

Warren County Health Department

Board of Health Meeting

January 17, 2017

The Warren County Board of Health held its regularly scheduled meeting on Tuesday, January 17, 2017 at 7 pm in the Conference Room of the Health Department.

Members Present: Dr. Elton Brown, Dr. James Crenshaw, Dr. Merwin Dieckman, Mrs. Margaret Foster-Brake, Mr. Michael Kilian, and Dr. Amy O'Malley.

Others Attending: Kaye Hall, Sharon Bartholomew and Tanisha Lyons.

The meeting was called to order by Interim Health Director, Kaye Hall followed by a moment of silence. Dr. Brown moved to waive the Conflict of Interest Statement and was seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

There was no public comment.

Dr. Crenshaw moved to nominate Mr. Michael Killian as the Board Chair, and seconded by Mrs. Brake. The motion was closed on said name. There being no further discussion the motion unanimously passed.

Dr. Crenshaw moved to nominate Dr. Elton Brown as the Board Vice-Chair, and seconded by Dr. O'Malley. The motion was closed on said name and there being no further discussion, the motion unanimously passed.

The November 15, 2016 minutes were reviewed. Dr. Brown moved to accept the minutes and seconded by Dr. Crenshaw. There being no further discussion, the motion passed unanimously.

The minutes from the special December 13, 2016 were reviewed. Dr. Dieckmann moved to accept the minutes and seconded by Dr. Brown. There being no further discussion, the motion passed unanimously.

Mrs. Kaye Hall needs to add 2 items to the agenda. Debt set off and Bad Debt write-off. The Health dept write-off is \$1, 870.00 and Home Health had nothing to be written off this fiscal year. The debt set-off is the monies that are applied against the patient tax refund in order to receive payment for services. Dr. Brown moved to accept the debt set off and bad debt write offs and seconded by Mrs. Brake. There being no further discussion, the motion passed unanimously.

Mrs. Hall presented the Funding Summary of Revenues. NC Tracks has changed billing procedures and we now have to submit by the rendering providers. This means that we were a month behind in billing but everything is now up to date. Dr. Dieckmann moved to approve the funding summary and seconded by Dr. Crenshaw. There being no further discussion, the motion passed unanimously.

The State Of The County Health Report (SOTCH). Last year the Health Department submitted the county health assessment report, and SOTCH is the required annual update. This shows the updates Healthy Carolinians committees have done for the past year. This report is also on the

Health Departments website for public view. Dr. Brown moved to approve the SOTCH Report and seconded by Dr. Crenshaw. There being no further discussion, the motion unanimously passed.

Mrs. Hall also presented a new policy concerning Electronic Records and Imaging. The department is in the process of going paperless as it relates to Medical Records. CureMD is the software we will purchase and training will begin next month. Vital records at state level requires everyone to have this policy adopted so if at any time there are paper records that can be totally eliminated, we have to tell how we would go about the process. Sharon has sent in the proper information and we are awaiting their response. Dr. Brown moved to accept the new policy and seconded by Dr. Dieckmann. There being no further discussion the motion unanimously passed.

Mrs. Hall presented the county preparation schedule for 2018 budget. A work session is scheduled for tomorrow January 18, 2017.

Health Director's Report:

The Health Department has been asked to co-sponsor the Over the Counter Giveaway Event on February 28, 2017 to be held at the Warren County Armory 9am-2pm. The other partners are Med Assist and Triangle North Healthcare Foundation. The Health Department Staff will be volunteers and this is open to the public to sign up online. The giveaways will consist of everything from Aspirin to Vitamins, and each participant can get 10 items.

The department has also purchased 2 new vehicles and surplus 2 cars that are no longer in use. 1 (Ford Edge) will be for general use for long distance driving for the employees to have reliable transportation. Home Health has a Ford Fusion.

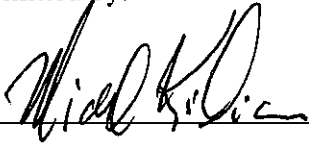
Dr. Brown asked Mrs. Brake to clarify what she was lacking for the position of Health Director. Mrs. Brake informed the board that she has the appropriate credentials but lack one course to be in compliance with the state health department. Mrs. Brake mentioned she is currently pursuing a Doctorate in Health Administration and taking the required graduate course.

Mrs. Margaret Brake submitted her letter of resignation as a member of the Board of Health.

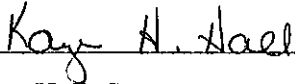
The Board will also write a letter to Mr. Jerry Bolton in thanks for his many years of service.

The next meeting will be Tuesday, March 21, 2017. There being no further discussion the meeting was adjourned.

Submitted by:

A handwritten signature in black ink, appearing to read "Michael Killian", written over a horizontal line.

Michael Killian, Board Chairman

A handwritten signature in black ink, appearing to read "Kaye H. Hall", written over a horizontal line.

Kaye Hall, Secretary