

Cass County Health Department

BOARD OF HEALTH

Regular Meeting

June 27, 2018

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on June 27, 2018. President Lesley Newell called the meeting to order at 12:04 p.m.

Board of Health members attending the meeting were Lesley Newell, Ron Aggertt, Joyce Brannan, Ann Chelette, Hollie Reid, Amy Parlier and Larry Gabbert. Dr. Alan Deckard, Ex-Officio member, was also present.

Health department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo and Linda Debergh. Nicole Roegge was present to take the minutes of the meeting.

Approval of Minutes

A motion was made by Joyce Brannan and seconded by Ann Chelette to approve the minutes of the May meeting as amended. The motion carried with all in favor.

Financial Report

Teresa Armstrong, Administrator, reported that overall the financials look good for this month. All cost centers are doing well with the exception of Maternal Child Health. This cost center receives the majority of the tax levy money each year and that revenue is not recognized in the financial reports until it is received which should be sometime in July. She also explained that Dirk Debergh, Financial Officer, had discussed in depth the Financial Scorecard reports to the Finance Committee.

Teresa also discussed the construction project and where it stands from a financial stand point. The total paid on the project up to this point is \$759,010.20 with the total amount of grant funding being \$880,089.00. This leaves \$121,078.20 remaining in grant funding as well as another \$74,905.12 in a restricted fund that is to be used for capital improvements. Teresa is looking at using some of the restricted funding to install new carpet in the large conference room that would match the new carpet laid in the hallways as part of the construction project. President Lesley Newell suggested during the Finance Committee meeting that any additional funds from the restricted fund be held on to in case of other improvement projects that may be needed in the future.

Teresa also reported that the annual audit has been completed but that there was one finding that required a corrective action. Anytime an item is purchased that is between \$3,000 and \$10,000 there must be two documented quotes for the item turned in with the purchase request sheet. If an item is a sole service or only provided by one company then that must be documented as well since two bids would not be able to be obtained. Training will be happening with all department heads so that they are aware and become familiar with this process going forward.

A motion was made by Amy Parlier and seconded by Ann Chelette to approve the financial report as presented. The motion carried with all in favor.

### Administrator's Report

Teresa Armstrong, Administrator, reported on some staffing changes that have taken place. Brenda Hamann will officially retire on July 10<sup>th</sup>. There will be a retirement party held in her honor at 3:00 p.m. in the employee breakroom on that day. All are invited to attend. She also reported that KaLynn has decided to stay on PRN as a dental assistant and will help in the dental clinic when needed. She is also going to hygiene school and would like to come back and work as a hygienist in the dental clinic when her schooling is completed. Dr. Watson the new full time dentist will be starting in the dental clinic on July 9<sup>th</sup>.

Teresa also discussed a potential physician candidate that she and Tiffany have been talking with. Dr. Curry has been onsite for a visit and really enjoyed the clinic. He is bringing his wife on site for a visit on July 9<sup>th</sup> and would be interested in talking with a realtor and seeing some houses for sale in the area at that time. He is currently practicing in Kentucky at a very busy practice and is looking to move to a smaller community and slow down his practice a bit. He is also interested in doing the MAT (Medication Assisted Treatment) program as well. Teresa is hopeful that the MAT program will be up and going on August 1<sup>st</sup>.

Teresa has received word that the Welcome Center grant will be funded for a whole year this year. She is looking to hire an additional staff member to work full time in this program. She is also looking to hire an additional health educator for the public health grant programs.

Tiffany and Teresa will be applying for another grant opportunity through HRSA to expand access to substance use disorder and mental health services. The clinic is eligible for \$250,000 the first year with \$100,000 per year after that. The application is due on July 16<sup>th</sup>.

See handout.

### Clinic Report

Tiffany Angelo, Clinic Director, reported that she and Lisa will be presenting at a virtual job fair through the National Health Service Core. They are currently looking for a part time or full time behavioral health counselor. Anyone that is a licensed counselor is eligible. Ads will be placed in the Jacksonville and Springfield newspapers as well as on our Facebook page advertising the positions as well.

Julie Goddard, Tara Landon and Emily Eichelberger are attending an opioid training in Springfield today. They also continue to meet weekly to discuss the MAT program. They have a start date of August 1<sup>st</sup> for the program.

There were no quality improvement measures to discuss for the dental clinic this month. The health clinic met or exceeded their goal on 4 of the 6 measures they reported on this month. There was a large drop in compliance for the child BMI measure so Angie will be watching these charts more closely and will also provide additional training on documentation at the July provider meeting. Bright Futures also continues to be a struggle for the clinic as patients must be compliant by their third visit or they will never be in compliance.

See handout.

### Maternal Child Health Report

See handout.

### Quality Assurance Report

See handout.

### Old Business

There was no Old Business to report.

### New Business

Changes were made to the Cass County Health Department Corporate Compliance policies and procedures: Section 8. Legal Obligations and Compliance, 5. Purchasing Guidelines (Micro Purchases, Small Purchases, Procurement by Sealed Bids, Section 9 A. Healthcare Privacy, Section E. Escheatment, and Section 23. Risk Management. A motion was made by Ann Chelette and seconded by Hollie Reid to approve the Cass County Health Department Corporate Compliance policies and procedures as presented. The motion carried with all in favor.

Changes were made to the Cass County Health Department Financial Management policies and procedures: Division of Duties, Cash Receipts Procedure, Cash Change Box, CCHD Credit Cards, Financial Reporting (Monthly Financial Reports), Cass County Health/Dental Billing (Sliding Scale, Medicaid/Medicaid Managed Care), Resolution of Overpayments and Unclaimed Property. A motion was made by Hollie Reid and seconded by Amy Parlier to approve the Cass County Health Department Financial Management policies and procedures as presented. The motion carried with all in favor.

Changes were made to the Cass County Health Clinic policies and procedures; 18 Client Charges/Payments 18.1 Client Fees and 18.2 Sliding Scale. A motion was made by Ann Chelette and seconded by Ron Aggertt to approve the Cass County Health Clinic policies and procedures as presented. The motion carried with all in favor.

The FY 2019 Income and Expense budgets were reviewed by Teresa Armstrong. A motion was made by Ron Aggertt and seconded by Amy Parlier to approve the FY 2019 Income and Expense budgets as presented. The motion carried with all in favor.

The re-credentialing and re-privileging packet for Sarah Seely, LCPC was reviewed by the Board of Health. A motion as made by Joyce Brannan and seconded by Ann Chelette to approve the re-credentialing and re-privileging of Sarah Seely, LCPC. The motion was carried with all in favor.

The re-credentialing and re-privileging packet for Dr. A. Royeen, MD was reviewed by the Board of Health. A motion as made by Joyce Brannan and seconded by Hollie Reid to approve the re-credentialing and re-privileging of Dr. A. Royeen, MD. The motion was carried with all in favor.

The slate of officers was presented by Ann Chelette of the Nominating Committee. Lesley Newell was nominated for the position of President and Joyce Brannan was nominated for the position of Secretary/Treasurer. A motion was made by Ron Aggerth and seconded by Hollie Reid to approve the slate of officers as presented. The motion carried with all in favor.

### Adjournment

A motion was made by Amy Parlier and seconded by Hollie Reid to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 12:46 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.