

Warren County Health Department

Board of Health

May 20, 2020

The Warren County Board of Health held its meeting on Tuesday, May 20, 2020 in the Conference Room of the Health Department.

Members present: Dr. Elton Brown and Dr. James Crenshaw

Others present: Kaye Hall, Sharon Bartholomew and Tanisha Lyons

The meeting was called was called to order by Chairman Dr. Elton Brown and a moment of silence was observed.

The chair requested roll call for members that were on the conference call.

Conference Call attendees: Commissioner Baker, Mr. Michael Kilian, Mrs. Eva Brown, Dr. Dieckmann and Ms. Cheryl Coffman.

Board chair asked if anyone had any conflict with anything that was on the Agenda (in lieu of reading the Conflict of Interest Statement).

There was no public comment.

The March 17, 2020 minutes were reviewed. Mrs. Eva Brown moved to accept the minutes as read and seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

The FY 2020-2021 Budget was reviewed \$3,365,772.00 (recommended budget) \$3,226,428.00 (original budget) and \$3,334,065.00 (revised budget). Mrs. Eva Brown moved to approve the budget and seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

The Medicaid Cost Settlement was reviewed. The Health Department received \$253, 757.00 but 10% withheld until after audit is complete. The total amount received in April 2020 is \$228,382.00. Commissioner Baker moved to accept the Medicaid Cost Settlement and seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

Sharon Bartholomew presented the COVID-19 Response Funding. This is a state grant and its \$59,000 and will carry through to FY 2021. It can be used to purchase what we need in response to the virus. Mrs. Eva Brown moved to accept the COVID19 Response funding and seconded Commissioner Baker. There being no further discussion the motion unanimously passed.

Ms. Bartholomew presented the fees for Health Department for review and approval. Medicaid increased some rates by 5% and we had to increase charges to get the additional 5%. Fees will carry over to the 20-21 FY as well. Dr. Crenshaw moved to accept the Health Department Fees and seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Ms. Bartholomew presented the Environmental Health Fees for review and approval. Their fees will remain the same but added an LSS (Licensed Soil Scientist) Report fee of \$90 because of new legislation for the onsite wastewater department. Due to COVID-19 restrictions it is easier to get a permit. A licensed soil scientist can issue based on their recommendations. They can charge 30% of what's charged for a regular permit. Mrs. Eva Brown moved to accept the EH Health fee with the new charge of the LSS report of \$90 and seconded by Dr. Dieckmann. There being no further discussion the motion unanimously passed.

Ms. Bartholomew presented the Home Health fees for review and approval. There are no changes for this fiscal year unless adjustments have to be made later and they will be presented again to the Board for approval. Ms. Coffman moved to accept the Home Health fees with no changes and seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Ms. Bartholomew presented the BCCCP Program Fees for review and approval. These fee amounts come from the state and are set rates. Mr. Kilian moved to accept the BCCCP program fees as presented and seconded by Dr. Coffman. There being no further discussion the motion unanimously passed.

Ms. Bartholomew presented the BOH Operating Procedures for review and approval. Ms. Bartholomew informed the Board of the new change that the Board of Commissioners approved - an electronic meetings policy that can be used only in a State of Emergency or Disaster. It will be Attachment A in the Operating Procedures. Dr. Crenshaw moved to accept the Electronic Meetings Policy as part of the BOH Operating Procedures and seconded by Ms. Cheryl Coffman. There being no further discussion the motion unanimously passed.

Mrs. Hall is asking that the BOH Handbook be tabled since the new Operating Procedures has been approved, we would like to add that to the handbook. We will present the handbook at a later date for approval. Dr. Dieckmann moved to have the BOH Handbook tabled so that it can be updated and seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

Health Director's Report/COVID-19 Update

Mrs. Hall gave the Health Director's Report.

Staff Update: We have hired a new Environmental Health Specialist, Lori Jones and an Accounting Tech, Debbie West.

Vacant Positions:

Public Health Nurse II, Family Planning Coordinator

Public Health Nurse II, Exerstyle/Clinical Nurse

Public Health Nurse II, Home Health

Social Worker, CMARC, Care Manager for At Risk Children

WIC Director/Nutritionist

COVID-19 Update:

The Health Department is limiting access to the building by the public. Services are being offered on an appointment basis. The public is asked to call to set up an appointment for clinic or if they need to come in for WIC or Environmental Health. They are encouraged to conduct as much business as possible by phone or by dropping completed permits off.

Clinics have been streamlined so that we do not have clients sitting in the waiting room. The majority of the staff is working alternating schedules.

As of today we have 36 confirmed cases, 20 recovered cases, and 4 hospitalizations. The ages range from 18-83.

Dr. Brown asked Ms. Coffman if she was willing to sit on the committee with Dr. Crenshaw and him for the Health Director's Performance Review. Thus, there will be no need to go into closed session. Ms. Coffman agreed to be on the committee.

Dr. Brown also mentioned that Dr. Brake was not at the meeting tonight due to the death of her father and that the Board wishes her the best; she is in all of their prayers.

There being no further business the meeting adjourned by general consent. The next meeting will be Tuesday, September 21, 2020 @ 7:00 pm in the Conference Room of the Health Department.

Submitted by:



Dr. Elton Brown III, Board Chairperson

Margaret J. Brake

Dr. Margaret F Brake, Secretary