

**MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH**

The Caswell County Board of Health met at 7:00 P.M. on September 22, 2015 in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

**ATTENDANCE:**

<b>Position</b>	<b>Name</b>	<b>Present</b>	<b>Not Present</b>
County Commissioner	Nate Hall	X	
Dentist	Rose Satterfield, DMD	X	
Engineer (General Public)	Jennifer White, RN (Vice-Chairperson)	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. (Chairperson)	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, Caswell County Board of Health was called to order by the Chair.

**II. Public Comment**

A. None

**III. Approval of Minutes**

A. The July 28, 2015 Board of Health minutes were reviewed.

A motion was made by Elin Armeau-Claggett and seconded by Jennifer White to approve the minutes of the Board of Health for July 28, 2015. The motion was approved on a vote of 6 to 0.

**IV. Board of Health Membership Matters**

**A. Board training.**

1. Dr. Moore reminded the board that board training was a part of the formal agreement with the state and is required for Health Department accreditation. The online training module was a part of this training but there is a second part that took place at the June meeting. The board members that did not attend the June training were: Nate Hall, Cecil Page, Carol Komondy and Rose Satterfield.
2. Dr. Moore told the board that those members that did not attend the training in June can attend the training at another Health Department if they wish to. Dr. Moore said he could find out when and where these trainings were going to be and he could make arrangements for a member to attend. If any members are interested they should contact Dr. Moore.

**B. Board Stipend**

1. Dr. Moore reminded the board that only three members have turned in the W-9 that is required to receive the \$40 stipend per meeting
2. The stipend is completely optional and turning in the W-9 is the trigger to receive the payment.

**C. NC Citizens for Public Health**

1. Dr. Moore said he received a call recently from a retired Health Director who wanted to know if there were any people interested in joining this Public Health advocacy organization. This is a registered 501c3 organization that has been around for many years.
2. Information from the organization's web site was included in the packet and Dr. Moore encouraged members who were interested to take a look at the web site.

**V. Finance**

**A. Budget Amendment #1**

1. This Budget Amendment moves some funds between budget lines to cover expenses. There is no net budget increase or decrease.
2. Dr. Moore was asked what "Longevity Pay" was. He explained that it was a bonus based on years of service to the county that was paid in early December. This is an effort by the county to retain employees.
3. Dr. Moore was asked about a change in the Salary line that was included in this amendment. This was a combination of changes in several programs, but neither the Health Director or the Finance Officer could remember what that specific change was needed. Dr. Moore said he would report back to the board at the next meeting.

A motion was made by Jennifer White and seconded by Christine Frenzel to approve Budget Amendment #1 as presented. The motion was approved on a vote of 6 to 0.

**B. FY 2016-17 Budget Preparation Schedule**

1. At a recent meeting with the Department Heads, the County Manager said that he wanted to move up the budget preparation schedule by a couple of months to give the Board of County Commissioners more time to work on the budget.
2. Dr. Moore said that this was going to change how the Health Department did things and would mean that there would be fewer months of data and other information from the current fiscal year to base the new budget on.
3. The Board of Health has typically approved a budget at the end of March or April. The new schedule will require an approved budget by the end of February or early March.
4. The consensus of the board was that they could accommodate the new schedule and could look at the budget any time staff was able to put it together. They would just need to take into consideration that it was based on less data and there was less time to process that data.
5. Dr. Moore expressed concern that a budget produced earlier in the year with less data would be less able to accommodate the attitude that budgets should not be significantly changed during the actual fiscal year. He also said that the new schedule may require an additional meeting of the board. However, with these limitations in mind, he felt confident that a budget could be produced for consideration.
6. A comment was made that strategic planning should be included in the budget process to look several years ahead. Dr. Moore said that this was now a part of the county budget process.
7. A comment was made about the lateness of receiving the annual audit results. Nate Hall commented that all of the changes in numbers were done months before the audit was presented to the Board of County Commissioners. Those figures could be obtained from the County Finance Office to be used during the budget process. He also commented that a "budget was just a budget" but the Board of County Commissioners needed time to give detailed consideration to all departments. He said that there was an "inherent bias" among the commissioners to not raise taxes and that led to a lot of discussions.

**C. FY 2014-15 End of Year Calculations**

1. Dr. Moore said that one piece of information he had wanted to bring to the board today was a good estimate of how last fiscal year ended.
2. However, we have just found out that the revenue from July a year ago was not moved back into the previous fiscal year as we had been told. Instead, it was kept in FY 14-15. In addition, we were told that the the revenue from July 2015 was going to be backed into FY 14-15, but it was not. The county finance officer it currently talking to the auditors to see if any of this will be "corrected". Until a decision is made about this, we cannot make any estimates, as there may be as much as two more months of revenue than was expected.

**D. FY 2015-16**

1. The Board of Health Budget Summary for the current fiscal year was reviewed with the board.
2. Dr. Moore reminded the board that the summary was based on July 2015 revenue being backed into the previous fiscal year. When July revenue is backed into the previous fiscal year, it means that we start every fiscal year with a month of expenses and no revenue, and

then we spend the rest of the year trying to make up the deficit. This is why the budget summary shows the Health Department has a deficit.

**E. Medicaid Cost Settlement**

1. Dr. Moore reviewed the Medicaid Cost Settlement process with the board. The value of the cost settlement across all North Carolina Health Departments is in the range of \$50 million.
2. The NC Medicaid has changed the formula they use to calculate the cost settlement and are applying it retroactively. The formula change is to the detriment of the Health Departments and this will dramatically decrease future cost settlements, even to the point of some counties (including Caswell County) owing money back to Medicaid. Caswell County may owe as much as \$110,000 from the 2013 cost settlement.
3. Dr. Moore said that just today we have received the 10% hold back (approximately \$24,000) from the 2011 Cost Settlement. This was about \$1000 less than was expected, so at the encouragement of the cost accountant, Dr. Moore said that he had sent an appeal to the Office of Administrative Hearings. So in addition to a formula change there have also been prolonged delays.
4. As a result, the NCALHD have hired an attorney to help deal with this issue.
5. Going forward, NC Medicaid has agreed to pay us 90% of what their new calculations say Health Departments are owed but this works out to about 50% of what we were anticipating.
6. Scott Spillmann asked if counties received the interest on these delayed funds. Dr. Moore said no.
7. Dr. Moore said that in the past, a lot of the Caswell County Health Department's fund balance came from the cost settlement. The changes described above will not help the Fund Balance.
8. Dr. Moore said that in a worst case scenario the county could be asked to take on more of the cost of the Health Department or there may need to be cuts in services.

**F. Medicaid Privatization**

1. Dr. Moore said that the North Carolina Legislature has just decided to privatize Medicaid over the next 3-5 years. While there is now a general outline of how Medicaid will look, many details will need to be figured out.
2. Scott Spillmann asked if there may be a move to combine several Health Departments into one. Dr. Moore said that in the past the NC Legislature had tried to encourage regionalization of Health Departments and some members of the legislature have wanted to move all Health Departments under the state. With all of the changes coming in the next few years, it is difficult to predict what else may happen. Dr. Moore mentioned that there are currently District Health Departments in NC and he has heard that they are struggling financially.
3. Nate Hall commented that in the mental health field, managed care has not worked out as promised. Services to the needy have suffered. He was concerned that the same thing may happen with Medicaid. He recommended that the voters NC pay attention to what the political candidates say during the campaigns because they will try to do what they say they are going to do. He said the current legislature is only doing what they said they were going to do.
4. Dr. Moore predicted that with the Medicaid privatization and the changes in the Cost Settlement, the next several years promise to be full of change.

**VI. Other**

- A. Dr. Moore announced that, as of 9/14/2015, we finally have a full time Physical Therapist in Home Health.
- B. We have also hired the Medical Office Assistant that was included in the budget.
- C. We now have a vacant, part time Breastfeeding Peer Counselor that we are recruiting for. In response to a question about the qualifications for this position, Dr. Moore said that the only requirements were a high school diploma and a successful experience breastfeeding a child.
- D. There is also a vacant RN position in Home Health that we are not yet ready to fill. Dr. Moore said that he is considering advancing a current Home Health nurse to the Nursing Director position but

that would be a change in title not an increase in positions.

- E. Dr. Moore pointed out the flyer included in the packet about a free flu vaccine clinic on October 22<sup>nd</sup>. This is a part of a required exercise of a Point of Distribution to train in giving out medicine as quickly as possible. Dr. Moore said that he felt that in addition to the training, this exercise will provide a useful service tot he county.
- F. Dr. Moore was asked to check with Cecil Page to see if he was still interested in serving on the Board of Health.

**VII. Adjournment**

- A. The Chair adjourned the meeting without objection.

Approved By: \_\_\_\_\_  
Health Director

\_\_\_\_\_  
Date

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Board of Health

\_\_\_\_\_  
Date