

MINUTES OF THE MEETING
OF
THE BOARD OF HEALTH
FOR
THE COUNTY OF LEE, STATE OF NORTH CAROLINA

June 21, 2017

The regular meeting of the Board of Health for the County of Lee, State of North Carolina, convened at 7:00 p.m. in the County Commissioners Meeting Room, 106 Hillcrest Drive, Sanford, North Carolina. Members present were: Mrs. Charity Dodson, Dr. William Hall, Mrs. Mary Hawley-Oates, Dr. Andre Knecht, Dr. Diane Schaller and Mrs. Nilla Sloop. Mr. Heath Cain, Health Director, was present as Board Secretary.

Members absent were: Pastor Alice Hooker, Dr. Alex Martin, Mr. John Riley, Jr., Mrs. Martha Underwood and Dr. Teresa Wooddell

Approval of the Agenda:

There was one correction made on the agenda under Action Items-Use of Medicaid Cost Settlement Funds for Training-the training amount should be \$4,450. Mrs. Sloop moved to approve the agenda as amended. Mrs. Hawley-Oates seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Knecht, Schaller and Sloop

Nay: None

The chairperson ruled the motion was adopted unanimously.

Approval of the Minutes:

Mrs. Hawley-Oates moved to approve the minutes as written. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Knecht, Schaller and Sloop

Nay: None

The chairperson ruled the motion was adopted unanimously.

Public Comments: None

The Board considered **Action Items – Mr. Heath Cain, Health Director**

- **Additional State Revenue for Healthy Communities (Health Promotion) \$3,810** - This Agreement Addendum Revision #1 enables the Lee County Health Department to (1) pay for staff and community partners to attend training on health equity and/or topics directly related to the FY 17-18 Community Action Plan strategies and/or (2) implement mass media messaging campaigns promoting the FY 17-18 Community Action Plan strategies. Mr. Cain mentioned they have some choices from which the funds can be implemented. Mrs. Hawley-Oates moved to approve accepting the Additional State Revenue in the amount of \$3,810 as presented. Dr. Hall second the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Knecht, Schaller and Sloop

Nay: None

The chairperson ruled the motion was adopted unanimously.

- **Renewal Contract with the NC Department of Corrections for FY 2017 – 2018** –Mr. Cain mentioned he received this contract late and the Correctional Facility is asking for it to be returned to them no later than June 30, 2017 for it to be effective for the new fiscal year. This will be a challenge as it also has to be approved by the Board of County Commissioners at their July 17, 2017 meeting. He has asked the facility to make the contract effective following the July 17th date. He still wants to proceed with getting this approved for the next fiscal year. The contract between Lee County Health Department and the North Carolina Department of Corrections for inmate labor at the Lee County Animal Shelter has been in effect since June 1, 2009. This program has been successful and we would like to continue with the program. County funds in the amount of \$520 support this program and are included in the 2017–2018 budget proposal. Mrs. Sloop moved to approve accepting the Renewal Contract with the NC Department of Corrections for FY 2017–2018 as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

- **Amendment 1 to the Consolidated Agreement** – this agreement also came in late and Mr. Cain has contacted the State and they are agreeing to sign off when it has been approved by the Board of County Commissioners. Changes made to the contract are highlighted in red on the abstract sheet. This information was sent to the Board in their agenda packet. Mrs. Hawley-Oates moved to approve accepting the Amendment 1 to the Consolidated Agreement as presented. Dr. Hall second the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

- **Sliding Fee Scale for Primary Care** – this information was presented to the Board at last month's meeting. This is a request for the Board to approve the Primary Care office visit fee from the existing \$50 to a proposed sliding fee scaled from \$50-\$100. A copy of the sliding fee scale was handed out to the Board. Patients who meet the criteria for the federal poverty guidelines will be assessed according to the scale. Included in the abstract was the primary care office visit fees which showed what the client will pay at 100%, 75%, 50%, 25% and 0%. Patients who slide to 0% will pay a minimum of \$50. Proof of income is required and will determine where the client will fall on the scale and how much they would have to pay. Labs will continue to be charged a flat fee for the service provided. Mr. Cain mentioned this will be a three step approval process. The increase in the Primary Care office visit will result in a minimum projected revenue of \$3000. Discussion followed. Dr. Hall moved to approve accepting the sliding fee scale for the Primary Care Clinic as presented. Mrs. Dodson seconded the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

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- **Use of Medicaid Costs Settlement Funds for Training- \$4,450** - these funds can be utilized to enhance clinical services at the health department. This training will improve the efficiency and effectiveness of our clinical services by ensuring the codes utilized would not be rejected. The health department needs training to ensure we receive maximum reimbursement for services provided. This is a five week course where staff must pass a test to become a certified coder. The \$4,450 covers three staff members taking the ICD 10 training including materials. Discussion followed. Mrs. Hawley-Oates moved to approve accepting the Use of Medicaid Costs Settlement Funds for Training in the amount of \$4,450 as presented. Mrs. Sloop second the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Knecht, Schaller and Sloop

Nay: None

Abstained: Dr. Knecht

The chairperson ruled the motion passed.

The Board heard **New Information - Mr. Heath Cain, Health Director** –

- **NC Health Information Exchange Authority (NCHIEA)** – the health department is in the process of moving more and more towards becoming an electronic health agency. The health information exchange is a secure and electronic network that gives authorized health care providers the ability to access and share health-related information across a statewide information highway. It exists to improve health care quality, enhance patient safety, improve health outcomes and reduce overall health care costs by enabling health information to be available securely whenever doctors, nurses and patients need it.

The new law also requires that as of February 1, 2018, all Medicaid providers must be connected and submitting data to NC HealthConnex in order to continue to receive payments for Medicaid services. By June 1, 2018, all other entities that receive state funds (e.g. State Health Plan) for the provision of health services, including local management entities/managed care organizations, also must be connected. (NCGS 90-414.4) We will also be using the \$20,000 approved by the Board a couple of months ago to complete a risk assessment of the health department making sure we are HIPAA compliant.

The Board heard **Update Information – Mr. Heath Cain, Health Director** –

- **FY 2017 – 2018 Health Department Budget Update** - the Board of County Commissioners approved the county's budget Monday night (6/12/17). A copy of the Lee County Health Department Proposed Budget for FY 2017 - 2018 was handed out to the Board. The budget contains two new trucks – 1) for Environmental Health and 1) for Animal Services Shelter staff. The budget includes GPS hardware and software to improve the Environment Health On-Site Wastewater Program. These items increased our budget by \$46,666. The budget also includes a 2% COLA increase for all staff; and a 2.5% increase for those who qualify. Health Department proposed expenditures equals \$3,322,928.
- **Strategic Plan Update** – a Power Point Presentation was given by Mr. Cain. He and Ashley Graham, Health Ed. Supervisor put this presentation together. The Strategic Plan was approved by the Board in December 2016. This is the 2016 Strategic Plan Progress report. Strategic Goal #1 – Ensure the optimal capacity and infrastructure to carry out public health functions – met or in progress as of June 2017 – 25%. Strategic Goal #1- highlights were presented. Strategic Goal #2 – Effectively communicate health department strengths and existing services to improve community awareness, improve population health and mitigate health disparities - met or in progress as of June 2017 – 83%. Strategic Goal #2 – highlights
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were presented. Strategic Goal #3- Improve the operational efficiency of health department programs and services – met or in progress as of June 2017 – 29%. Strategic Goal #3 – highlights were also presented. Mr. Cain stated this is a three year strategic plan and we are now six months into the progress.

- **Lee County Health Department Activity and Management Summaries** – the Board reviewed the LCPH Activities for the month of June 2017. Mr. Cain mentioned the January numbers for Vital Statistics has been corrected on the activities summary. Under Environmental Health – On Site Wastewater – new lot apps received - 14. Ten of the 14 were received on May 3, 2017. They are a little slow in this area, but are working to get caught up. He mentioned under Animal Control on the Management Summary report, shows 94% of the animals were adopted/rescued. He mentioned there is some good work being doing at the shelter. We have hired a new employee to work at the shelter who will begin work on Wednesday, July 5, 2017. He has spoken to Dr. Houser and a new CET class will be taught on July 10th and 11th. The LCPH Management Summary showed May 2017 92% was expected. We collected 92% of our revenue and expended 83% of our budget. A question was asked about the Child Health low percentage for follow-up appointments on the monthly management summary. Mr. Cain mentioned our no-show rates are on the rise and he is not sure of the reason why.

Executive Session-

- **Personnel issue – G.S. 143 – 318.11 (6)**

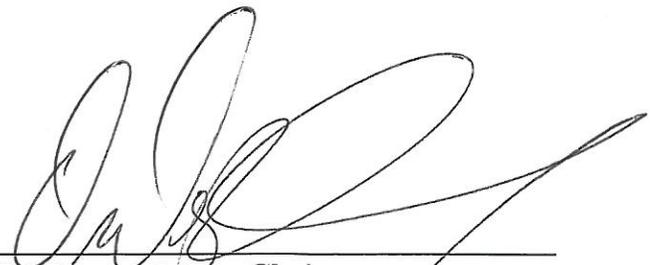
Mrs. Hawley-Oates made a motion to go into executive session to discuss a personnel issue. Mrs. Dodson second the motion and upon a vote, the results were as follows:

Aye: Dodson, Hall, Hawley-Oates, Knecht, Schaller and Sloop

Nay: None

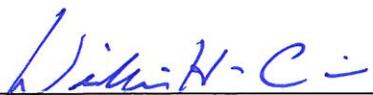
The chairperson ruled the motion was adopted unanimously.

The meeting ended at 7:35 pm.



Dr. Diane Schaller, Chairperson

ATTEST



William Cain, REHS, MPA, Health Director