

Cass County Board of Health

BOARD OF HEALTH

Regular Meeting

July 24, 2019

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on July 24, 2019. Secretary/Treasurer Joyce Brannan called the meeting to order at 12:02 p.m.

Board of Health members attending the meeting were Lesley Newell, Joyce Brannan, Amy Parlier, Hollie Reid, Ron Aggertt and Josh Millard.

Health Department employees present were Teresa Armstrong, Dirk Debergh, Tiffany Angelo, Linda Debergh, Shelly Taylor and Lisa Clement. Nicole Roegge was present to take the minutes of the meeting.

Approval of Minutes

A motion was made by Amy Parlier and seconded by Lesley Newell to approve the minutes of the June meeting as amended. The motion carried with all in favor.

Approval of Financial Report

Teresa Armstrong, Administrator, reported overall everything on the financial reports looks good. Teresa also explained that due to requested changes by HRSA Dirk is now drawing down any funds that are being expended when the check is written instead of drawing funds down at the end of each month for the month.

County taxes are starting to come in and will be recorded in the July reports that will be given to the Board next month. This tax money will be used mainly for the Maternal Child Health program.

Teresa discussed a couple of upcoming changes to the dashboard report for the August meeting. Dirk will be adding the percentage of A/R less than 120 days old and bad debt write offs compared to the regular A/R.

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

Administrator's Report

Teresa Armstrong, Administrator, reported that she along with a group of employees have been meeting to prepare for the upcoming HRSA site visit. The site visit will be conducted October 22nd-24th. Teresa has started working on changes to Form 5A but the system is not allowing her to make the changes she needs to. She will be contacting the help desk about this.

HealthLab has taken over for Quest as the new lab company for the clinic and public health departments. Things are going well. There were a few issues at the start but things are running well now. Patients will no longer have to pay the \$20 draw fee since HealthLab will be drawing the blood. The lab prices are substantially cheaper through HealthLab as well.

Teresa has received the program review reports for Environmental Health. There were only a few standards that were not met with regard to documentation issues. Many of the missing items were things that were done right before Franci Sweetin left on maternity leave. A corrective action plan will be written and sent into the Illinois Department of Public Health.

Teresa reported that she will be on vacation July 25-August 6th.

See handout.

Clinic Report

Tiffany Angelo, Clinic Director, reported that Samantha Michael had a healthy baby girl last week. Mom and baby are both doing great. Samantha works as a CNA for the medical clinic.

Tiffany reported that there were 11 quality assurance measure reported on for the medical clinic this month. The clinic increased their compliance percentage or exceed the clinic's goal on 8 of those 11 measures. The two measures that were not met were coronary artery disease and diabetes. The coronary artery disease measure was at 83% compliance. Due to the low number of patients with a CAD diagnosis the one non-compliant patient brings the compliance percentage below goal. The diabetic measure was at 80% compliance for the reporting period. There were 29 patients who did not have an HbA1C of less than 9.0. All of these patients now have follow ups scheduled.

The dental clinic reported on two quality assurance measures for the month of July. The sealant retention measure was at 100% compliance while the sealants to first molars measure was at 82%. All sealants that were planned but not placed had documentation as to why they were not placed at the visit.

See handouts.

Home Services

Shelly Taylor, Home Services Director, reported that an additional IDPH follow up audit was conducted and another corrective action plan was completed and submitted. This corrective action plan was accepted.

Review Choice Determination (previously called pre claim review) has started again for the home services department. It is going well but is very time consuming.

The Hospice Volunteers will be selling Christmas evergreen wreaths and swags again this year. If anyone is interested in purchasing or selling for the group please let Shelly or Nicole know.

See handouts.

Quality Assurance Report

Linda Debergh, Quality Assurance Nurse, reported that Provider 15 has been added to her quality reports. This provider number will represent Dr. Curry.

Linda reviewed the home health and hospice quality assurance measures with the Board. All measures continue to increase each time. All patient satisfaction survey comments for both programs were great.

See handouts.

Old Business

There was no Old Business to report.

New Business

Teresa Armstrong, Administrator, presented the 2018 audit to the Board of Health. There were no findings from the accounting firm. A motion was made by Amy Parlier and seconded by Ron Aggertt to approve the 2018 audit as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, reviewed the addition and changes to the Cass County Health Department financial management policies as follows: added a determining willingness to pay policy, added a payment plan policy which requires a minimum \$50 balance to establish a payment plan with a maximum of 12 months to pay the balance in full, and clarified parts of the statement policy to state statements are sent monthly, courtesy calls are made, and collections can be put on hold under certain circumstances. A motion was made by Josh Millard and seconded by Ron Aggertt to approve the additions and changes to the Cass County Health Department financial policies as presented. The motion carried with all in favor.

Linda Debergh, Quality Assurance Nurse, reviewed the additions and changes to the Cass County Health Clinic policies and procedures as follows: addition to the client fee policy which states payment plans will be a maximum of 12 months and patients will be provided education regarding insurance options and refusal to pay is no defined within the policies. A motion was made by Hollie Reid and seconded by Josh Millard to approve the additions and changes to the Cass County Health Clinic policies and procedures as presented. The motion carried with all in favor.

Adjournment

A motion was made by Josh Millard and seconded by Amy Parlier to adjourn the meeting. The motion carried with all in favor. Secretary/Treasurer Joyce Brannan adjourned the meeting at 12:40 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.