

Warren County Health Department

Board of Health Meeting

September 19, 2017

The Warren County Board of Health held its meeting on Tuesday, September 19, 2017 @ 7:00 pm in the Conference Room.

Members present: Chairman Michael Kilian, Commissioner Baker, Dr. Elton Brown, Dr. James Crenshaw, Dr. Merwin Dieckmann, Mrs. Eva Brown and Ms. Cheryl Coffman.

Others present: Margaret Brake and Sharon Bartholomew

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

Dr. Crenshaw moved to omit the reading of the Conflict of Interest Statement and was seconded by Dr. Brown. There being no further discussion the motion unanimously passed.

There was no public comment.

The July 18, 2017 minutes were reviewed. Dr. Dieckmann moved that the minutes be accepted as read and seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the financial review for SFY 2013 Medicaid Cost Settlement. All Health Departments received a desk review for program reimbursement and if the departments wanted to appeal you were given the opportunity to look at the charge report for the year in question. The data was sent to the consultant to have it reviewed and we were told we owed the Division of Medical Assistance (DMA) \$82,161 and once some charges were removed, we now owe \$68,953.48. A letter of appeal with the new charge report has been sent back to DMA. Another review of the report will be done and a second letter will be sent to the Health Department for the final settlement amount. Monies that are in the department's escrow account will be used to pay the deficit. Mrs. Brake stated that she will keep the board informed about this matter.

Summary of programs is a year to date breakdown. We have not been able to bill for the health department or home health. In April some manage changes needed to be made and this caused some delay along with the billing for CureMD which is our Electronic Health Record. Home Health employment changes caused a delay in billing but we have been able to bill for the months of July and August for all pay sources. Home Health is now on track for billing. We hope to be able to do batch billing for Cure MD; however, we are only allowed to do that once a month and October will be our first attempt. The next revenue report should show some increase. Dr. Brown moved to accept the financial review and seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

Mrs. Brake presented a change in the Cash Receipts policy. We have changed the procedure and purchased a new safe. Under the new policy, each cashier will have their own money bag and key. At the beginning and end of each day Sharon or Tanisha will count the money with the cashier so that there can be more accountability. Dr. Crenshaw moved to accept the revised Cash Receipts policy seconded by Mrs. Brown. There was some discussion concerning daily deposits and petty cash amounts after which the motion was unanimously passed.

The next policy change was the Fee and Eligibility policy for Medicaid physicals. If Medicaid denied payment for the physical the department had to determine how the problem would be addressed. If the physical was the denied, the policy states that the WCHD will not charge the patient for the service. Dr. Brown moved that the revised Fee and Eligibility policy for Medicaid physicals be accepted and seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

The Health Director's Report:

Mrs. Brake reported that the Health Department was still waiting to see if the Home Health position will be filled. There are some concerns with the candidate not accepting because of the low salary as this would be a pay cut for her. Lisa Alston, the Human Resources Director will follow up with the candidate. Mrs. Brake also expressed concern that some of the open positions could possibly not be filled because of the salary.

Dr. Brown moved to support Mrs. Brake in seeking pay improvements for a Nutritionist and Home Health Nurse and seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

Mrs. Brake will attend the North Carolina Public Health Association Conference and the department has four employees that will be recognized for twenty-five years of Public Health Service. They will also be recognized in the October staff meeting.

The clinics will go live October 4th. They have been in CureMD training for the past 5-6 weeks. The front office went live a few months ago.

The Health Department is partnering with Social Services to host two Mental Health First Aid trainings (youth and adult) next month. They are designed to help the participants to recognize when people are in crisis and how to intervene as it relates to referring to services.

Mrs. Brake thanked Commissioner Baker, Mrs. Eva Brown and Mrs. Cheryl Coffman for attending the forum on Opioid abuse. This was held at the Warren County Armory on August 21st and the Warren County Board of Commissioners was the host. A follow up meeting is planned for late October and when the date has been scheduled, the Board will be informed.

Mrs. Brake mentioned the Stepping Up Initiative local meeting she attended on Friday. There are times when key persons are not at the meeting such as the Sheriff's Office or jail staff which

makes it difficult to know how mental health problems in the jails can be addressed in our county. Mrs. Brake stated that as county agencies we need to figure out how to help citizens navigate to the appropriate agency to receive the needed services.

The health department started our Diabetes Prevention class today. It's an evidence-based program from the CDC that works with minorities in particular to reduce their risk of getting diabetes. This will be a year long program. The participants will meet once a week for six months and then every other month after that.

Motion was made by Chairman Kilian and seconded by Dr. Dieckmann to discuss personnel matters in closed session. The motion was unanimously approved.

Motion was made by Dr. Crenshaw and seconded by Dr. Brown to enter into regular session. Motion was unanimously approved.

The next meeting is November 21, 2017 @ 7:00 pm. There being no further discussion the meeting was adjourned.

Submitted by:



Michael Kilian, Board Chairman



Margaret F. Brake, Secretary