

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

March 04, 2008
12:30 p.m.

BOARD MEMBERS PRESENT

Rod Kcuik
Ms. Alice Gray
Dr. Peter Rogaski
Dr. Mark Hamrick
Dr. Mark Davis
Commissioner Don Truell
Rev. Lamar Moore
Ms. Tammy Hedrick
Mr. Keith Raulston
Mr. Cory Buggs

STAFF PRESENT

Ms. Jackie Frank
Janie Ange
Ms. Kim Frank
Ms. Mary Jacobs
Ms. Mary Lou Collett
Ms. Cindy Harris
Ms. Jen Hames
Ms. Inge Leonard

VISITORS PRESENT

Brian Shipwash, Clerk of Court

WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

Dr. Davis opened the meeting, established a quorum, welcomed everyone and introduced the newest member of the BOH Ron Kcuik, Pharmacist from Lexington Memorial.

NEW BOARD MEMBER OATH OF OFFICE

Brian Shipwash, Clerk of Court administered the Oath of Office to Rod Kcuik

MEETING AGENDA and CONSENT AGENDA APPROVAL

Dr. Davis stated that Dr. Mark Hamrick's name had been left off the health director's evaluation sub-committee under the health director's report on the January 8th minutes and needed to be added.

Dr. Davis asked if there were any other corrections or additions that needed to be made to the agenda or minutes from the last meeting.

MOTION

Commissioner Truell made the motion to approve the meeting agenda and Consent Agenda with the amended January 8, 2008 minutes. Rev. Moore seconded and the motion was approved.

HEALTH DIRECTOR'S REPORT

- **Environmental Health**-Have two new interns in Environmental Health in Raleigh for centralized training for a total of six weeks training
- **Safety**-Committee had been looking at safety issues of staff who go out in the field on their jobs. Suggestion was to purchase magnetic county emblems to put on sides of their personal cars. This will help identify that they are on official business; these signs can be switched to other vehicles when needed.
- **Well Rules BOH Adopted**- We received \$20,000 to start local well program in time frame indicated. In July our local rules will go away and the State rules will become effective. Environmental Health Staff is trained and equipped to implement the program.
- **HIS System**- The State is moving on and every indication is that HIS will be implemented in November. HIS will be totally different from what we are using now and will include a billing component and better

data collection. Staff is training now and accessing where they are with computer skills. A big change for staff is the electronic medical records component. Pricing for laptops, wiring and connections for installing computers for here and Thomasville will be around \$70,000.

- **Open Access Scheduling** – This system implements same day appointments rather than traditional scheduling of appointments, sending reminder cards, and getting no shows. Other health departments have already implemented this practice. This should eliminate some of the time and work spent on the scheduling for no shows.
- **Expenditure/Revenue**- There will be a departmental expenditure/revenue report included in the BOH packet of dollars for future meetings. This is intended to cover an accreditation requirement and to keep the Board informed of where we are financially.
- **Mary Jacobs**-Retiring Monday, March 31st
- **Immunization Rates**-Doing very good job getting children immunized. FY 07 93% children up-to-date coming through the health department. State wide average is 87%. Physicians' through-out the county are running about 68% and the state average is 54%. (*Ms. Frank stated that this was a team effort in getting the children immunized and our consultant had said the health department is in the State top5 counties.*)
- **Flex Scheduling**- In our Strategic planning, we addressed employee retention and recruitment as part of our long term strategy to keep quality people. We are looking at flex scheduling in different divisions to offer as a benefit to staff.
- **Performance Based Budgeting**-Environmental Health is in the PBB and has been for 3 years. We are trying to figure out how we can get all of our programs into PBB.

OLD BUSINESS

None

NEW BUSINESS

Billing and Debt Set-Off Program

Ms. Inge Leonard explained that since she had been employed at the health department she has worked on implementation of the billing system. Ms. Leonard handed out a billing information sheet that showed the last four quarters revenue received from billing statements. Ms. Leonard also stated that a debt set-off program was implemented and that both together had brought in a grand total of \$33,587.14. *Mr. Long stated that he doubted if much of this money would have been brought in if it hadn't been for the debt set-off program. Mr. Long stated that, if the Board recalled, we had asked for a clerk to implement the billing program in the last budget request and that position has more than paid for itself.*

Budget Proposal FY 09

Janie Ange and Mr. Long presented the general cost analysis for the FY 08-09 of county net dollars request. Dr. Davis stated that the budget sub-committee had already reviewed the budget Friday February 22nd and recommended approval. A copy of the full budget had been included in the BOH packets for member review. Dr. Davis stated that if any Board had any questions or concerns please ask.

Dr. Davis discussed the well fees proposal included as part of the budget proposal. The sub-committee suggested for Environmental Health to set a well permit fee at \$200.00 which would still not cover all the cost. Dr. Davis stated this fee will not apply to an application for abandonment or repair of existing private water supply wells, and if a site is found to be unsuitable for the installation of a new private water supply well, 75% of the application fee may be refunded. Dr. Rogaski stated we could revisit this every year with the increase of gas and how many times EH had to go out for a site.

MOTION

Rev. Moore made the motion to accept the budget as presented. Dr. Rogaski seconded and the motion was approved.

(Ms. Ange distributed a home health interest/budget report to the BOH in regard to the two following letter requests :)

Request for Home Health Proceeds-Letter requesting emergency funds for children-Mary Jacobs

Mary Jacobs, School Nurse Supervisor, in a letter to the BOH for the school nurses, requested funds to assist the students of indigent families who do not qualify for state services or lack insurance, primarily Hispanic school children that fall through the cracks. The nurses are requesting \$2000.00 for the remaining of this year and \$3000.00 to be set aside for next year to establish a "School Children's Health Fund" to use for sick visits to doctors, emergencies, eye exams/glasses & medications for those children. Ms. Jacobs said these funds would be distributed at the discretion of the School Nurse as the need arises in each school. *Dr. Rogaski stated that he did a lot through The Communities in School but didn't think he had done one for the County; what about using them.* Ms. Jacobs responded that the nurses had used Communities in School for vision but there were too many needs. She also stated that some of these children wouldn't be seen by the doctors because their parents had not paid their bills in the past. These funds could be easily accessible for emergencies. Ms. Jacobs stated these funds would only be used for absolute emergencies and only for children with no insurance or Medicaid.

MOTION

Rev. Moore made the motion to approve the request for the School Children's Health Fund of \$2,000 for the rest of the 2008 year and \$3,000 for FY 2009 with the understanding it will be revisited annually. Alice Gray seconded and the motion was approved.

Request for Home Health Proceeds-Letter request for funds for abnormal Pap smear follow-up-Mary Lou Collett/Cindy Harris

Ms. Cindy Harris, clinic nursing supervisor stated that there are women seen in our clinic who have had abnormal pap smears and are not able financially to afford the follow-up care because they are uninsured, do not have Medicaid and are not eligible for assistance. Ms. Harris said clinic staff is asking for \$15,000 in order to provide follow-up care for these women through the end of this fiscal year. Ms. Harris requests an additional \$30,000 for July 08 through June 09 to cover the needs for the next fiscal year. She stated that the intent of this request was to reduce development of cervical cancer for indigent women. *Mr. Long said these women come in through our BCCCP clinic, may be identified as having a problem, and are not eligible to go into the Purchase of Care or BCCCP Medicaid.* Ms. Mary Lou Collett responded by saying that when we do an abnormal pap smear we first try Purchase of Care and if they don't qualify for Purchase of Care they have to go on a payment plan and pay out of their pocket, which for many they simply cannot afford. Ms. Collette said if their pap comes back positive for cancer, then they will qualify for the BCCCP Medicaid and that will cover them from then on. She stated but there is a long process of colposcopy, biopsies and lab fees just to get there (diagnosis) and doctors won't see them if they don't have the money to pay. Mary Lou stated that a colposcopy is \$300.00 with the basic fee for treatment at \$700.00 to \$2,200 per person. *Kim Frank said that BCCCP will follow-up on mamograms but not pap smears. Dr. Davis wanted to know if there was a possibility in getting grants or something to help with this problem like the health department did with mamograms. Jen Hames responded by saying the health department received help for prevention but not treatment. Ms. Frank stated that BCBS had some money for this a few years ago, but they no longer seemed to be interested in continuing the funding. Dr. Rogaski said we won't be getting the revenue we did get from the home health funds because the interest rates will be going down. Mr. Long said we would be running reports frequently to see how much of the home health funds are being used. Commissioner Truell asked if we still have enough money to fund this request. Mr. Long replied yes with the carry forward from this year but that there may be other projects to come up, and which could not be funded if the Board grants the \$30,000. Mr. Long also stated that that with any of these projects he wanted to make sure the funds could be properly accounted for. Commissioner Truell wanted to know if the home health proceeds could be placed into higher yield accounts. Mr. Long replied by saying he would have to refer that question to Jane Kiker.*

MOTION

Rev. Moore made the motion to grant the \$15,000 request for this fiscal year (FY08). Ms. Alice Gray seconded and the motion was approved.

Communicable Disease Report

Jen Hames, Health Educator presented an information sheet to update the Board on communicable diseases. Ms. Hames stated the numbers had all gone up from 2003 to 2007 which may have a lot to do with our clinic staff screening a more people through clinic. *Mr. Long said he wanted to give Kim's staff, especially Nancy Stout the, STD nurse, credit for pushing the issue of male Chlamydia screening. The State was not requiring the screening and didn't give us the funds to do it but Ms. Stout believed it important to offer this service to our male clients. Mr. Long stated that since we took this initiative we have received funding from the State for the screening as a pilot department and the CDC is looking into the issue of male screening as well.*

PUBLIC COMMENT

None

FUTURE BOARD MEETING DATES

Next Board of Health will meet Tuesday, May 6th, 2008 at 12:30

MEETING ADJOURNED

Respectfully submitted,

L. Layton Long, R.S., M.S.A.
Secretary to the Board

This is a true and accurate copy of the March 4TH 2008, Board of Health Minutes.

Dr. Mark Davis, Chair