

MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on * March 22, 2016 in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

ATTENDANCE:

| Position | Name | Present | Not Present |
|------------------------------|--|---------|-------------|
| County Commissioner | Nate Hall | | |
| Dentist | Rose Satterfield, DMD | X | 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
 Jennifer Eastwood, MPH – Quality Assurance Specialist
 Patty Smith-Overman, FNP – Clinic Director

I. Call to Order

- A. A quorum being present, (in the absence of the Chair) the Caswell County Board of Health was called to order by the Vice Chair.

II. Public Comment

- A. None

III. Approval of Minutes

- A. The February 23, 2016 Board of Health minutes were reviewed.

A motion was made by Elin Armeau-Claggett and seconded by Carl Carroll to approve the minutes of the Board of Health for February 23, 2016. The motion was approved on a vote of 7 to 0.

IV. Budget Amendment #4

- A. This Budget Amendment moves funds from one expense line to another to cover expenses.
 B. It also decreases state Environmental Health funds by \$963, increases state Sexually Transmitted Infections funds by \$49 and budgets in \$10,000 of Project Lazarus funds.
 C. Carl Carroll asked if Environmental Health had inspected 100% of the Food & Lodging sites. Dr. Moore said that typically they do but this last year they missed one.

A motion was made by Carl Carroll and seconded Jennifer White by to approve Budget Amendment # 4 as presented in the packet. The motion was approved on a vote of 8 to 0.

- V. Dr. Moore distributed a Confidentiality form and a Conflict Of Interest form for all Board of Health members sign. In addition there were a few Board members that did not attend the Board training in June of 2015 that needed to receive training. Training of the Board is required by accreditation. The members that did not receive the training were asked to go online at the UNC Institute of Public Health and complete the training offered there. Upon completion they were to print off a certificate of completion from the website and bring it to the next Board meeting.

VI. Home Health Software Vendor

- A. Dr. Moore reported that the contract with the vendor the Board Of Health had approved (Axxess), was not approved by the County Attorney. The legal department from this company was completely unwilling to make any changes to the contract that our attorney had concerns about. Therefore, we could not proceed any further with Axxess.
 B. Dr. Moore discussed the options with Home Health staff: to stay with Brightree or switch to our second choice, Barnestorm. After a few days of discussion, the staff and I wanted to proceed with

switching to Barnestorm.

- C. With some minor misgivings, Dr. Moore asked the Board if they would approve the switch from Axxess to Barnestorm. He said that Barnestorm is a solid piece of software that has been around for decades, one of our staff members has used it in the past and liked it very much, and their customer support is known to be excellent. It is more expensive than Axxess but is much less expensive than Brightree. In addition, the Barnestorm contract is a 30 day contract, so if problems develop down the road we can move to another vendor without delay. The County Attorney has already looked at the Barnestorm contract and had very few problems with it. We are waiting to see if Barnestorm objects to any of the changes.

A motion was made by Andrew Foster and seconded by Carla Lipscomb to approve proceeding with the Barnestorm contract once the County Attorney is satisfied. The motion was approved on a vote of 9 to 0.

VII. The Chair, having arrived at the meeting, took over the meeting from the Vice Chair.

VIII. Proposed Budget for FY 2016-2017

- A. Dr. Moore said that the presentation of the Health Department budget to the County Manager has not yet happened as expected. Dr. Moore asked if the Board of Health would be willing to make a few amendments to the budget that was approved at the last Board of Health meeting. He wanted to include some items that Dr. Moore had neglected to include.
1. He wanted to add \$4,500 for Home Health Accreditation fees that he thought were going to be in the current fiscal year but instead will not be paid until next fiscal year.
 2. He wanted to add \$10,000 to cover the additional cost of the Barnestorm contract.
 3. He had just recently heard from the UNC School of Government that the FLSA's Exempt/Non-Exempt changes could happen as early as June 2016 instead of the expected January 2017. This will enable us to increase salaries enough to keep management and nursing staff eligible for Exempt Status. Dr. Moore wanted to add \$14,000 to cover this salary increase for the first half of the fiscal year. If the required changes do not happen until later, then we will not implement them until necessary.

A motion was made by Elin Armeau-Claggett and seconded by Carl Carroll to amend the proposed budget for next fiscal year to include the above changes for Home Health Accreditation, Barnestorm contract and FLSA changes. The total increase was for \$28,500. The motion was approved on a vote of 9 to 0.

- IX. Dr. Moore pointed out to the Board several reports included in the packet and asked the members if there were any questions. There were no questions.

X. Health Director Recruitment Plan

- A. The Chair reminded the Board that the hiring of a new Health Director was primarily the Board of Health's responsibility. He thought it would be a good idea to form a subcommittee to coordinate this process. He asked if any of the other members had ideas about how to handle this matter. He felt like the board should get moving on this issue.
- B. Dr. Moore said that the Board had several decisions to make:
1. The primary decision is: MD (approximately \$140,000 plus an additional \$20,000 for seeing patients in the clinic 8 hours a week) vs non-MD (MPH) Health Director plus a Medical Director (4 hrs/week) that does not see patients in the clinic (approximately \$80,000 plus \$20,000).
 - a. Many of the other decisions would depend on this decision.
 - b. Dr. Moore said that most counties in NC have chosen to go with the non-MD Health Director option mainly because of the additional cost.
 - c. Dr. Moore said that at a recent Board of County Commissioners meeting, Nate Hall had informed that board of Dr. Moore's impending retirement, and warned the Board of County Commissioners that hiring a replacement could cost twice as much as is currently being paid.
 - d. Dr. Moore reminded the Board of Health that prior to his becoming the Health Director, Caswell County had a non-MD Health Director and when the position became available, Dr. Moore was in the right place at the right time. He then said that the Board of Health has another MD that has expressed an interest in the position and at some time, perhaps the board should have a discussion with that MD.
 - 1) Scott Spillmann said that he was indeed interested in discussing the

possibility of becoming the Health Director or a part time Medical Director, and asked the board if he should leave the meeting in addition to abstaining from any vote on the matter. Dr. Moore said that unless there was discussion about specific salaries and benefits or final decisions were being contemplated, that he did not think Scott Spillmann needed to leave the meeting.

- 2) He did say that if the board decided to choose the non-MD route, he would be happy to participate in any way the board needed in the selection of a Health Director.
2. How widely to advertise, where to advertise and how much to spend on the advertising will depend on the MD vs non-MD decision.
 - a. Dr. Moore said that the minimum requirement to start receiving applications was to put a free ad at the Employment Security Commission.
 - b. Dr. Moore said that the advertisement could be worded to include both the MD and non-MD option.
- C. Andrew Foster asked what the main benefits were for having an MD Health Director. Dr. Moore said that the biggest benefit was that the MD was on site 40 hours a week which made it more convenient for staff. He was not sure how to quantify this benefit but he did not think it was worth paying twice the price for this convenience. Elin Armeau-Claggett commented that with 90% of the job being that of a Health Director vs a Medical Director, shouldn't the board focus on getting the 90%. Dr. Moore commented that the percentages and cost would change if the MD Health Director spent time in the clinic seeing patients and generating income. Elin Armeau-Claggett said that would still be an option if the stand alone Medical Director wanted to spend time seeing patients.
- D. Jennifer White commented that there was a qualified non-MD in the Health Department who was interested in the Health Director position who was already familiar with the workings of the Caswell County Health Department. She wanted to make sure that no qualified person was excluded from consideration.
- E. Carl Carroll commented that if the Board hires a non-MD Health Director, it would then be the responsibility of the new Health Director to hire the part time Medical Director.
- F. Andrew Foster asked if the new Health Director would be hired in advance of the retirement of the current Health Director. Dr. Moore said that while he was still having some mixed feelings about retiring, he had finally convinced himself to make a clean break at the earliest possible moment. He explained that the date of his retirement was dependent on having enough credits in the state retirement system and a portion of those credits were dependent on having enough accumulated sick leave hours. He said that based on this, he cannot give a firm date of retirement until three months before the actual date as he could need to use some of those accumulated sick leave credits. However, based on his calculations and without unexpected complications, he will be able to give formal notice in early July for a last day of employment on September 30, 2016. Until that time, this is just an informal, non-binding notice of retirement that is being given because he knows it may take some time to recruit a replacement. Dr. Moore said that the Caswell County Personnel Manual only requires a 30 day notice for the resignation or retirement of a Department Head.
- G. Andrew Foster asked the Board if they wanted to explore the possibility of hiring an Interim Health Department for several months. Dr. Moore commented that if the Board can hire a permanent replacement in advance of his leaving, that would cause much less stress and confusion on the part of the Health Department staff. Elin Armeau-Claggett commented that the new Health Director may have to give 90 days notice to their current employer so a decision will need to be made in July to avoid timing problems with the transition. Dr. Moore said that unless the Board chooses to make an internal promotion or are picking an Interim Health Director who is currently self-employed, retired or unemployed, a decision may need to be made in July.
- H. Dr. Moore suggested that the Board appoint a Search Committee, and Dr. Moore would put together a draft advertisement for the committee to consider. This can be posted in various places and see what applications are sent in.
- I. The Chair appointed Carl Carroll, Nate Hall, Andrew Foster and Sharon Hendricks (agency Finance Officer) to the Search Committee.

XI. Annual Approval of Health Director's Job Description

- A. The Health Director's Job Description has been distributed a couple of times during the last few months.
- B. There were not questions about the job description.

A motion was made by Scott Spillmann and seconded by Carl Carroll to approve the Health Director's Job Description. The motion was approved on a vote of 9 to 0.

XII. Closed Session to Discuss the Annual Evaluation of the Health Director.

The Board of Health voted to go into Closed Session by unanimous consent.

The Board of Health voted to come out of Closed Session by unanimous consent.

XIII. Adjournment

- A. The meeting was adjourned by the Chair without objection.

Approved By: _____
Health Director

Date

Board of Health

Date