

Cass County Health Department

BOARD OF HEALTH

Regular Meeting  
November 28, 2018

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on November 28, 2018. President Lesley Newell called the meeting to order at 12:07 p.m.

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

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

Approval of Minutes

A motion was made by Amy Parlier and seconded by Ron Aggertt to approve the minutes of the October meeting as presented. The motion carried with all in favor.

Financial Report

Teresa Armstrong, Administrator, reported that overall the financial reports looked great. Payment delays from the Medicaid Managed Care Organizations continue to be an issue and have caused the A/R to increase. Teresa also reported that Dirk has resubmitted the health department's indirect cost rate and is awaiting its acceptance. The cost rate must be submitted each year and often times is sent back and needs to be resubmitted a few times before it is approved.

Teresa also reported that the chronic care management bundle grant has been submitted. This grant bundle covers the LHPG, tanning/body art, lead, potable water grants as well as a couple of other smaller grants. The bundling of several grants was a new process for the State and seemed to work fairly well for the application process.

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

Administrator's Report

Teresa Armstrong, Administrator, reported that a contract has been signed with a locums dentist to provide coverage in the dental clinic during Dr. Watson's maternity leave. Dr. Curry has made the move to Virginia but is currently still waiting on his Illinois license before he can start in the medical clinic. Dr. Silas has been offered a part time position in the Beardstown medical office but has not given an answer yet.

The contractors have finally agreed on the replacement part cost for the generator. There are still a few electrical punch list items that need to be completed along with the generator. This should all be finished soon.

Teresa reported that the auto enrollment for the new Integrated Health Home program has been delayed until March. The prior start date for auto enrollment was set at January 1<sup>st</sup>. Teresa believes this date may change again with the new governor taking over and the new appointments he may make once he takes office.

The Medication Assisted Treatment (MAT) program is up and running and currently has some active patients.

Kathy Newman has ordered a new server to replace the one that went down about a month ago. It is finally in and she will be working on getting it installed and programs switched over to it soon.

The December Board of Health meeting was set for December 19<sup>th</sup> at noon. The meeting will be held at Kesterson's Good Times in Virginia.

See handout.

### Clinic Report

Teresa Armstrong, Administrator, reported that she attended the Nextgen User Group conference in Nashville with Amy Thompson, Dirk Debergh and Angie Rohn. She felt that it was a very good conference and brought back some useful information to put into practice in our facilities.

Teresa will be attending the annual UDS training in Springfield tomorrow.

Teresa reported that a new measure has been added to the QA report called "Closing the Referral Loop". This is a UDS measure that monitors all patients who have been referred to a specialist have a report back in the clinic's medical records from that specialist. The clinic is currently at 79% compliance in this measure. Cervical cancer screening was also reported for QA this month and the clinic was at 70% compliance for this measure. The dental clinic reported on caries risk assessment for QA this month with a 99% compliance rate in this measure.

Teresa reported that there were 153 behavioral health encounters for the month of October. This is the highest number of encounters the program has ever had. Behavioral health services continue to grow.

See handout.

### Environmental Health Report

Teresa Armstrong, Administrator, reported that collaboration with Morgan County for environmental health services continues to go well. Teresa has received one complaint from a restaurant owner about the new health inspector and the inspection done but that has been it. They are working very diligently to get restaurant inspections caught up for us by year end.

See handout.

### Public Health Report

Andrew English, Public Health Coordinator, reported that Shelbi Thornley has been hired as a full time health educator for the public health department. Shelbi had previously completed an internship with the health clinic prior to being hired on full time. She is doing well and has already become certified in the affordable care act and is assisting with insurance appointments during open enrollment.

Andrew also reported that community flu shot clinics have ended. They were very well attended with over 700 adult and 30 pediatric flu vaccines given.

Andrew has submitted grant applications for Communities of Color as well as Ticket for the Cure. He is awaiting word on these grants. Andrew will also be submitting the Hepatitis B grant today.

See handout.

### Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, reported that she completed tallying the results of the patient satisfaction scores for the medical, dental and public health departments. Any unsatisfactory scores received were in relation to the questions regarding phone calls. Linda also reported that overall scores for the dental clinic had increased.

See handout.

### Old Business

A motion was made by Hollie Reid and seconded by Joyce Brannan to approve the credentialing and privileging of Erin Coats. The motion carried with all in favor.

### New Business

Revisions to the Cass County Health Clinic policies and procedures were presented to the Board of Health. A policy was added regarding naloxone administration to any person needing this type of service. A motion was made by Joyce Brannan and seconded by Amy Parlier to approve the Cass County Health Clinic policy revision as presented. The motion carried with all in favor.

Changes regarding the handling of highly confidential information was added to the Notice of Privacy Practices and the HIPAA policies and procedures. A motion was made by Amy Parlier and seconded by Ron Aggertt to approve the Notice Of Privacy Practices and HIPAA policies and procedures as presented. The motion carried with all in favor.

SUPR (Substance Use Prevention and Recovery) policies and procedures were presented to the Board of Health. A motion was made by Hollie Reid and seconded by Ron Aggertt to approve the SUPR policies and procedures as presented. The motion carried with all in favor.

### Executive Session

A motion was made by Amy Parlier and seconded by Hollie Reid to go into Executive Session. The motion carried with all in favor. The Board of Health entered Executive Session at 12:48 p.m.

A motion was made by Amy Parlier and seconded by Hollie Reid to come out of Executive Session. The motion carried with all in favor. The Board of Health came out of Executive Session at 1:20 p.m.

A motion was made by Amy Parlier and seconded by Ron Aggertt to approve Option #2 of the salary and wage increase proposal presented by Teresa Armstrong, Administrator. The motion carried with all in favor.

A motion was made by Hollie Reid and seconded by Joyce Brannan to approve a 4% salary increase for the Administrator. 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 1:25 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.