

Warren County Health Department

Board of Health Meeting

July 18, 2017

The Warren County Board of Health held its meeting on Tuesday, July 18, 2017 at 7:00 pm in the Conference Room.

Members present: Vice Chair Dr. Elton Brown, Commissioner Baker, Dr. James Crenshaw, Dr. Merwin Dieckmann, Ms. Eva Brown, and Ms. Vivian Lloyd.

Others present: Margaret Brake, Sharon Bartholomew and Tanisha Lyons

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

Dr. Crenshaw moved to omit the reading of the Conflict of Interest Statement (due to no stated conflicts of interests) and was seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

There was no public comment.

The May 16, 2017 minutes were reviewed. Ms. Loyd moved that the minutes be accepted as read and was seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the FY 2017/2018 budget. The Health Department has an adopted budget of 3,261,165 and a new car has been approved for the Home Health Agency. Mrs. Eva Brown asked the difference between the requested and recommended budget. The requested budget does not reflect the difference in salary or fringe benefits therefore the increase from the recommended budget. Dr. Dieckmann moved to accept the budget and was seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the finance report which is the 2016/2017 Summary of Revenues that shows what we collected. At this moment, we are using CureMD and we are not able to bill. When billing resumes, we post a month behind. We have remaining balances in state grants and Medicaid. Mrs. Brown moved to accept the finance report and was seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the sliding fee schedule and poverty guidelines for Wise Woman and BCCP Programs that are set by the state of North Carolina. Dr. Crenshaw moved that we adopt the schedule and poverty guidelines and the motion was seconded by Mrs. Brown. There being no further discussion the motion unanimously passed.

Mrs. Brake stated the health department is requesting a change to the fee schedule. The department wants to add a \$185 fee for the removal and replacement of Nexplanon. Mrs. Brown moved to accept the change to the 2017/18 Health Department Fee Schedule and was seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Mrs. Brake stated the Environmental Health and Home Health have a few requested changes. We looked at what our neighboring counties charged for services and adjusted the fees accordingly. Mrs. Brown moved to accept the schedule fees for Home Health and Environmental Health and was seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

The Board is responsible for the Health Director's job evaluation and Mrs. Brake six-month probation and mid -year evaluation is approaching in August. Mrs. Brake has successfully completed her graduate level course and she now meets all the requirements to qualify as a Local Health Director. The board discussed ways to properly evaluate Mrs. Brake.

The Department has received an interest to serve from Barbara Espinosa. The Board decided they would take her application under advisement and see if there would be any more interest from public.

Health Director's Report:

Mrs. Brake informed the board that interviews had been conducted for 3 vacant positions that were advertised on indeed.com. The Community Health Aid position has been offered and the new hire will begin on August 1st. The Home Health Public Health Nurse applicant was qualified by the state and we hope to offer than soon. We are still waiting to hear back from the state on the Home Health Nurse Supervisor position. An interview was also held this week for the Home Health Processing Assistant position and we will make a decision soon. We are still seeking applicants for the Nutritionist position.

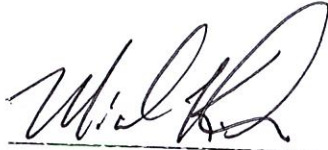
After several weeks of training for the Electronic Health Record system, we went live on July 11, 2017 with the front office (i.e. registration, checking in patients). The Cure MD staff was here the day we went live, a debriefing was held at end of the day and they commended the staff on a job well done. The next step is to begin training for the clinical staff in September.

The health department will be recognized at the Immunization Conference this week. We achieved a 100 % benchmark for child health immunizations. Lee Ann Tharrington, Immunization Nurse and Elizabeth Moseley, Child Health Nurse will be accepting the award for this achievement.

The Health Directors Association is very active in legislation concerning certain bills and occasionally Mrs. Brake stated she will ask for the Board to help in communicating with legislators on issues that could impact the public health and our citizens.

The next meeting is September 19, 2017 at 7:00 pm. There being no further discussion the meeting was adjourned.

Submitted by:

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

Michael Kilian, Board Chairman

A handwritten signature in blue ink, appearing to read "Margaret F. Brake", written over a horizontal line.

Margaret F. Brake, Secretary