

MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on *April 28, 2015 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.	X	
Dentist	Rose Satterfield, DMD	X	
Veterinarian	Christine Frenzel, DVM		X
Physician (Gen. Pub.)	Cecil Page		X
Engineer (Gen. Pub.)	Jennifer White, RN	X	
Registered Nurse	Carla Lipscomb, RN	X	
Optometrist (Gen. Pub.)	Carl Carroll, RS, MBA	X	
General Public	Carol Komondy		X
General Public	Elin Armeau-Claggett, PA-C, PhD	X	
General Public	Sharon Kupit (Resigned)		X

Others Present: Frederick Moore, MD – Health Director
 Sharon Hendricks – Finance Officer
 Jennifer Eastwood, MPH – QI Specialist
 Marcy Williams, MPH – Health Educator

I. Call to Order

- A. A quorum being present, the regular meeting of the Caswell County Board of Health was called to order at 6:00 P.M. by the Chair

II. Public Comment

- A. None

III. Action Items

- A. Board of Health Education
1. Sharon Hendricks, Finance Officer reviewed her duties at the Health Department:
 - a. Responsible for maintaining the data in the monthly Financial Spreadsheet (REX)
 - b. Approve expenditures
 - c. Supervise staff that enter all revenue and expenses in QuickBooks Online
 - d. Knowing the rules established by the state grants to know what the funds can be used for and what they cannot be used for. One of the most restrictive rules is that most state funds can only be used to reimburse services provided to non-Medicaid clients.
 - e. Monitor revenue from all payor sources including grants, Medicaid, Medicare, private insurance, fees
 - f. Troubleshoot the Home Health (Brightree) and clinic (Patagonia) the billing systems when revenue is delayed. Contact insurance companies when there are problems.
 - g. Report state grant expenditures to the state each month through the WIRM system.
 - h. NCID Administrator for the agency
 - i. In charge of the agency's Personnel activities which includes making sure the documentation for all the hiring, firing, salary changes and performance evaluations are kept in good order in the employees personnel file. She also "qualifies" the job applicants by making sure they meet the state's requirements for education and experience for a particular position. Dr. Moore interjected that if there is an unusual personnel situation, Sharon contacts the state personnel consultant for their ruling.

- j. Works closely with Dr. Moore on developing the annual budget.
 - k. Gathers the data to give to the state for the annual Medicaid Cost Settlement for the clinic.
 - l. Gathers the data to give to Cost Accountants for the annual Medicare Cost Report that is required for Home Health.
 - m. The board thanked Sharon for the presentation and commented that she had many responsibilities. Because she is pulled in so many directions, Dr. Moore said that almost every year he considers trying to hire additional staff to take over some of Sharon's duties, but usually the funds are not available. Dr. Moore said that he was working on trying to reclassify her position to a higher grade.
2. Marcy Williams, MPH, Health Educator – SOTCH
- a. Marcy reviewed the general outline 2013 & 2014 SOTCH with the Board of Health that included county demographics, crime rates, causes of death, Environmental Health statistics, Community Health Assessment (CHA) update of the four focus areas (obesity, hypertension, mental health, health education staff).
 - b. She invited the board members to participate in the CHA process.
 - c. Marcy was asked if anything was being done to improve the meals served to children in the schools. Marcy said that these meals were heavily regulated by the federal government and there was not a lot of local control. It was recommended that a report on school nutrition might be added to future SOTCH reports.
 - d. Carl Carroll asked if the Environmental Health staff were involved in the water sampling around coal ash ponds that had recently been reported. Dr. Moore said that even though the coal ash spill impacted the Dan River in Caswell County there are no coal ash ponds, so to the best of his knowledge there had been no water sampling in the county. Dr. Moore was not sure if there was any recent contamination of Hyco Lake related to coal ash ponds in Person County.
 - e. Carl also asked if there was a reason for the different number of food inspections between 2013 and 2014. Dr. Moore said he was not sure but it may have something to do with the revised food code or just more accurate record keeping.
 - f. One member asked about why there were restrictions to swimming in Farmer lake but not to the use of power boats. Dr. Moore said that those regulations came from the state and he did not know what they were based on.
 - g. Nate Hall asked what type of mental health activities were available at CFMC. Elin Armeau-Claggett said that RHA had office hours five days a week and were very good at dealing with a crisis. They also had some tele-psychiatry capabilities and provided scheduled counseling. There was some discussion about where inpatient services for Caswell County residents were available. Other members mentioned several other outpatient psychiatric services that were available in Caswell County.
 - h. Elin Armeau-Claggett commented on how many obese patients she took care of and how that related to the high rate of kidney disease. Dr. Moore mentioned the lack of safety when walking on the county's roads. Andrew Foster said that he has noticed far more foot traffic on Main Street since they put in a sidewalk. Several members mention places where people could walk within the county.

B. Approval of Minutes

A motion was made by Elin Armeau-Claggett and seconded by Nate Hall to approve the minutes of the Board of Health for March 24, 2015. The motion was approved on a vote of 7 to 0.

C. Budget Amendment #9

- 1. This amendment moves funds from one expense line to another to cover expenses. It also decreases State Environmental Health funds by \$1,673 and increases the State STI budget by \$167. There is a net decrease in the agency's budget of \$1,506.
- 2. Dr. Moore said that even though Food & Lodging funds had been increased, the Environmental Health grant funds were decreased. For Caswell County this give and take

by the state ended up being a “wash”.

A motion was made by Carl Carroll and seconded by Jennifer White to approve Budget Amendment #9 as presented. The motion was approved on a vote of 7 to 0.

IV. Information Items

A. Membership

1. Dr. Moore reminded the board that the terms of several members were coming to an end and if they wanted to be reappointed, they needed to turn in an application to the Clerk to the Board of County Commissioners.
2. Dr. Moore informed the board that, due to several personal reasons, Sharon Kupit had resigned by an email he had received in the last few days. Dr. Moore had forwarded the email to the Clerk to the Board of County Commissioners who replied that they would start advertising for the position.
3. Carl Carroll asked if it would be possible to be reappointed in the “General Public” position instead of the “Optometrist” position. Dr. Moore said that he would talk to the Clerk to the Board of County Commissioners about this.
4. Dr. Moore said that he had a discussion recently with a physician that lives in the county who may be interested in joining the board in July.
5. Elin Armeau-Claggett said that she may not reapply due to a change in her work schedule. Andrew Foster said that the board could change the schedule of the meeting if that would enable her to stay on the board. Elin Armeau-Claggett said she would let the board know if that was needed.
6. Dr. Moore reminded the board that a year ago they had voted to permanently “skip” the August and December meetings of the Board of Health unless there was a specific need.

B. Dr. Moore informed the board that the Board of County Commissioners had approved their request to increase the Physical Therapist starting salary to \$90,000. That figure has been advertised for about a week but there has still not been an application. Andrew Foster said that he had discussed this position with an acquaintance who had expressed some interest. Dr. Moore said that he would like to talk with anyone who might be interested.

C. Dr. Moore said that the Board of County Commissioners had requested a formal update at their May 4th meeting about the financial status of the Home Health Agency. Dr. Moore encouraged any member who could, to attend.

D. FY 2016 Budget

1. Since the Board of Health approved a budget, a few modifications have been made.
 - a. Environmental Health Food and Lodging funds were added to the budget.
 - b. Dr. Moore said that he had forgotten to include \$10,000 in the budget for the Home Health accreditation fees. Accreditation for Home Health will take place in the fall of 2016 but the fees are due in the spring of 2016, so needed to be included in the budget.
 - c. Some of the state WIC funds were shifted between WIC programs to more effectively cover anticipated expenses.
 - d. The County Finance Officer had requested that the funds for the one Environmental Health truck and restroom be removed from the budget. She said these items would be placed in a Capital Outlay list for the Board of County Commissioners to consider separately from the routine budget. This removed about \$38,000 of county dollars from the Health Department budget.
 - 1) After some discussion about this, Dr. Moore said he needed to clarify with the County Manager that the truck and restroom were still on the list that would be discussed by the Board of County Commissioners.
 - 2) Elin Armeau-Claggett said that she had discussed the matter of the truck and restroom with the County Manager. She felt that other county departments were receiving funds for needed capital items and the Health Department should too. She encouraged the Health Director to not give up on these items.

- 3) Nate Hall said that he did not remember the Board of County Commissioners as a whole, giving the County Manager specific budget guidance on matters like this. He commented that it was not realistic for a budget to remain the same year after year and the Board of County Commissioners may need to consider a tax increase. He encouraged Dr. Moore to make sure the needs of the Health Department were included in the budget. He felt like the Environmental Health truck was a need and was also a safety issue for Environmental Health staff.
 - 4) Elin Armeau-Claggett reminded the board that when these items were removed from the budget in previous years, it was done before the Board of County Commissioners had a chance to consider them. She felt that the Board of County Commissioners needed to have the opportunity to say “yes” or “no”.
2. Elin Armeau-Claggett said that the funding for scanning medical records should be put back in the budget.
- a. She said that with the transition to an Electronic Health Record, scanning was a necessity. DSS was requesting funding for scanning and the Health Department should too.
 - b. Dr. Moore said that a half time scanner was included in the budget. Nate Hall commented that realistically, a half time scanner would take years to scan the records and this is not an efficient way to solve the problem. He said that Caswell County government as a whole should not wait until things fall apart, the county gets embarrassed or gets fined by the state before fixing or doing things that need to be done. He felt like departments and county boards should push for things they need and the commissioners should figure out a way to fund the needs. He predicted that there would be “push back” by those who oppose tax increases.
 - c. The board recommended that the the Health Director talk to the County Manager about trying to come up with a way to combine the DSS and Health Department scanning into one contract. There may also be other departments that need scanning services. Several board members supported this idea of reopening the conversation with the County Manager.
 - d. Dr. Moore was asked how long medical records needed to be kept. He said that due the complexity of the state's rules about deciding how long medical records need to be held, he had made the decision not to shred any medical records until they were scanned and the scanning is verified. He felt that this was a more efficient way to handle the problem.
3. Dr. Moore said that in the context of talking about the budget, he wanted the Board of Health to be aware that he was tentatively planning on retiring in the fall of 2016. He said there were many variable in the making of this decision and his latest date for retirement was September 2017 but if all the stars aligned, he was hoping for 9/1/2016.
- E. Dr. Moore reported that on April 1st the Health Department had taken back over the responsibility for billing in the Home Health Agency.
1. Sharon Hendricks has been working hard for months to get us ready for this but much of what needed to be done could not be accomplished until after April 1st. Brightree has not been very helpful during this transition and there have been many unreturned messages and frustrating telephone conversations. We are assured that the solution only requires simple changes, but Brightree is not doing what needs to be done. In the meantime we are trying to get the billing done by bypassing the Brightree software but this is not a long term answer.
 2. Due to the mounting frustrations, we have begun to wonder if we need to move to a different software vendor. However, making this change would require a massive amount of work and money and would not be necessary at this time if Brightree would work with us.
 3. Nate Hall recommended that we not let this go on too long. He suggested that we put in

writing the problems we have had and forward it to the County Manager and County Attorney. Dr. Moore said that if we do not make headway in the next few days, he was planning on speaking with one of the Brightree executives.

4. Sharon Hendricks said we were now able to electronically bill Medicare but they were having some formatting problems with the Medicaid claims. We had not yet tried to electronically bill Private Insurance.

F. Dr. Moore said that despite his concern that the transition of incontinent supplies to a third party vendor would create havoc, the change has occurred and there have only been a few calls from clients. We are pleased that the transition went so well.

G. Dr. Moore pointed out several other informational items included in the packet

1. Child Health Report Card
2. The Essentials for Childhood
3. The weekly Farmers Market in Semora

V. Closed Session

A. The board voted to go into closed session to discuss the annual evaluation of the Health Director.

B. The board voted to come out of closed session.

VI. Adjournment

A. The Chair adjourned the meeting without objection.

Approved By: _____
Health Director

Date

Board of Health

Date