

The Warren County Health Department

Board of Health Meeting

November 21, 2017

The Warren County Board of Health held its meeting on Tuesday, November 21, 2017 @ 6:00 pm in the Conference Room.

Members present: Chairman Michael Kilian, Commissioner Baker, Linda Baker, Dr. James Crenshaw, Eva Brown, Cheryl Coffman and Vivian Loyd.

Others present: Mr. Glen Martin, Margaret Brake, Sharon Bartholomew and Tanisha Lyons.

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

Ms. Loyd moved to omit the reading of the Conflict of Interest Statement and was seconded by Mrs. Eva Brown. There being no further discussion the motion unanimously passed.

There was no public comment.

Mr. Glen Martin is a former Health Director for Rockingham County. He presented the roles and responsibilities of Local Public Health Governing Boards.

Some objectives are the following:

- Describe key concepts underlying the practice of public health and the role a board of health plays in carrying out core functions and essential services
- Identify the laws regulating the local public health system
- Describe the guidelines and expectations for being an effective board member

The agenda consisted of the following:

- Public Health Milestones and Current Challenges
- Public Health Functions and Essential Services
- Legal Responsibilities and Authority
- Local Governance Boards
- Board Members' Work
- Effective Governance

In summary

- Board Members are advocates for public health function as policy makers, and stay educated about Public Health
- The chair has a specific role
- The meetings must follow specific guidelines
- The Board's overall roles are rule-making, administration and adjudication
- The Board's #1 goal is to support local Health Department in achieving its Public Health goals

The September 19, 2017 minutes were reviewed. Mrs. Coffman moved that the minutes be accepted as read and seconded by Ms. Linda Baker. There being no further discussion the motion unanimously passed.

Mrs. Brake presented the financial review which is a summary of programs for the fiscal year. This reflects the budget expenditures and revenues. The billing has now switched to CureMD and make sure that everything is being transferred at the state level to ensure we can bill and get reimbursement. We are hopeful to have more revenues on the next summary report. Mrs. Eva Brown moved to accept the financial review and seconded by Ms. Coffman. There being no further discussion the motion unanimously passed.

Mrs. Brake shared the flu vaccine usage report. The state supplied 67 vaccines and the health department purchased 162 at a total of 229 flu vaccines have been given. Mrs. Brake also shared the Communicable Disease Report from January-June 2017.

Mrs. Brake gave an overview of the Strategic Plan 2015-2018 and informed the Board that she would like a planning session in 2018 along with the Leadership Team in preparation for 2019-2021. The Strategic Plan is in alignment with the Community Health Assessment.

The Board of Health has three members' terms that will expire December 31, 2017. Mrs. Coffman, Mr. Kilian and Dr. Brown were asked if they would like to be reappointed for another term, Mr. Kilian stated that he did not want to be the chair for next year. Mrs. Brake will speak with Dr. Brown because he was not able to attend the meeting. Ms. Loyd moved to have the said names be reappointed to the Board of Health pending Dr. Brown approval and seconded by Dr. Crenshaw. There being no further discussion the motion unanimously passed.

Health Director's Report:

Mrs. Brake shared the customer satisfaction survey. There were 110 surveys and overall results most were satisfied with their Health Department experience.

Staff updates:

- The Home Health nursing position has been filled and we are looking to contract for Occupational Therapy services.

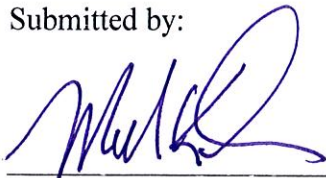
- A new staff person has been hired to work patient registration and we will be hiring a Processing Asst IV. This will be a finance position to be more focused on billing and reimbursement.
- Mrs. Brake states the Nutritionist I position salary increase has been approved by the Commissioners. The position has been posted and we are actively recruiting to get this position filled.
- We have a new Physician Assistant that has replaced Dr. Wiley. The parents and children have great things to say and we are calling former patients to inform them that we have a new child health provider.

Mrs. Brake stated she has attended meetings on Medicaid transformation in December; the Health Director's Association will host a meeting for 6 organizations that want to be a MCO for the state Medicaid program. Health Departments are recognized as a health provider and they want all Health Departments to be in the network to be coverage across the state. Mrs. Brake stated she will keep the Board informed as she learns more.

Mrs. Brake announced that our server is not working at this time thus the reason we are unable to access a lot of our documents. In January there could be other things for your review that we were not able to access before this meeting.

The next meeting is January 16, 2018 at 7:00 pm. Commissioner Baker moved to adjourn and seconded by Mrs. Brown. There being no further discussion the motion unanimously passed.

Submitted by:



Michael Kilian, Board Chairman



Margaret F. Brake, Secretary