

## MINUTES

### DAVIDSON COUNTY BOARD OF HEALTH

September 12, 2006  
12:30 p.m.

#### **BOARD MEMBERS PRESENT**

Rev. Lamar Moore  
Dr. Mark Hamrick  
Mr. Brown Loflin  
Dr. Mark Davis  
Commissioner Don Truell  
Mr. Corey Buggs  
Mr. Peter Rogaski  
Mr. Keith Raulston

#### **STAFF PRESENT**

Mr. Darren Cecil  
Ms. Jackie Frank  
Ms. Kim Frank  
Barbara Jones

#### **VISITORS PRESENT**

Dr. Davis opened the meeting and established a quorum.

#### **CONSENT AGENDA**

Dr. Davis asked if there were any corrections to the July 11, 2006 minutes or amendments to the agenda.

#### **MOTION**

Dr. Rogaski made the motion to approve the agenda. Mr. Raulston seconded and the motion was approved.

#### **HEALTH DIRECTOR REPORT**

- Received a “thank you” card addressed to the BOH from Deborah Delapp and staff for approval of home health funds to fund mammograms in women age forty to forty-five.
- Davidson Medical Ministries proposal approved by the BOH is moving forward. The Office of State Personnel has approved the physician’s assistant position and has assigned a classification. It is on the Commissioner’s agenda for September the 12<sup>th</sup> to approve the position. If approved, Sandy Motley and I will be working on a contract.
- There has been a fair amount of turnover in the clinic. We are trying to determine what if any problems are contributing to the turnover. Kim Frank, Nursing Director is trying to get the positions filled. We will have a modified clinic schedule until vacancies are filled. We are also looking at a temporary agency for help until we get those nurse positions filled.
- The Northwest Incubator funded a study by Health Metrics of the family planning clinic. The health department received an overall good report but Health Metrics also offered several recommendations of how we could improve efficiency in the clinic. Our cost per service is below the state average.
- Pandemic Flu Conference is Friday, September the 22<sup>nd</sup> with 106 people signed up for conference.
- CDP implementation - The new software program in Environmental Health is going well. Staff is using the system and we will be working with the State to enter data from the new software into the State system.
- The revised prenatal policy was implemented August 1<sup>st</sup>. We are working through the changes with a lot of questions from staff. As previously discussed this was a compliance issue where we had no choice but

to implement the changes. The changes will have a budgetary impact (probable revenue reduction) but there is no data yet on what the actual impact will be.

- NCPHA in New Bern October 10<sup>th</sup> 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> for BOH members interested in going.
- Interpreters-One of Barbara Jones responsibilities is coordination of interpreters. Interpreter issues are only increasing with our current clientele. Some of the interpreters we have routinely used have taken other jobs or moved. To fill this gap we are contracting with an interpreter agency, Rosario, until a more permanent solution is reached. We have participated in meetings with other County departments to look at dealing with the interpreter issue. The purchasing department will be asking for RFP's from temporary employment agencies interested in providing interpreter services. The desire is to obtain better trained staff consistent service. *(Dr. Rogaski wanted to know if the county ever looked at providing courses for staff directly involved in conversational Spanish.) Mr. Long replied such training was encouraged and that we had one person taking Spanish in September but that medical terminology was entirely different than conversational Spanish and that you ran a risk of misinformation and law suits.)*
- Pharmaceutical Companies- About July 1<sup>st</sup> health departments were notified with no prior warning of what was in some instances a 6-7 fold increase in the cost of oral contraceptives. This new price will have a huge impact on health department budgets across the state. This increase will not have an immediate impact on our clinics since we had ordered a fairly large supply of oral contraceptives at the end of last fiscal year under the old price and are able to continue clinics with these supplies. The State has worked with federal health agencies in an effort to get pharmaceutical companies to adjust prices down for health departments. The health department will be okay for the balance of this fiscal year but will look at the issue in the budget for the next fiscal year.
- The health department does not have recommended flu vaccine prices for the BOH because there is not enough information from Medicaid to make a recommendation. We will have to have a conference call or a called meeting to establish a vaccine price at a later date.
- The health department is meeting with Davidson Vision and other agencies in the County to review a grant for teen age pregnancy prevention geared toward the Hispanic community. The program is called "Plain Talk". The health department will look at the grant to see what is involved and how much is required and will inform the BOH.
- Home Health funds are being used well. The mammography bus is coming here and will set up in the parking lot October 27<sup>th</sup> and 28<sup>th</sup> for mammogram screenings for women that would not be able to get one.
- Fiscal year 2006 end of year budget is not complete because the health department doesn't have the final data back from the County. The budget year ended well and we will present the final figures at the November meeting.
- The health department is preparing for our flu clinics but still waiting for flu vaccine arrival. We are working to get the bugs out of the "on line" registration.
- Healthy Carolinians- Good news. We have received certification as a "Healthy Carolinians" county. This will allow the coalition to apply for grant funds.
- Animal Ordinance committee that I chair has met two times.
- Mr. Long asked Darren Cecil to provide an update on local well rules.
  - Mr. Cecil reported that he had worked on the local well rules as previously discussed but is waiting to see what happens with the legislation requiring mandatory local well rules program. The state is offering the county seed money of \$60,000 (potential) to initiate a local well program prior to the legislation being enacted. The state is working on a well rules template but it has not been completed. Mr. Cecil stated that he wanted to be clear on everything the State will be requiring prior to submitting local rules. Mr. Cecil stated that he and Mr. Hendren will need to meet with the environmental health sub-committee of the BOH to review rules. Mr. Cecil indicated that some of our issues locally are going to be abandoned wells.

*Mr. Davis asked how many wells were drilled a year and Mr. Cecil replied 100-200 a year because some areas don't have the Davidson Water lines.*

- Mr. Long reported that our lab had received a CLIA audit. Mark Whipple our regional lab consultant and our staff did a fantastic job getting the health department prepared for the audit. Mr. Long stated only a few minor deficiencies were noted.

### **OLD BUSINESS**

**Family Planning Policy Revision**-Kim Frank presented and explained revisions to the existing family planning policy necessary to become compliant with recent federal guidance. Mrs. Frank stated that the major change is under section 4.4 of the policy. Mrs. Frank explained that new Federal guidance on Title X prohibits requiring documentation for verification of client income which has been the standard practice at the health department under the existing policy. Mrs. Frank stated that under the new guidance the health department will have to take the clients declaration of income; we will ask for documentation but cannot require it to provide service. Mrs. Frank explained that the other modification to the existing policy eliminates the age specification on how you determine an economic unit when confidential services are requested. She stated that under the proposed revision anyone requesting confidential services would be counted as an economic unit of one.

*Mr. Long stated that the regional consultant also indicated that there may be another compliance with the existing policy. Mr. Long stated that this department has had a long standing policy that 250% of Federal the Poverty Level being the eligibility break point for services. If a patient was over 250%, of federal poverty level they would be referred to a private physician for services since our services would likely cost as much as a private physician. Mr. Long stated this policy was intended to utilize limited resources for those less able to afford a private doctor. Mr. Long plans to request further clarification from the State on this issue prior to making any recommendations to the BOH.*

### **MOTION**

Mr. Buggs made the motion to accept the family planning policy revision presented. Dr. Rogaski seconded and the motion was approved.

**Bad Debt Policy**-Kim Frank stated that our administrative monitoring visit report recommended adoption of a bad debt policy (this policy would apply to all clinical programs including family planning). Mrs. Frank stated that the proposed bad debt policy provides that once a client(s) has no activity on their account balance for one year it will be presented for "write off" at the end of each fiscal year to the BOH. Mrs. Frank explained that while these accounts would be "written off" for budgetary purposes it would not remove the debt for the client and account debts would be reactivated if that client re-presents for services.

*Mr. Long stated that from the budgetary stand point, this policy would help him and Janie Ange to get an actual amount of annual bad debt anticipated or incurred. It doesn't wipe the slate clean for a client but is more of an accounting issue.*

*Mr. Rogaski stated that you needed a number at the end of each fiscal year to see where you stand. His experience with medical debt is almost a zero collection.*

### **MOTION**

Mr. Buggs made the motion to approve the Bad Debt Policy. Dr. Rogaski seconded and the motion was approved.

## **NEW BUSINESS**

### ***Customer Service Survey Presentation***

Barbara Jones, Quality Assurance/Improvement Coordinator gave a presentation on the customer service program. Mrs. Jones stated that the Customer Service Committee was started in January of this year to enhance customer service and to enhance service delivery. In June, July and August a Customer Satisfaction Survey was distributed to all health department clients. The comments received were overwhelmingly positive and identified what we are doing well. Comment cards will be available at all times for the public to provide comments. Additionally, the health department will be recognizing staff for their good performance during the year.

### ***Accreditation***

Barbara Jones presented a power point presentation regarding accreditation of local health departments. Ms. Jones stated that the NC General Statutes mandate effective 1/1/06, that all health departments must be accredited within 8 years. DCHD has volunteered for accreditation during fiscal year 2007-2008. The purpose of accreditation is to assure the capacity of local health departments to perform a standard, basic level of service focusing on minimal services that must be provided to insure the protection of the health of the public. Accreditation requirements including the ten essential services of North Carolina Public Health, and the accreditation process were presented. The Board was advised that some of the accreditation requirements address governance by the BOH. Mr. Long will share information regarding these requirements with the Board in the coming months as we prepare for accreditation.

### ***Health Director Evaluation***

#### ***Evaluation Committee Members: Dr. Mark Davis, Dr. Peter Rogaski and Corey Buggs***

Dr. Davis asked if the BOH would still like to continue using the same company (Human Resource Solutions) to evaluate Mr. Long. Dr. Davis also stated he thought for consistency's sake it would be better to use the same company and the same evaluation committee to compare answers from the previous year.

## **MOTION**

Rev. Moore made the motion to continue contracting with Human Resource Solutions for Mr. Long's evaluation. Dr. Rogaski seconded and the motion was approved.

### ***Vice Chair selection***

Dr. Davis stated that a new Vice Chair needed be selected for the Board and opened the floor for nominations.

## **MOTION**

Mr. Loflin nominated Dr. Peter Rogaski for the Vice Chair. Dr. Mark Hamrick seconded the nomination for Dr. Rogaski. Dr. Davis asked if there were any other nominations. Mr. Truell made the motion for the nominations to be closed. Mr. Buggs seconded and nominations were closed. Dr. Davis called for a vote to elect Dr. Rogaski as vice-chair. Dr. Rogaski was elected as BOH vice chair by unanimous vote.

## **PUBLIC COMMENT**

None

## **FUTURE BOARD MEETING DATES**

Next Board of Health will meet Tuesday, November 14<sup>th</sup>, 2006 at 12:30 P.M.

## **MEETING ADJOURNED**

Respectfully submitted,

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

This is a true and accurate copy of the September 12<sup>th</sup> 2006, Board of Health Minutes.

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**Dr. Mark Davis, Chair**