fill them out appropriately yet. Some are just set in their ways. If they turn in a document and it is wrong he gives it back to the employee to correct. He has talked to Tim and Ms. Buck and asked what they are looking for and what they are wanting to see. He is wanting to have an NAAC CADS training course. This will be a cost share with Pike County, Adams County, and Hancock County. It should cost about \$3500 out of the training budget. This educates paramedics and EMTs on how to appropriately document, compliance, and billing requirements. It also teaches them on medical necessity.

Mr. Simon brought a couple of tablets from Adams County to use in the rigs. The second-best thing for crew members is to collect signatures at the time of service. There is no delay in billing. In Adams County today they are billing for yesterday's runs. Mr. Rodgers asked if the laptops are accounted for, and how much would a tablet cost. Mr. Simon stated they cannot use an Ipad. They have Surface Pros which run \$1100-1200. For now they are using the extras from Adams County. He would rather do that since they are still trying to balance costs. Warsaw had approached Mr. Simon about First Responders. From the information he had been provided they are interested in starting an ambulance to cover their area. He is going to find out more information so we can make an educated vote. Mr. Asbury stated from what you have stated before it would behoove us to deter them to do this part time.

Mr. Simon stated that May 15-21 is EMS week. This is a big week in the EMS industry. Put this on your calendars. Stop by the station. There has been a lot going on in EMS over the last couple of years but these men and women are living it every day and they deserve the recognition.

Mr. Simon asked about the meeting times. These pose a conflict with his meetings in Adams County. It would be beneficial if the night of the meeting could be changed. It was decided to do the first Monday after the Building and Grounds meeting and perhaps moving the Building and Grounds to 6:00 and having the Health and Miscellaneous at 7:30. Ms. Phillips motioned the meeting day be moved to the

first Monday, Ms. Fleming seconded. A roll call vote was taken with all members present voting "yes". Motion carried.

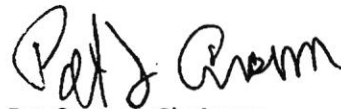
Mr. Asbury asked Mr. DiPrima how the crews have responded with all the changes. Mr. DiPrima stated they have been fairly receptive and are pretty much adapting. Everyone has picked up extra shifts. He stated Mr. Simon is doing a great job trying to get us back on track. Ms. Fleming asked about the finance report. Mr. Simon stated he just got the finance reports. They pulled more money out of the tax anticipation warrant to cover payroll and bills. He is hoping to get their arms around that next month. They are down to \$100,000. This last week was a 3-week payroll. Ms. Fleming asked if we are still operating 2 ALS ambulances most of the time, yes they are. Mr. Rodgers stated last month the ambulance brought in \$30,000, what was brought in this month? Ms. Frese stated they brought in \$43,000. Ms. Frese and Mr. Simon left at 7:20.

Mr. Curfman gave the ESDA report. They are talking about potential Rain Gardens in Hamilton, Nauvoo, and Plymouth. The brush pile in Niota has been burned but more trash has been piled on. He would like to spend \$600 to have this cleaned up and spend \$60 on a No Dumping sign. Mr. Asbury motioned to pass on to full board for Mr. Curfman to spend \$660 on cleanup and a sign. This was seconded by Mr. Rodgers. A roll call vote was taken with all members present voting "yes". Motion passed.

Mr. DiPrima and Ms. Jackson left at 7:27 p.m. Claims were gone over. A motion to send the bills on to full board for approval was made by Mr. Finney with Ms. Fleming seconding. All members present voted "aye".

Motion to recess until May 9 at 7:30 was made by Mr. Finney with Ms. Fleming seconding. All members present voted "aye".

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Pat Cramer", written in a cursive style.

Pat Cramer, Chairman