

MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on *June 24, 2014 in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

ATTENDANCE:

Position	Name	Present	Not Present
County Commissioner	Nate Hall		X
Pharmacist	Andrew Foster, Pharm. D, R.Ph. (Chair)	X	
Dentist	Rose Satterfield, DMD		X
Veterinarian	Donald Fuller, DVM	X	
Physician (Gen. Pub.)	Cecil Page		X
Registered Nurse	Jennifer White, RN	X	
Engineer (Gen. Pub.)	Ricky McVey		X
Optometrist (Gen. Pub.)	Carl Carroll, RS, MBA	X	
General Public	Keisha King		X
General Public	Elin Armeau-Claggett, PA-C, PhD (Vice-Chair)	X	
General Public	Sharon Kupit	X	

Others Present: Frederick Moore, MD – Health Director
 Sharon Hendricks – Finance Officer
 Patty Smith-Overman, FNP – Clinic Director

I. Call to Order

- A. The June 24, 2014 meeting of the Caswell County Board of Health was called to order by the Chair at 7:00 P.M.

II. Public Comment

- A. None

III. Action Items

- A. Approval of Minutes

A motion was made by Donald Fuller and seconded by Carl Carroll, to approve the May 27, 2014 Minutes of the Board Of Health as distributed in the packet. The motion carried on a vote of 6 to 0.

B. Budget Amendment

1. Dr. Moore said that Budget Amendment #7 moved funds between line items to cover expenses but there was no overall change in Health Department budget.
2. Donald Fuller asked what was behind the proposed decrease in salary budget. Dr. Moore said that there was probably some laps salary and funds were available to be moved to cover expenses. Dr. Moore said that we were at the end of the fiscal year and were trying to use every bit of budget we could.
3. Sharon Kupit asked about the changes in the contracted services line item. Dr. Moore said that this was either from the Home Health program or the Maternal Health program. He wasn't sure exactly why that money was available, but it was needed elsewhere this month so was moved.
4. Dr. Moore said that at this point we had not yet received the Medicaid cost settlement and funds were tight. This is why we are having to move a lot of funds around to cover expenses.
5. Even if the cost settlement comes in in July the County Finance Office has said they will "back it in" to fiscal year 2013 – 2014. However, if the settlement does not come in until the next fiscal year it will mean a surplus for that year as there may be two cost settlement payments during the year. One way or another it all

balances out.

A motion was made by Carl Carroll and seconded by Sharon Kupit to approve Health Department Budget Amendment #7 as presented. The motion carried on a vote of 6 to 0.

IV. Informational Items

- A. The Board of Commissioners approved the budget for the next fiscal year at their meeting last night. From what we have been told the approved budget includes funding for Home Health and Adult Health. While there are significant reductions in this budget compared to the current fiscal year we avoided the draconian cuts that were a possibility.
- B. The budget included a 2% cost-of-living increase for employees and also put a floor of \$10 an hour for most county employees. The Health Department has one position that this floor applies to. To pay for the cost of government than the tax rate went up by two cents per hundred dollar valuation.
- C. Home Health issues
 1. The biggest issue in this coming budget for the Health Department is going to be Medicare revenue in our Home Health program. The County Manager asked that I send the billing contract to the County Attorney, and that has been done. I have not yet heard back from the attorney. We will wait to hear what he says before moving forward on this issue.
 2. Dr. Moore said that when he first started looking at the home health billing issues he thought that a large portion of the problem was with our billing service. Over the last several months it appears that less of it is the billing services problem and more of it is internal to the Health Department's billing process. Based on this understanding, Dr. Moore said that breaking the billing contract appears to be less important than it once did. He still wants to bring the billing back in-house but it is less of an urgency.
 3. One of the biggest problems Dr. Moore sees with the billing service is their lack of follow-up with rejected claims. There is also a communication issue that makes it difficult to know exactly what is going on in the billing process. In addition, our billing staff has to monitor the billing process closely and harassed them to correct issues. In the opinion of Dr. Moore, we are paying them too much money for us to have to supervise them. All of these issues have resulted in some revenue loss.
 4. Over the last month we have made some changes in the internal billing process that have resulted in an is some increased revenue. However, we are once again having some staffing issues that may derail some of this progress.
 5. After reviewing some numbers it appears that most of our shortfall is due to a drop in Medicare census of about 20 patients. We hope to start increasing our outreach and advertising to build these numbers back again. However, we need to make sure we have staff to care for this increased census.
 6. Elin Armeau-Claggett commented that based on the statistics in the package things appeared to be improving over the last few months.
 7. Carl Carroll asked what the average workload was of a Home Health nurse. Dr. Moore said there was a lot of variability depending on the needs of the patient. Some patients require one visit every 60 days and others may require two or three visits a day. In general each full-time nurse manages about 40 patients but sometimes they are very busy and sometimes less so. This variability in workload is why many home health agencies use a large pool of nurses that are paid by the visit. However, in Caswell County we don't have a large pool of nurses to draw from and if you do not give a nurse enough work they will move on to another employer.

8. Dr. Moore reminded the board that every difficult circumstances an opportunity to reevaluate yourself and look for better ways to accomplish the necessary tasks. We are currently in a difficult circumstance and we will need to take a hard look at all aspects of how home health functions to see if there is a better way to organize ourselves.
 9. There was a general discussion about whether the home health agency should continue to provide services outside of the borders of Caswell County. There are a lot of variables in this discussion and we will need to spend some time evaluating our options.
- D. Board Of Health Quorum
1. At the last meeting we were faced with a situation of having a quorum at the beginning of the meeting but when a member left we no longer had six members present. At that time the board decided to continue with the meeting as if we had a quorum.
 2. Dr. Moore said that he did some research on this subject and came up with two opposing views. This board needs to decide how they will handle a similar situation and it can then be included in the board's operational procedure.
 - a. One view is that you always have to have a quorum. If a member leaves and you no longer have the required number of members present for a quorum, the board can no longer conduct business.
 - b. A differing view from the UNC School of Government states that if a member leaves a meeting without being "excused" by a majority vote of the remaining members present, they should be counted as present for the purposes of obtaining a quorum. This method of counting a quorum prevents a member from winning a vote by defeating a quorum.
 3. The Chairman said that he was in favor of option "b" above. Several other people made comments in support of this option as well. No vote was taken as it will be included in the next update of the Board's Operational Procedure which will then they need to be voted on.
- E. Dr. Moore commented that this was the last board meeting of Dr. Fuller who has served on the board for the last nine years and served many years prior to that as well. Dr. Fuller thanked forward for their support and kindness over the years and encouraged the board not to forget about the importance of human parasites that he has spoken about on many occasions. The Board of Commissioners have appointed another veterinarian, Christine Frenzel, to fill this vacancy.
- F. Dr. Moore said that he had a two hour meeting with the new County Manager, Brian Miller, who was visiting all the departments in the county trying to get an understanding of what the departments do and issues they were facing.
- G. Dr. Moore reported that the clinic was going live with the new electronic health record, Patagonia, at the end of this week. We have reduced the patient load for the next month or so as staff are getting accustomed to the new system. If we are similar to other offices across the country, productivity will take a significant hit over the next year.
- H. Dr. Moore commented that the board of commissioners meeting left the Board of Health was invited to, but there were a couple comments that implied that Dr. Moore should be fired. Dr. Moore said that he wasn't sure this was the appropriate place or time but that the Board of Health should probably discuss this. Several board members made comments saying that the negative comments were "out of line" or that they were "shocked" at the disrespect for Dr. Moore at that meeting. A comment was made that the negative statements were based on a lack of understanding of the circumstances in our home health agency and the complicated nature of the billing process. The Chairperson stated that the Health Director's performance evaluation was completed several months

ago and nothing more needed to be said at this time.

V. Adjournment

A. The Chair adjourned the meeting without objection.

Approved By: _____
Health Director

Date

Board of Health

Date

Health Director's Report – July 22, 2014

I. Board of Health Membership

- A. The Board of County Commissioners appointed Christine Frenzel, DVM to fill the Veterinarian position on the Board of Health.
- B. To the best of my knowledge the Board of County Commissioners have not yet selected replacements for the two remaining vacancies on the Board of Health.

II. Finance

A. FY 2013-2014 Budget

1. Budget Amendments

- a. #8: This amendment moves money between various line items to cover expenses and part of the Medicare shortfall.
- b. #9: This amendment budgets in \$201,101 of Unrestricted Fund Balance to cover the Medicare shortfall.

2. Budget Status (100%)

- a. While the new fiscal year officially began on July 1st, the Finance Office does not actually close the last fiscal year until the end of July. This means that we do not yet have final numbers for last fiscal year. In fact, we typically do not get the actual, audited final numbers until January.
- b. Based on the figures we have so far (including the proposed budget amendments above):
 - 1) Expenses: the Health Department spent 93% of this year's budget.
 - 2) Revenue: the Health Department's total revenue was 91% of the budget.
 - 3) As of July 1st, including the two Budget Amendment above, the Health Department had an End of Year (EOY) deficit of about \$38,198.40.
 - a) At the time of this writing, we have not yet received the Medicaid cost settlement (\$227,611) but there is a chance it will come in before the end of July and if so, should be "backed in" to last fiscal year.
 - b) If this happens, it will easily cover the deficit.
- c. Hopefully, by the next Board of Health meeting in September, we will have some firmer figures for the end of FY 13-14.

B. FY 2014-2015 Budget

- 1. The Board of County Commissioners approved a budget for FY 14-15 at the end of June. A copy of the \$2,938,548 approved budget is included in the packet.
- 2. The budget in the packet does not include the 2% COLA that the commissioners approved as we have been told the pay increase will be added in the form of a Budget Amendment sometime in July. The COLA will add \$35,495 to the Health Department budget. After the addition of the COLA the total Health Department budget is \$2,974,043.
- 3. In the end, the Board of County Commissioners decided to fund the Home Health and Adult Health programs. The County Manager was told to monitor Home Health closely and keep the Board of County Commissioners informed of its progress.

C. Current Home Health status

- 1. Nursing staff – We now have two nursing vacancies, a possible FMLA absence, our part-time nurse is unable to work due to illness and a potential nursing retirement at the end of December. This staffing shortage is preventing us from aggressively advertising our services and is also hindering our ability to complete

the required pre-billing audits. We will begin advertising to fill these nursing positions but even if we filled the positions today it will be months before they are ready to work as an experienced Home Health nurse.

2. Billing – We are making plans to further train billing staff and bring the billing back in house when our current Brightree contract ends.

III. Informational

- A. Included in the packet is a copy of the Public Health Accreditation certificate.

CASWELL COUNTY BUDGET AMENDMENT # _____
Health Department Amendment # 8

Be It ordained, the FY 2013-2014 Annual Budget Ordinance is hereby amended as follows:

PUBLIC HEALTH - 5110

Expenditure Line	Account Code	Increase / (Decrease)	Amended Budget
Salary	121 100.5110.121.000	\$8,883.00	\$1,587,986.75
Call	122 100.5110.122.000	\$1,142.00	\$46,179.00
SS / FICA	181 100.5110.181.000	(\$2,831.00)	\$121,067.74
Retirement	182 100.5110.182.000	\$550.00	\$113,145.00
Health Insurance	183 100.5110.183.000	(\$2,868.00)	\$211,918.26
Contracted Services	199 100.5110.199.000	(\$11,231.00)	\$478,320.00
Food & Provisions	220 100.5110.220.000	(\$40.00)	\$614.00
Program Supplies	230 100.5110.230.000	(\$1,248.00)	\$42,663.25
Pharmaceuticals	238 100.5110.238.000	\$732.00	\$46,923.00
HH/CAP Med Supplies	239 100.5110.239.000	\$1,709.00	\$189,709.00
Office Supplies	260 100.5110.260.000	\$1,622.00	\$14,139.00
Small Tools & Equip.	295 100.5110.295.000	\$267.00	\$46,214.00
Mileage	311 100.5110.311.000	\$2,979.00	\$109,417.00
Travel Subsistence	312 100.5110.312.000	(\$325.00)	\$6,439.00
Telephone	321 100.5110.321.000	\$1,742.00	\$11,269.00
Postage	325 100.5110.325.000	(\$42.00)	\$3,762.00
Printing	340 100.5110.340.000	(\$268.00)	\$1,141.00
Maint & Repair	352 100.5110.352.000	\$55.00	\$7,619.00
Advertising	370 100.5110.370.000	(\$4.00)	\$3,580.00
Laundry	392 100.5110.392.000	(\$147.00)	\$912.00
Training	395 100.5110.395.000	(\$2,608.00)	\$8,486.00
Rental of Copier	431 100.5110.431.000	\$355.00	\$8,396.00
Rental of Post Meter	432 100.5110.432.000	\$204.00	\$816.00
Ins & Bonding	450 100.5110.450.000	\$329.00	\$4,613.00
Dues, Subsc. & Pub.	491 100.5110.491.000	\$1,043.00	\$22,651.00
TOTAL EXPENSE BUDGET:		\$0.00	\$3,120,255.00

Revenue Lines	Account Code	Increase / (Decrease)	Amended Budget
Medicaid - Public Health	100.3510.421.008	\$12,003.00	\$985,586.00
Medicare - Public Health	100.3510.422.008	(\$17,907.00)	\$685,894.00
Private Insurance	100.3510.420.008	\$3,168.00	\$18,215.00
Direct Fees	100.3510.410.008	\$2,736.00	\$71,536.00
TOTAL REVENUE BUDGET:		\$0.00	\$3,120,255.00

Justification:

Move funds between lines to cover expenses and budget in funds in hand to cover Medicare shortfall.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

Approved by Health Director _____ Date _____

Approved by Board of Health _____ Date _____

Paula Seamster, Clerk to the Board _____ Date _____
Approved by the Caswell County Board of Commissioners

CASWELL COUNTY BUDGET AMENDMENT # _____
Health Department Amendment # 9

Be it ordained, the FY 2013-2014 Annual Budget Ordinance is hereby amended as follows:

PUBLIC HEALTH - 5110

<i>Expenditure Line</i>	<i>Account Code</i>	<i>Increase / (Decrease)</i>	<i>Amended Budget</i>
TOTAL EXPENSE BUDGET:		\$0.00	\$3,120,255.00

<i>Revenue Lines</i>	<i>Account Code</i>	<i>Increase / (Decrease)</i>	<i>Amended Budget</i>
Fund Balance		\$201,101.00	\$487,147.00
Medicare - Public Health	100.3510.422.008	(\$201,101.00)	\$484,793.00
TOTAL REVENUE BUDGET:		\$0.00	\$3,120,255.00

Justification:

To budget in Unrestricted Fund Balance to cover Medicare shortfall.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

 Approved by Health Director

 Date

 Approved by Board of Health

 Date

 Paula Seamster, Clerk to the Board

 Date

Approved by the Caswell County Board of Commissioners

CASWELL COUNTY HEALTH DEPARTMENT (FY 2013-2014)

	Budget	Actual YTD	Balance	YTD = 100.00%
SALARY & BENEFITS SUBTOTAL	2,102,196.75	1,950,679.63	151,517.12	92.79%
Board Expenses 120	0.00	0.00	0.00	0.00%
Salary 121	1,587,986.75	1,479,023.90	108,962.85	93.14%
Call 122	46,179.00	32,471.00	13,708.00	70.32%
Longevity 127	21,900.00	21,764.52	135.48	99.38%
SS / FICA 181	121,067.74	113,145.13	7,922.61	93.46%
Retirement 182	113,145.00	105,840.00	7,305.00	93.54%
Health Insurance 183	211,918.26	198,435.08	13,483.18	93.64%
OPERATIONAL EXPENSE SUBTOTAL	1,018,058.25	940,309.12	77,749.13	92.36%
Contracted Services 199	478,320.00	426,628.77	51,691.23	89.19%
Food & Provisions 220	614.00	379.21	234.79	61.76%
Program Supplies 230	42,663.25	38,820.97	3,842.28	90.99%
Pharmaceuticals 238	46,923.00	45,785.83	1,137.17	97.58%
HH/CAP Med Supplies 239	189,709.00	188,239.71	1,469.29	99.23%
Office Supplies 260	14,139.00	14,137.95	1.05	99.99%
Small Tools & Equip. 295	46,214.00	44,087.12	2,126.88	95.40%
Mileage 311	109,417.00	99,067.10	10,349.90	90.54%
Travel Subsistence 312	6,439.00	5,616.48	822.52	87.23%
Telephone 321	11,269.00	10,706.07	562.93	95.00%
Postage 325	3,762.00	3,752.84	9.16	99.76%
Printing 340	1,141.00	830.47	310.53	72.78%
Maint & Repair 352	7,619.00	7,265.32	353.68	95.36%
Advertising 370	3,580.00	2,409.87	1,170.13	67.31%
Laundry 392	912.00	721.91	190.09	79.16%
Training 395	8,486.00	5,847.00	2,639.00	68.90%
Rental of Copier 431	8,396.00	8,395.06	0.94	99.99%
Rental of Post Meter 432	816.00	816.00	0.00	100.00%
Ins & Bonding 450	4,613.00	4,612.05	0.95	99.98%
Dues, Subsc. & Pub. 491	22,651.00	21,814.39	836.61	96.31%
Capital Outlay 500	10,375.00	10,375.00	0.00	100.00%
TOTAL EXPENSES	3,120,255.00	2,890,988.75	229,266.25	92.65%
TOTAL REVENUE	3,120,255.00	2,836,137.96	284,117.04	90.89%
STATE SUBTOTAL	643,965.00	556,808.21	87,156.79	86.47%
(101) COUNTY APPROP	371,576.00	371,536.70	39.30	99.99%
(103) UR FUND BAL	297,143.00	297,139.34	3.66	100.00%
(102) WCH FUND BAL	134,923.00	134,496.52	426.48	99.68%
(102) PPC FUND BAL	55,081.00	49,277.16	5,803.84	89.46%
OTHER SUBTOTAL	858,723.00	852,449.72	6,273.28	99.27%
(102) MCD - REGULAR	985,586.00	897,065.27	88,520.73	91.02%
(102) MCD - SETTLEMENT	0.00	0.00	0.00	0.00%
(103) MCR - REGULAR	484,793.00	420,721.45	64,071.55	86.78%
(103) MCR - HMO	57,437.00	30,368.51	27,068.49	52.87%
(103) PRIVATE INS	18,215.00	18,710.37	-495.37	102.72%
(103) DIRECT FEES	71,536.00	60,014.43	11,521.57	83.89%
EARNED SUBTOTAL	1,617,567.00	1,426,880.03	190,686.97	88.21%
BALANCE	0.00	-54,850.79		

Actual (Assumes Receipt of State Delay)

-38,198.40

	1	2	4	5	6	7	8	9	10	11
Net --										
	ADM	HP	PHP	EH	CAP	HH	AH	CCAC	CH	CD
REVENUE										
TOTAL STATE GRANTS	250,000.00	13,074.00	30,720.00	0.00	0.00	0.00	0.00	0.00	23,539.00	10,911.00
Medicaid				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medicare				0.00	0.00	0.00	0.00	0.00	0.00	0.00
MCR-HMO				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Private Ins.				0.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct Fees				0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Tax Appropriation	0.00	0.00	0.00	159,669.00	24,282.00	236,620.00	129,512.00	0.00	0.00	3,087.00
WCH Fund Balance									71,565.00	
UR Fund Balance										
PPC Fund Balance										
TOTAL NON-STATE REVENUE	0.00	0.00	0.00	209,669.00	135,262.00	1,186,120.00	173,512.00	38,691.00	167,690.00	3,087.00
GRAND TOTAL REVENUE	250,000.00	13,074.00	30,720.00	215,669.00	135,262.00	1,186,120.00	173,512.00	38,691.00	184,229.00	13,998.00

	1	2	4	5	6	7	8	9	10	11
EXPENSES										
Board Salary & Expenses (120)										
Salary (121)	11,602.00	8,382.00	20,017.00	146,701.00	74,749.00	565,512.00	123,848.00	27,476.00	121,731.00	9,958.00
On Call (122)						26,748.00				
Longevity (127)	110.00	35.00	82.00	2,387.00	693.00	6,816.00	2,081.00		2,231.00	388.00
SS/FICA (181)	896.00	644.00	1,538.00	11,406.00	5,890.00	46,783.00	9,634.00	2,102.00	9,483.00	792.00
Retirement (182)	840.00	604.00	1,442.00	10,690.00	5,508.00	40,514.00	8,627.00	1,970.00	8,633.00	742.00
Health Ins. (183)	2,615.00	1,536.00	3,666.00	18,585.00	11,907.00	67,180.00	17,047.00	4,472.00	15,525.00	1,061.00
Vacation Pay Out				1,540.00		12,460.00				
TOTAL SALARY & BENEFITS	16,063.00	11,201.00	26,745.00	189,769.00	100,287.00	766,013.00	161,237.00	36,020.00	157,603.00	12,942.00
Contracted Services (199)	215,000.00			2,500.00	1,500.00	190,000.00	2,500.00	100.00	14,351.00	50.00
Food & Provisions (220)						300.00			2,000.00	
Program Supplies (230)			1,925.00	4,000.00			2,500.00		3,860.00	
Pharmaceuticals (238)							4,500.00			
HH/CAP Medical Supplies (239)										
Office Supplies (260)	9,967.00				27,825.00	149,307.00				
Small Tools/Equipment (295)	1,000.00			1,000.00	500.00	500.00	450.00		4,140.00	
Travel Mileage (311)	1,100.00	1,873.00	1,500.00	13,000.00	4,500.00	67,000.00	500.00	1,971.00	1,200.00	150.00
Travel Subsistence (312)	400.00		250.00	1,200.00		500.00	50.00	100.00	100.00	581.00
Telephone (321)	7,100.00			900.00	500.00	1,200.00				
Postage (325)	100.00	50.00		1,200.00	100.00	500.00	400.00	75.00	300.00	50.00
Printing (340)	250.00			100.00	50.00	300.00	150.00	100.00	100.00	
Maintenance & Repair (352)	5,000.00			500.00			300.00			
Advertising (370)	300.00			300.00		1,500.00	150.00	50.00	150.00	
Laundry & Dry Cleaning (392)							175.00		100.00	25.00
Training/Employee Ed. Exp. (395)	1,000.00	250.00	250.00	1,000.00		4,000.00	500.00	200.00	700.00	200.00
Rental of Copier (431)	9,000.00									
Rental of Postage Meter (432)	800.00									
Insurance & Bonding (450)	5,000.00									
Dues & Subscriptions (491)	8,000.00			200.00		5,000.00	100.00	75.00	25.00	
Capital Outlay (550)										
TOT. OPERATING EXPENSES	264,017.00	1,873.00	3,975.00	25,900.00	34,975.00	420,107.00	12,275.00	2,671.00	27,026.00	1,056.00
GRAND TOTAL	280,080.00	13,074.00	30,720.00	215,669.00	135,262.00	1,186,120.00	173,512.00	38,691.00	184,629.00	13,998.00

	12	15	16	17	18	19	20	22	23	24
	FP	MH	PPC	PCM	STI	TB	WBF	WCS	WGA	WKE
Net -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE										
82	68,029.00	15,466.00	53,000.00	0.00	1,554.00	2,199.00	18,877.00	65,513.00	9,465.00	22,685.00
83	56,000.00	30,000.00	87,000.00	46,000.00	5,000.00	300.00				
84										
85										
86	2,000.00	100.00	200.00		100.00					
87	2,000.00	200.00	150.00			1,400.00				
88	0.00	8,162.00	0.00	5,107.00	54,500.00	5,176.00	0.00	1,324.00	0.00	0.00
90	37,436.00	45,905.00		2,000.00						
91										
92			19,945.00							
99	37,436.00	24,267.00	107,295.00	53,107.00	59,500.00	6,876.00	0.00	1,324.00	0.00	0.00
100	165,465.00	99,833.00	160,295.00	53,107.00	61,154.00	9,075.00	18,877.00	66,837.00	9,465.00	22,685.00

	12	15	16	17	18	19	20	22	23	24
EXPENSES										
1										
2	96,665.00	69,092.00	83,824.00	40,241.00	41,370.00	5,116.00	13,743.00	46,696.00	6,502.00	14,895.00
3			17,101.00							
4	2,139.00	1,821.00	1,537.00		998.00	150.00	138.00	987.00	146.00	312.00
5	7,559.00	5,425.00	7,839.00	3,079.00	3,242.00	403.00	1,062.00	3,648.00	509.00	1,164.00
6	6,843.00	5,071.00	7,052.00	2,886.00	2,904.00	378.00	436.00	3,419.00	477.00	1,091.00
7	12,559.00	8,799.00	11,242.00	5,311.00	4,811.00	834.00	794.00	9,119.00	1,106.00	2,242.00
8										
13	125,765.00	90,208.00	128,595.00	51,517.00	53,325.00	6,881.00	16,173.00	63,869.00	8,740.00	19,704.00
14	2,350.00	4,000.00	28,200.00	100.00	3,000.00	689.00	100.00	200.00		
15		50.00								
16	4,000.00	2,000.00	1,500.00		2,000.00	100.00	250.00	2,618.00		2,581.00
17	30,000.00	1,000.00	350.00		2,054.00	350.00				
18										
19										
20	250.00	500.00	200.00		100.00			50.00		
21	200.00	200.00	200.00	1,000.00	100.00	500.00	1,154.00	100.00	100.00	100.00
22	200.00	100.00	100.00	100.00		200.00	500.00		100.00	
23										
24	350.00	300.00	250.00	75.00	150.00	30.00		200.00		
25	125.00	75.00	150.00		50.00	25.00		125.00		
26	250.00	200.00	50.00		100.00					
27	300.00	100.00	200.00		100.00		500.00		200.00	100.00
28	125.00	75.00	175.00		50.00	25.00				
29	1,500.00	1,000.00	300.00	250.00	100.00	250.00	200.00			200.00
30										
31										
32										
33	50.00	25.00	25.00	65.00	25.00	25.00				
34										
99	39,700.00	9,625.00	31,700.00	1,590.00	7,829.00	2,194.00	2,704.00	2,965.00	725.00	2,981.00
100	165,465.00	99,833.00	160,295.00	53,107.00	61,154.00	9,075.00	18,877.00	66,837.00	9,465.00	22,685.00

Net -	50		51		52		53		54		55	
	WIC-TOTAL	GA-TOTAL	EH-TOTAL	HH-TOTAL	PH-TOTAL	HD-TOTAL	WIC-TOTAL	GA-TOTAL	EH-TOTAL	HH-TOTAL	PH-TOTAL	HD-TOTAL
REVENUE												
82 TOTAL STATE GRANTS	116,540.00	323,874.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
83 Medicaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
84 Medicare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
85 MCR-HMO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86 Private Ins.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
87 Direct Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
89 County Tax Appropriation	1,324.00	0.00	159,669.00	260,882.00	205,544.00	627,419.00	0.00	0.00	0.00	0.00	0.00	0.00
90 WCH Fund Balance	0.00	0.00	0.00	0.00	156,906.00	156,906.00	0.00	0.00	0.00	0.00	0.00	0.00
91 UR Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92 PPC Fund Balance	0.00	0.00	0.00	0.00	19,945.00	19,945.00	0.00	0.00	0.00	0.00	0.00	0.00
99 TOTAL NON-STATE REVENUE	1,324.00	0.00	209,669.00	1,321,382.00	784,370.00	2,316,745.00	0.00	0.00	0.00	0.00	0.00	0.00
100 GRAND TOTAL REVENUE	117,864.00	323,874.00	215,669.00	1,321,382.00	959,759.00	2,938,548.00						

Net -	50		51		52		53		54		55	
	WIC-TOTAL	GA-TOTAL	EH-TOTAL	HH-TOTAL	PH-TOTAL	HD-TOTAL	WIC-TOTAL	GA-TOTAL	EH-TOTAL	HH-TOTAL	PH-TOTAL	HD-TOTAL
EXPENSES												
1 Board Salary & Expenses (120)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Salary (121)	81,836.00	40,001.00	146,701.00	640,261.00	619,321.00	1,528,120.00	0.00	0.00	0.00	0.00	0.00	0.00
3 On Call (122)	0.00	0.00	0.00	26,748.00	17,101.00	43,849.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Longevity (127)	1,583.00	227.00	2,187.00	7,509.00	11,346.00	23,052.00	0.00	0.00	0.00	0.00	0.00	0.00
5 SS/FICA (181)	6,383.00	3,078.00	11,465.00	52,673.00	49,558.00	123,098.00	0.00	0.00	0.00	0.00	0.00	0.00
6 Retirement (182)	5,423.00	2,886.00	10,590.00	46,022.00	45,106.00	110,127.00	0.00	0.00	0.00	0.00	0.00	0.00
7 Health Ins. (183)	13,261.00	7,817.00	18,585.00	79,087.00	81,661.00	200,411.00	0.00	0.00	0.00	0.00	0.00	0.00
8 Vacation Pay Out	0.00	0.00	0.00	14,000.00	0.00	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00
13 TOTAL SALARY & BENEFITS	108,486.00	54,009.00	189,769.00	866,300.00	824,953.00	2,042,657.00	0.00	0.00	0.00	0.00	0.00	0.00
14 Contracted Services (199)	309.00	215,000.00	2,500.00	191,500.00	55,340.00	464,640.00	0.00	0.00	0.00	0.00	0.00	0.00
15 Food & Provisions (220)	0.00	0.00	0.00	300.00	50.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00
16 Program Supplies (230)	5,449.00	1,925.00	4,000.00	0.00	14,100.00	25,474.00	0.00	0.00	0.00	0.00	0.00	0.00
17 Pharmaceuticals (238)	0.00	0.00	0.00	0.00	42,114.00	42,114.00	0.00	0.00	0.00	0.00	0.00	0.00
18 HH/CAP Medical Supplies (239)	0.00	0.00	0.00	177,132.00	0.00	177,132.00	0.00	0.00	0.00	0.00	0.00	0.00
19 Office Supplies (260)	0.00	9,967.00	0.00	0.00	0.00	9,967.00	0.00	0.00	0.00	0.00	0.00	0.00
20 Small Tools/Equipment (295)	50.00	1,000.00	1,000.00	1,000.00	5,640.00	6,690.00	0.00	0.00	0.00	0.00	0.00	0.00
21 Travel Mileage (311)	1,454.00	4,471.00	13,000.00	71,500.00	6,021.00	96,448.00	0.00	0.00	0.00	0.00	0.00	0.00
22 Travel Subsistence (312)	600.00	650.00	1,200.00	500.00	1,531.00	4,481.00	0.00	0.00	0.00	0.00	0.00	0.00
23 Telephone (321)	0.00	7,100.00	900.00	1,700.00	0.00	9,700.00	0.00	0.00	0.00	0.00	0.00	0.00
24 Postage (325)	200.00	150.00	1,200.00	600.00	1,980.00	4,130.00	0.00	0.00	0.00	0.00	0.00	0.00
25 Printing (340)	125.00	250.00	1,000.00	350.00	775.00	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00
26 Maintenance & Repair (352)	0.00	5,000.00	500.00	0.00	900.00	6,400.00	0.00	0.00	0.00	0.00	0.00	0.00
27 Advertising (370)	800.00	300.00	300.00	1,500.00	1,050.00	3,950.00	0.00	0.00	0.00	0.00	0.00	0.00
28 Laundry & Dry Cleaning (392)	0.00	0.00	0.00	0.00	750.00	750.00	0.00	0.00	0.00	0.00	0.00	0.00
29 Training/Employee Ed. Exp. (395)	400.00	1,250.00	1,000.00	4,000.00	5,000.00	11,650.00	0.00	0.00	0.00	0.00	0.00	0.00
30 Rental of Copier (431)	0.00	9,000.00	0.00	0.00	0.00	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00
31 Rental of Postage Meter (432)	0.00	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
32 Insurance & Bonding (450)	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
33 Dues & Subscriptions (491)	0.00	8,000.00	200.00	5,000.00	415.00	13,615.00	0.00	0.00	0.00	0.00	0.00	0.00
34 Capital Outlay (550)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
99 TOT. OPERATING EXPENSES	9,376.00	269,865.00	25,500.00	455,082.00	135,666.00	885,591.00	0.00	0.00	0.00	0.00	0.00	0.00
100 GRAND TOTAL	117,864.00	323,874.00	215,669.00	1,321,382.00	959,759.00	2,938,548.00						

FY 13-14	FY 13-14		Prop. Line % of Tot.
	Budget	Variance	
645,609.00	-23,806.00	21.16%	
973,583.00	-26,283.00	32.24%	
703,801.00	-253,301.00	15.33%	
57,437.00	-22,437.00	1.19%	
15,047.00	3,128.00	0.62%	
68,800.00	-7,300.00	2.09%	
371,576.00	255,843.00	21.35%	
184,923.00	-28,017.00	5.34%	
46,042.00	-46,042.00	0.00%	
55,081.00	-35,136.00	0.68%	
2,476,295.00	-159,545.00	75.54%	
3,121,899.00	-183,351.00	100.00%	



North Carolina LOCAL HEALTH DEPARTMENT ACCREDITATION

By the Authority of the
NC Local Health Department Accreditation Board

Caswell County Health Department

is hereby awarded

Re-Accreditation

June 20, 2014 to June 20, 2018

State Health Director, NC Division of Public Health

Director, NC Institute for Public Health

Chair, NC Local Health Department Accreditation Board

Administrator, NC Local Health Department Accreditation