

Cass County Health Department

BOARD OF HEALTH

Regular Meeting
November 19, 2019

The Cass County Board of Health met at the Virginia office of the Cass County Health Department on November 19, 2019. Secretary/Treasurer Joyce Brannan called the meeting to order at 12:05 p.m.

Board of Health members present were Joyce Brannan, Josh Millard, Amy Parlier, Ron Aggertt, Mekelle Neathery, Hollie Reid and Ann Chelette.

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

Approval of Minutes

A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the minutes of the October meeting as presented. The motion carried with all in favor.

Financial Report

Teresa Armstrong, Administrator, reported that the finance committee met and discussed current unrecognized revenue as of October 31, 2019. A separate handout was given to the board members. This report showed unrecognized revenue for the School Health Center grant as well as the HRSA – SUD grants. The health department is waiting on the signed contract for the School Health Center Grant from IDPH and also waiting on the HRSA carryover request to be approved for the HRSA-SUD funds in order to recognize this revenue on the general financial reports. Dirk also prepared historical monthly revenue averages for the community health care, home health and hospice programs as Healthwyse, the current home services software, has experienced a malware attack and is currently down. Financial reports were not able to be pulled from the software at this time.

Teresa also reported that grant funding for the new Comprehensive Health Protection grant was received for the months of July – October and is now recognized on the financial reports. The Maternal Child Health program also received its third and final installment of tax revenue money as well as federal claiming money for the Family Case Management so they are in good shape as well.

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, thanked all of the board members for spending a little extra time after the October meeting with the HRSA reviewers. They were very complimentary of the program here as well as the staff and board members.

Teresa reviewed and discussed all of the conditions from the site visit which were “not met” and discussed the appropriate actions taken to correct the findings. Board of Health member Hollie Reid asked if the nominal fee

that is being added into the dental clinic's sliding fee scale would have any exclusions for procedures that are more costly such as crowns. Teresa stated that there would be no exclusions at this time.

Teresa will take part in a conference call on Friday regarding IPHCA's census grant and what the health department's role will be with the grant and what funding will look like.

Teresa has received notice that the HRSA non competing continuation plan is open in the electronic handbook. This will be due on December 13th. She and Tiffany will begin working on it soon.

See handout.

Clinic Report

Tiffany Angelo, Clinic Director, reported that Sarah Seely had her baby late last week and everyone is doing well. Sarah will be off for twelve weeks on maternity leave with Lindsay Booth working an extra day in the Virginia office to accommodate her patients. The behavioral health staff is still in need of an LCPC or LCSW.

Tiffany was excited to report that the clinic has met 90% of their patient target goal for the year with two months left to go. The number of unduplicated patients runs from January to December each year and the goal must be met at least 90% or funding could be decreased.

The medical clinic is reporting on 5 quality assurance measures this month 4 of which met or exceeded goal. The one measure in which they were low on was cervical cancer screening. Staff reported at the last clinic staff meeting that they are having a hard time getting pap results from Springfield Clinic because they do not feel that our medical records release form is correct. Linda has since made a new medical records request form and Tammy has now been put in charge of making sure pap results are followed up on. This will hopefully help increase numbers for the next reporting period.

Tiffany reported that the dental clinic only had one measure to report on this month which was caries risk assessment. They were down a little this monthly at 95%. Amy Thompson believes this is because of staff not attaching the correct code to the encounters. Staff training on this issue will be happening in the near future to help correct this issues.

All clinics reported their satisfaction survey results this month. Comments regarding early morning appointments and how appreciative patients are that they are available were great.

See handouts.

Public Health Report

Andrew English, Public Health Coordinator, reported that he has been working on follow up of a vaping related hospitalization case. The case remains probably but has been handed over to IDPH. Andrew feels that he now has a better understanding of the process and expectations for a case like this and will know how to handle future situations going forward.

Andrew reported that several flu shots have been given over the past couple of months. He has already had to reorder flu vaccine once. The clinic providers are really pushing the flu vaccine and have given out a large amount to their patients.

Bryanna Kampwerth, the new health educator, has been on the job for five months and is doing very well. She has revamped the Cass County Health Department Twitter account. Anyone can follow the page and is encouraged to retweet any information shared on our page.

Andrew also reported that the annual Women's Health Night event will be held on December 17th from 5:00-8:00 at St. Luke's Hall in Virginia. There will be a meal, shopping and information talks. Childcare will be available for the event as well.

See handout.

Environmental Health Report

Teresa Armstrong, Administrator, reported that Franci is back with the health department part time. She was not able to attend the meeting today as she was offsite at a training.

After reviewing the environmental health report, Hollie Reid asked if three risk factors cited for Lononchera Arandas had been taken care of at their follow up inspection. Teresa reported that they had.

See handout.

Quality Assurance Report

Teresa Armstrong, Administrator, reviewed the overall comparison charts for the cervical cancer screening, and closing the referral loop measures. Dr. Curry is still working on getting familiar with all of the quality measures the clinic tracks and learning where to document the proper information. He will be receiving more training on this on Thursday.

See handout.

Old Business

There was no Old Business to report.

New Business

Teresa Armstrong, Administrator, reported that the proposed dental clinic sliding fee scale was changed to include a \$25 nominal fee instead of 15% of the charges. Also, she proposed behavioral health now have its own sliding fee scale with a nominal fee of \$10. This proposal is in response to a review of usage which showed that the current nominal fee could be a barrier to care. A motion was made by Amy Parlier and seconded by Ann Chelette to approve these changes to the dental and behavioral health sliding fee scales as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that changes to the Conflict of Interest policy included the addition of the word "agents" to the purpose section of the policy as well as the addition of the "Violations of Conflict of Interest" policy. A motion was made by Ron Aggertt and seconded by Hollie Reid to approve the changes to the Conflict of Interest policy as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that the wording “CCHD utilizes a financial management and internal control system that reflects Government Accounting Standards Board (GASB) principles for public agency health centers” was added to the Financial Management policies. “Refer To “Willingness to Pay” policy was also added to the Statements section of the Financial Management policies as well. A motion was made by Hollie Reid and seconded by Mekelle Neathery to approve the changes to the Financial Management policies as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that the following wording was added to the Allowable Costs portion of the Corporate Compliance policies: “Expenditures of Federal award funds are allowable in accordance with the terms and conditions of the Federal award and with the Federal Cost Principals in 45 CFR Part 75 Subpart E”. A motion was made by Hollie Reid and seconded by Josh Millard to approve the changes to the Corporate Compliance policies as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that verification of fitness of duty for other clinical staff was added to the credentialing and privileging policy as part of the Cass County Health Clinic Policies and Procedures. A motion was made by Amy Parlier and seconded by Hollie Reid to approve the changes to the Cass County Health Clinic Policies and Procedures as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, reported that changes to the Cass County Health Department Board of Health Bylaws were as follows: Article I Section 1. The addition of “The Board of Health will select its members, with appointment to the Board of Health made by the Cass County Board Chairman, and approved by the County Board. Article I Section 6. The addition of “Board of Health will select a new member, with appointment to the Board of Health made by the Cass County Board Chairman”. A motion was made by Ron Aggertt and seconded by Hollie Reid to approve the changes to the Cass County Health Department Board of Health Bylaws as presented. The motion carried with all in favor.

Teresa Armstrong, Administrator, presented the credentialing and privileging packet for Dr. Katie Buskirk. There were no questions or concerns. A motion was made by Ann Chelette and seconded by Mekelle Neathery to approve the credentialing and privileging of Dr. Katie Buskirk. The motion carried with all in favor.

Executive Session

A motion was made by Hollie Reid and seconded by Amy Parlier to go into Executive Session to discuss the salary/wage increase proposal. The motion carried with all in favor. The Board of Health entered Executive Session at 12:51 p.m.

A motion was made by Amy Parlier and seconded by Josh Millard to come out of Executive Session. The motion carried with all in favor. The Board of Health came out of Executive Session at 1:06 p.m.

A motion was made by Amy Parlier and seconded by Josh Millard to approve Option #1 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 Josh Millard to go back into Executive Session to discuss the administrator’s evaluation/wage proposal. The motion carried with all in favor. The Board of Health entered Executive Session at 1:30 p.m.

A motion was made by Hollie Reid and seconded by Josh Millard to come out of Executive Session. The motion carried with all in favor. The Board of Health came out of Executive Session at 1:45 p.m.

A motion was made by Amy Parlier and seconded by Ron Aggertt to approve a 4% wage increase for the Administrator. The motion carried with all in favor.

Adjournment

A motion was made by Mekelle Neathery and seconded by Hollie Reid to adjourn the meeting. The motion carried with all in favor. President Lesley Newell adjourned the meeting at 1:48 p.m.

Respectfully submitted,

Nicole Roegge, Admin. Asst.