

Warren County Health Department

Board of Health

November 17, 2020

The Warren County Board of Health held its meeting on Tuesday, November 17, 2020 in the Conference Room of the Health Department.

Members present: Dr. Elton Brown, Mr. Jerry Bolton

Others present: Dr. Margaret Brake, Sharon Bartholomew, and Tanisha Lyons

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

The Board Chair requested roll call for members that are on the conference call. Conference call attendees: Commissioner Baker, Ms. Linda Baker, Mrs. Eva Brown, Ms. Cheryl Coffman, Dr. Crenshaw, Dr. Dieckmann, Mr. Kilian, and Ms. Loyd.

Board Chair asked if there was any conflict of interest from any of the board members (in lieu of reading the Conflict of Interest Statement).

There was no public comment.

The September 2020 minutes were reviewed. Cheryl Coffman moved to accept the minutes as ready and seconded by Linda Baker. There being no further discussion the motion unanimously passed.

Dr. Brown stated that an agenda item will be added at the end and it will be a time change for the meetings in 2021.

Dr. Brake presented to Financial Report for review and approval. Medicaid cost settlement for 2017 \$27,034.00 this includes Medical, Family Planning and Health Choice. Mrs. Eva Brown moved to accept the 2017 Medicaid Cost Settlement and seconded by Ms. Loyd. There being no further discussion the motion unanimously passed.

Dr. Brake presented revenue from State Health Grants, fees for Health Department, Environmental Health, Medicaid Reimbursement and Home Health fees. We have several COVID grants 619, 539, 543, 115 and NCCU. We have used 28.5% of budget thus far and we are on target through October 2020. Dr. Crenshaw moved to accept the Financial Report as given and seconded by Ms. Cheryl Coffman. There being no further discussion the motion unanimously passed.

Dr. Brake presented the Debt Set Off and Write off for review and approval. Debt Set Off \$1,374.40 these are accounts are past due with no payment for 90 days of \$50 and Write Off is from 2017 -2018 from patient accounts from United Health Care that could not be collected. Mrs. Brown moved to accept the Debt Set Off and Bad Debt Write Off and seconded by Ms. Linda Baker. There being no further discussion the motion unanimously passed.

The updated Board of Health Handbook was reviewed. The updates were members contact information, organizational chart and added the list of programs of services was added. The updated policy was the Electronic Meeting Policy. Dr. Brown asked if the policy was permanent for state level and can be continued after the pandemic was over. Dr. Brake informed the Board that yes this was a permanent fixture in the procedures.

Dr. Brake presented the draft for the 2019-2022 Strategic Plan that the Leadership Team has been working on. Our last strategic plan ended in 2018. Dr. Brake asked that the plan be reviewed, and two components will be updated at the next leadership team meeting which will be the SWOT (strengths, weakness, opportunity, and threats) Analysis and review Strategic goals to see if these will be final goals. The plan has been broadened to reflect the 2018 Community Health Assessment (CHA). The goals are to increase and improve goals identified in the 2018 CHA for all citizens of Warren County, to increase the efficiency of process required for ensuring coding of services through accounts received and Improve efficiency of Warren County Operations and Preparedness to include COVID-19. Upon review if there are any questions or feedback Dr. Brake asked that she be contacted. The plan will be finalized in December and emailed to Board and can be discussed at the January board meeting.

There are three Board members that have terms expiring December 31, 2020. Dr. Brown, Mr. Kilian and Ms. Coffman has been asked if they would like to consider in their roles on the board. Dr. Brake will send a letter to the Angelena Kearney-Dunlap, Deputy Clerk to the Board of Commissioners informing her that the board members are to be reappointed to the Board of Health.

Dr. Brown asked if the Board of Health would be interested in changing the time from 7:00 to 6:00 pm. Commissioner Baker moved to change the time from 7:00 pm to 6:00 pm and seconded by Ms. Coffman. There being no further discussion the motion unanimously passed.

Health Director's Report:

See Attachment

Meeting was adjourned by Board Chair. The next meeting will be Tuesday, January 19, 2021 @ 6:00 pm in the Conference Room of the Health Department.

Submitted by:

Dr. Elton Brown, III, Board Chair

Dr. Margaret F. Brake, Secretary