

Warren County Health Department

Board of Health Meeting

March 21, 2017

The Warren County Board of Health held its regularly scheduled meeting on Tuesday, March 21, 2107 at 7:00 pm in the Conference Room of the Health Department.

Members Present: Chairman Michael Kilian, Commissioner Baker, Dr. Elton Brown, Dr. James Crenshaw, Ms. Vivian Loyd, Mrs. Eva Brown, Ms. Linda Baker.

Others Present: Margaret Brake, Sharon Bartholomew and Tanisha Lyons.

Meeting was called to order by Chairman Michael Kilian and a moment of silence was observed.

The conflict of interest statement was read by Mrs. Brake. The Board officially welcomed new member Mrs. Eva Brown. The Board also welcomed Mrs. Brake officially to her new position.

There was no public comment

The January 17, 2017 minutes were reviewed. Dr. Brown moved to accept the minutes as read and seconded by Ms. Linda Baker. There being no further discussion the motion was unanimously passed.

Mrs. Brake reviewed the Finance Program Report. Ebola and Preparedness rates are lower because of the contract with On Target Preparedness; they work with us concerning the requirements for the state for the said programs. Ms. Loyd moved to accept the Finance Program Report and seconded by Commissioner Baker. There being no further discussion the motion was unanimously passed.

Mrs. Brake reviewed the SFY 17-18 HD Budget. The worksheet has been submitted to the county but not yet approved. The Health Department has requested \$3,209,014 for the fiscal year. The department will remove a Nurse Practitioner from the budget; we have a contract with a pediatrician now. Dr. Brown moved to accept the budget and seconded by Ms. Loyd. There being no further discussion the motion was unanimously passed.

The Family Planning sliding fee scale & BCCCP fee schedule guidelines comes directly from the state; this will need to retroactive February 1, 2017. Dr. Brown moved to accept the fee schedules for family planning and BCCCP to be effective February 1, 2017 and seconded by Dr. Crenshaw. There being no further discussion the motion was unanimously passed.

The Health Department has a supply of state issued Gardasil vaccine to assist in the prevention of HPV. The department will need to replace the vaccine due to non qualifying patient error.

Dr. Crenshaw moved to accept the rate of \$185 for the vaccine along with billing the administration fee and was seconded by Ms. Linda Baker. There being no further discussion the motion was unanimously passed.

The fee and eligibility policy was updated as it relates to 340B drug pricing, proof of income, and billing third party insurance as noted in the handout. Dr. Elton Brown moved to accept the revised fee and eligibility policy seconded by Ms. Eva Brown. There being no further discussion the motion unanimously passed.

The Annual Immunization Assessment (conducted in October of 2016) Report is based upon compliance rates for county health departments, specifically the percentage of children that have documented updated immunizations by twenty four months of age. Our local health department achieved 100% Meeting Benchmark, exceeding the 2016-2017 goal of 90% and better than the state average of 86%. Dr. Brown moved to accept the Annual Immunization Assessment as presented, seconded by Ms. Linda Baker. There being no further discussion the motion unanimously passed.

The Warren County Home Health Annual Report was presented. Our Home Health has done exceedingly well with meeting the measures that have been set by the state. The expenses exceeded revenue due to not having a full staff for the 2015 fiscal year. At this present time we have seen an increase in revenue. Ms. Linda Baker moved to accept the Home Health Annual report, seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

The state amended item 6 of the local health department retention schedule that pertains to Patient Medical Records. The health department has to acknowledge and agree to comply with the instructions as written in the handout. Mrs. Eva Brown moved to accept the amended retention schedule and seconded by Dr. Elton Brown. There being no further discussion the motion unanimously passed.

A review of the NC Child Health Report Card 2017 from the NC Institute of Medicine and NC Child focused on key indicators such as healthy births, access to care, safe home and neighborhoods and health risk factors. Mrs. Brake suggested that Health Department look at the report card along with the SOTCH report and the Community Health Assessment to see how they align with each other on the key indicators.

The revised Board of Health handbook was reviewed. Mr. Kilian's email address needs to be updated for the handbook. Mrs. Brown moved to approve the handbook with the correction of Mr. Kilian email address seconded by Commissioner Baker. There being no further discussion the motion unanimously passed.

Ms. Cheryl Coffman submitted a statement of interest to serve on the Board of Health. Ms. Coffman is a retired nurse that worked in our Home Health Department for nineteen years. Dr.

Crenshaw moved that we endorse Ms. Coffman and seconded by Dr. Brown. There being no further discussion the motion unanimously passed.

Health Directors Report:

Mrs. Brake thanked the board for the gift basket she received to welcome her to her new position as Interim Health Director.

We have two Home Health (HH) positions vacant for Public Health Nurses and 1 position for the Health Department Community Health Assistant. We are looking into some other avenues for advertising for the HH positions.

The department was a co-sponsor for the Over the Counter Medicine Giveaway which was a huge success. There were over 100 volunteers and 800 residents that participated. NC MedAssist and Triangle North Foundation definitely want to collaborate again next year to host this event.

April 3-9 is National Public Health Week. April 4<sup>th</sup> is the Health Fair 10 am-2 pm and April 6<sup>th</sup> 4 pm- 6pm Exerstyle program will have Open House. We will advertise/promote frequently about our services. Employee appreciation activities will also be done that week.

The next meeting will be Tuesday, May 16, 2017. There being no further discussion the meeting was adjourned.

Submitted by:



Michael Kilian, Board Chairman



Margaret F. Brake, Secretary