

MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on * February 23, 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	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
 Jennifer Eastwood, MPH – Quality Assurance Specialist
 Patty Smith-Overman, FNP – Clinic Director

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 February 2, 2016 Board of Health minutes were reviewed.

A motion was made by Nate Hall and seconded by Jennifer White to approve the minutes of the Board of Health for February 2, 2016. The motion was approved on a vote of 7 to 0.

IV. Occupational Therapy Position

- A. Dr. Moore reported that the Board of County Commissioners approved the part time Occupational Therapy position that the Board of Health had requested.
- B. He said that he had a conversation with an Occupational Therapist that is interested in the position and Dr. Moore has started the process of advertising and establishing the position.

V. Financial Report

- A. Dr. Moore reviewed the monthly Budget Status Report with the board and while earned revenues are falling short of expectations (especially in Medicaid), we are currently at a little greater than breaking even position.
- B. We are still uncertain about the status of the Medicaid cost settlement.

VI. Proposed Budget for FY 2016-2017

- A. Dr. Moore reviewed the proposed fees for the coming year that were distributed to the board members. He said for the most part that there were only minor changes.
 - 1. Environmental Health fees did not change
 - 2. Clinic fees included an updated Sliding Scale Fee table and there were a few additional charges added to the list.
 - 3. Home Health fees were updated using a five year average of the annual Medicare cost report.
 - 4. Dr. Moore said that he included a new proposal in this fee plan, that if we became aware of a new fee during the fiscal year, the fee would be established using the Medicaid reimbursement rate and the rate would then be reevaluated during the next budget process.
 - 5. Dr. Moore reviewed the process by which the Health Department proposed these fees.

6. Dr. Moore was asked why he was proposing lower Home Health fees than the cost report said it actually costs. He said that the numbers from the cost report were based on the total cost (which includes administrative and building costs) while the direct cost was significantly less than this. He said that the cost accountant said that we needed to keep our rates above the direct cost and the proposed fees were greater than the direct cost.
7. Nate Hall commented that the board should think closely about proposing a rate less than the total cost. The board discussed this in detail.
8. Dr. Moore said that he had no objection to basing the cost on the latest cost report.
9. Dr. Moore said that he forgot to put in a fee for the new Occupational Therapy position and he recommended that the Occupational Therapy fee be set at the Physical Therapy rate until further data is reported in the next cost report.

A motion was made by Jennifer White and seconded by Carla Lipscomb to approve the Health Department fees as presented and amended above. The motion was approved on a vote of 8 to 0.

B. Proposed budgeted

1. Dr. Moore distributed and explained several documents that described and analyzed the proposed budget.
2. In response to a question, Dr. Moore described the process for determining how the personnel costs were allocated in the various programs.
3. Dr. Moore said that the proposed budget is \$2,823,474 which is \$61,320 less than the budget for the current year. Salaries and benefits make up 81% of the total Health Department budget. He said that no fund balance was included in this budget because the amount of fund balance available to us is not yet known.
4. Dr. Moore said he did some very rough estimates and he thought we might have about \$180,000 in the fund balance based on receiving no additional Medicaid Cost Settlement this year.
5. Based on not using Fund Balance, this budget asks the county for \$1,146,618 which is \$355,295 more than we are receiving in the current Fiscal Year. \$53,000 of this is for the proposed billing unit. And if we used \$150,000 of the estimated Fund Balance, we would “only” be asking the county for an additional \$150,000.
6. Nate Hall asked how the proposed budget would impact services at the Health Department. Dr. Moore said that most his thinking about this question was focused on the impact on revenue. Now that we have a full time PT and a part time OT we increased the revenue estimate for Home Health over what we earned this year. He did not make tangible estimates for an increase in the number of services provided.
7. Nate Hall asked what the impact on this budget would be if the county provided the same amount of funds and in the previous Fiscal Year. Dr. Moore said that this would have a major impact on our ability to provide services. Nate Hall followed up by saying that during a budget presentation, Dr. Moore needed to be able to translate the detailed budget numbers into a few quickly understandable concepts.
8. Nate Hall asked that without getting into too many details, what it was in this budget that caused the increased request. Dr. Moore said that \$53,000 of the increase was in the billing unit; with Dr. Moore’s retirement, this budget added a non-MD Health Director and a Medical Director for a cost of about \$20,000; we added a nursing director in the clinic to take over the responsibilities of the retiring Nurse Practitioner and hiring a Medical Office Assistant to fill in some of this nursing director’s clinic duties for a cost of \$26,500; \$28,500 to cover the cost of the expected FLSA changes; there is a new Health Educator position included for \$28,500; also included are some reclassification of positions and anticipated vacation payout costs for about \$27,500. All of this adds up to about \$184,000 of the \$355,000. These personnel costs along with the decrease revenue and fund balance make up this request for additional county dollars.
9. Nate Hall commented again that Dr. Moore should focus on the impact the budget changes will have on services and the county in general, and talk about general concepts rather than detailed numbers. Dr. Moore was told to focus on what was important to the department and say it as concisely as possible.

