

MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on * July 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
Dentist	Rose Satterfield, DMD		X
Engineer (General Public)	Jennifer White, RN	X	
General Public	Carol Komondy		X
General Public	Carl Carroll, REHS	X	
General Public	Elin Armeau-Claggett, PA-C, PhD	X	
Optometrist (General Public)	Cecil Page		X
Pharmacist	Andrew J. Foster, Pharm.D, R.Ph.	X	
Physician	Scott Spillmann, MD, MPH	X	
Registered Nurse	Carla Lipscomb, RN	X	
Veterinarian	Christine Frenzel, DVM		X

Others Present: Frederick Moore, MD – Health Director
Sharon Hendricks – Finance Officer

I. Call to Order

- A. A quorum being present, the annual meeting of the Caswell County Board of Health was called to order by the Secretary to the Board of Health as directed by the Board of Health Operational Policy.

II. Election of Officers

A. Chairperson of the Caswell County Board of Health

1. As temporary acting chair, the Secretary opened the floor for nominations for Chairperson.
2. Carl Carroll nominated Andrew Foster for Chair and this was seconded by Elin Armeau-Claggett.
3. There were no other nominations and the board approved Andrew Foster as Chair on a vote of 6 to 0.

B. Vice-Chairperson of the Caswell County Board of Health

1. The Chair opened the floor for nominations for Vice-Chair
2. Elin Armeau-Claggett nominated Jennifer White for Vice-Chair and this was seconded by Carl Carroll.
3. There were no other nominations and the board approved Jennifer White as Vice-Chair on a vote of 6 to 0.

III. Public Comment

- A. None

IV. Approval of Minutes

- A. The June 23, 2015 Board of Health minutes were reviewed.

A motion was made by Carl Carroll and seconded by Scott Spillmann to approve the minutes of the Board of Health for June 23, 2015. The motion was approved on a vote of 6 to 0.

V. Budget Amendment #12

- A. This Budget Amendment's intent is to moves funds from one expense line to another to cover expenses at the end of the fiscal year. It also budgets in Medicaid, Private Insurance and Direct Fees revenue that have come in at a greater amount than budgeted. It decreases Medicare to balance this increase.
- B. Dr. Moore reminded the board that the county does not close out the fiscal year until the end of July. Most revenue that comes in during July is backed into the previous fiscal year which means that we have expenses in July but very little revenue; this means that we start every year a month in the red.

- C. Until the end of July we cannot provide an end-of-year budget estimate. However, at the end of June, the budget is about \$77,000 in the red but we hope to make up this difference with revenue that comes in during July. In addition, there is about \$50,000 still in the Health Department Fund Balance that can be used to balance the budget. The major revenue shortfall was in Medicaid and Medicare.
- D. Scott Spillmann asked what would happen if we did not balance the budget. Dr. Moore said that he would then talk to the County Manager and Board of County Commissioners to see what they suggested. However, this discussion would probably not happen until after the annual audit which does not get approved until December or January.

A motion was made by Jennifer White and seconded by Carla Lipscomb to approve Budget Amendment #12 as presented. The motion was approved on a vote of 6 to 0.

VI. Board of Health Training

- A. Dr. Moore reminded the board that if they did not get the Board of Health training in June, he could arrange for a member to attend training in one of the surrounding counties.

VII. Adjournment

- A. The Chair adjourned the meeting without objection.

Approved By: _____

Health Director

_____ Date

Board of Health

_____ Date