

**ROWAN COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH
MINUTES OF THE MEETING
January 13, 2009**

The Rowan County Board of Health meeting was held in the Community Room of the Rowan County Health Department, 1811 E. Innes Street, Salisbury, N. C. at 7:00 p.m. Members attending the meeting were:

Ms. Barbara Andrews, Chair	Dr. Luther Lyerly
Mr. Steve Fuller	Mr. Dan Mikkelson
Mr. Richard Parker, Vice Chair	Dr. Philip Roels
Ms. Elia Gegorek	Ms. Susan Thomas
Mr. Chad Mitchell	Dr. Billy Webb
Dr. Robert Tannehill	

Special Guest included: Mr. Jeff Barger, Clerk of Court and Ms. Kathy Chaffin, Salisbury Post. Health Department staff included: Mr. Steve Joslin, Ms. Nina Oliver, Dr. Jim Cowan, Ms. Sharon Owen, Ms. Sandra Long, Mr. Lynn Aldridge, Mr. Clai Martin, Ms. Debra Justice, Ms. Jackie Short and Mr. Leonard Wood.

WELCOME:

Mrs. Barbara Andrews called the meeting to order and welcomed everyone present. She introduced the new Board Members: Mr. Steve Fuller, Mr. Dan Mikkelson, and Dr. Billy Webb. Ms. Andrews asked Leonard Wood to introduce the health department staff and visitors to the Board.

OATH OF OFFICE:

Mr. Jeff Barger, Clerk of Court, swore in the new Board Members. Mr. Steve Fuller, Pharmacist, Mr. Dan Mikkelson, Professional Engineer, and Dr. Billy Webb, Dentist.

APPROVAL OF THE AGENDA:

Ms. Andrews called for approval of the agenda. Dr. Roels made a motion to accept the agenda with a second from Mr. Parker. The motion was approved unanimously.

APPROVAL OF THE OCTOBER 14TH MINUTES:

Ms. Andrews called for approval of the minutes. Dr. Lyerly made a motion to accept the minutes with a second from Mr. Parker. The motion was approved unanimously.

ELECTION OF CHAIRMAN AND VICE-CHAIR:

Mr. Wood presided over this portion of the Board meeting. Mr. Wood asked the Board members if there was a nomination for Chairman. Dr. Tannehill nominated Ms. Barbara Andrews. Mr. Parker seconded the motion and moved that nominations be closed. The motion to close the nominations was approved. The Board then voted to approve the nomination of Mrs. Andrews as the new Board of Health Chairman for 2009.

Mr. Wood asked for nominations for Vice-Chairman. Mr. Chad Mitchell nominated Mr. Rick Parker. Dr. Tannehill seconded the motion and moved that nominations be closed. The motion

to close the nominations was approved and Mr. Rick Parker was elected Vice-Chairman unanimously.

ROWAN COUNTY 2008 QUALITY OF LIFE REPORT CARD:

Dr. Cowan presented the 2008 Quality of Life Report Card for Rowan County. This is an annual report to bring awareness and statistics on Rowan County's health and well-being. Dr. Cowan stated that once the report was approved it would be forwarded to community leaders as well as posted on the Rowan County website.

Mr. Parker made a motion to accept the report as information with a second from Dr. Lyerly. The motion was approved unanimously.

APPROVAL TO APPLY FOR SUSAN B KOMEN GRANT:

Mr. Wood requested that the Board of Health approve the application for funds from the Susan B. Komen Breast Cancer Foundation. Rowan County Health Department contracts with community providers to provide screening procedures that are required as part of the Breast and Cervical Cancer Control Program (BCCCP). The Department is requesting \$36,000 from Susan B. Komen to reimburse contract providers for procedures currently not reimbursed by BCCCP (State Funds). The grant period being requested is July 1, 2009 through June 30, 2010. Mr. Parker made a motion to approve the application with a second from Dr. Roels. The motion was approved unanimously.

CHANGES TO FEE AND FINANCIAL POLICY:

Ms. Sharon Owen presented the Rowan County Health Department **Fee and Financial Process Policy** to the Board Members to include a section under Medicare and Third Party Insurance. The policy addition is to require clients to provide a written approval for third party billing for STD, HIV or AIDS related services. This was added to the Health Department policy to match State policy as well as privacy and HIPAA laws. Mr. Parker ask if client are currently signing consent forms and Ms. Owens answered, "We do have a general consent form that we are using and will add this language to our current consent form." Mr. Mitchell asked if the client refuses to the sign the release, does the health department still provide services. Ms. Owen answered that the client would receive services if they refused to sign the consent. The primary issue for this level of consent is that clients may be concerned that they may loose their insurance if they are reported to have documented medical problems. Mr. Mikkelson expressed concern that the department would have to fund the procedure(s) if the department cannot bill insurance. Mr. Parker made a motion to accept the updated policy. Dr. Roels seconded the motion and the motion was approved unanimously.

APPROVAL OF \$5,202 WIC FUNDS:

Secondary to continued growth of the WIC caseload, the State has allocated additional funding to agencies that are currently serving greater than 100% of their average base caseload. Mr. Wood requested the Board's approval to accept the additional \$5,202.

Mr. Parker made a motion to accept the funds with a second from Dr. Lyerly. The motion was approved unanimously.

RANDOM MOMENT TIME STUDY ROLLOVER FUNDS \$10,380:

Mr. Wood asked the Board's acceptance of rollover Random Moment Time Study funds.

These are rollover funds that the Health Department earned via the Random Moment Time Study (RMTS) during FY 07-08. Only a portion was expended and the balance, \$10,380, rolled into FY 08-09. The state notified the department that the funds were available in November 2008. Mr. Wood informed the Board Member's that the funds would be used for additional training for the VHN (Visual Health Net) patient management billing system. Mr. Mitchell made a motion to accept the funds with a second from Mr. Parker. The motion was unanimously approved.

SMART START ROWAN FUNDING CHANGES (DECREASE OF \$15,000):

Mr. Wood notified the Board Member of \$15,000 decrease in grant funds from Smart Start Rowan. FY 08-09. This represents a mandatory 5% budget cut from the NC Partnership for Children for the CCHC and NAP SACC programs. The Health Department Child Care Health Consultant (CCHC) program will decrease \$8,300 and The NAP SACC program will be decrease \$6,700.

Mr. Parker made a motion to accept the grant decrease in Smart Start Rowan funds and Dr. Lyerly seconded the motion. The motion was approved unanimously.

DECREASE IN COUNTY FUNDS 5% (\$37,671):

Mr. Wood informed the Board Members that the department had taken a 5% budget cut in operating expenses as requested by the county manager. Mr. Wood also informed the Board that the Division of Public Health has requested that local public health take a 10% cut of all Medicaid Escrow funds that are normally distributed in June of each fiscal year. These funds are settlement funds provided by the state Medicaid program as a result of a cost based analysis. It is estimated that that Rowan will take a \$30,000 cut in Medicaid Escrow funds for this fiscal year. Mr. Wood stated that the impact of these cuts will impact next year's budget.

APPOINTMENT OF DANGEROUS DOG APPEALS BOARD:

The Dangerous Dog Appeals Board members are: Mr. Rick Parker, Dr. Philip Roels and Dr. Luther Lyerly.

HEALTH DEPARTMENT SERVICE SUMMARY:

Mr. Wood shared with the Board Member's a brief summary of all health department services. This is a draft document that will be finalized for presentation to the Board of Commissioners at their annual retreat in February 2009.

Mrs. Andrews informed the new Board Members that she has a Public Health orientation disc available for the new Board members. Mr. Wood stated he will provide an internet site for Board Orientation in the next two weeks.

TEN THINGS TO KNOW ABOUT HEALTH:

Jim Cowan presented *Ten Things To Know About Health*. This is a summary document from *Unnatural Causes: Is Inequality Making Us Sick?*, the groundbreaking documentary series exploring the root causes of America's alarming class and racial inequities in health. This documentary was awarded the Alfred I. duPont-Columbia Award for excellence in broadcast journalism. This award is considered the most prestigious in broadcast journalism, the equivalent of the Pulitzer Prizes.

Unnatural Causes crisscrosses the country exploring how the social conditions in which we are born, live and work can get under the skin and profoundly shape health and longevity, even more than behaviors, genes or medical care. The four-hour series challenges many fundamental beliefs about what makes Americans healthy – or sick - and suggests new remedies for an ailing society that ranks 29th in the world in life expectancy and 30th in infant mortality. Unlike Michael Moore's *SiCKO*, *Unnatural Causes* is not about health care but rather why so many of us get sick in the first place.

Unnatural Causes was broadcast by PBS in the spring of 2008. Since then, more than 12,000 community dialogues, policy forums, trainings and town hall meetings built around the series have taken place around the country, expanding the nation's dialogue over health and what the country can and should do to tackle health inequities.

ANIMAL CONTROL CONSOLIDATION WITH SALISBURY:

Mr. Wood informed the Board that in order to consolidate these two programs, the county has to work out a Memorandum of Agreement concerning issues of personnel and funding with Salisbury. Currently, there is no agreement with the City on how to handle these situations.

STATEWIDE LOW-COST SPAY/NEUTER PROGRAM:

Mr. Mitchell asked if anyone had looked into the statewide low-income spayed/neuter program to provide reimbursements to the county? Mr. Mitchell also asked if other counties are utilizing this state program? Mr. Clai Martin said he had asked staff from Cabarrus and Gaston Counties about their experience with the state reimbursement program. Gaston County staff has stated that they will not continue the program because of lack of funding provided to the county from the state program. In Cabarrus, the means testing for eligibility has to be approved by the Department of Social Services and Cabarrus staff that they were not happy with the amount of funds that had been reimbursed by the state.

Mr. Wood mentioned that Dr. Connelly, from Lazy Five Veterinarian Clinic, made a presentation to the Board of Health in June 2008 about their low cost spay/neuter clinic. Dr. Connelly stated that anyone wishing to use this service can get it done at the low cost clinic without having to qualify via a financial means test. At that meeting, Dr. Connelly stated that this is a no-frills spay/neuter clinic that is subsidized by local private funding.

Mr. Wood reminded the Board that the current fee for an adoption at the shelter is \$70. During last year's budget process, the Board of Health and Board of Commissioners agreed to allow the \$70 to be used for spay/neuter reimbursement to any licensed veterinarian clinic in the area. Mr. Wood stated that this change has increased the number of animals that are actually being spayed/neutered once the animal reaches the appropriate age. Dr. Webb asked if the local veterinarians would be willing to accept these funds or if they would still require county funds to subsidize spay/neuter surgeries? Mr. Wood stated that the Department has worked with local veterinarians in the past to set up low cost clinics, but most are unwilling to accept this level of funding (\$70) since their normal fees are around \$150. Mr. Wood said that the county would have to provide local dollars to pay for any subsidized spay/neuter clinics unless the General Assembly is willing to provide more definite and complete funding through a state program.

2008 CHILD HEALTH REPORT CARD FOR ROWAN COUNTY AND 2007 NC WOMEN'S HEALTH REPORT CARD

Mr. Wood stated that the report cards included in the Board packet was for information only.

HEALTH AND WELLNESS TRUST FUND GRANT APPROVAL:

Dr. Cowan reported to the Board Members that the State of North Carolina Health & Wellness Trust Fund Commission has awarded Rowan County Health Department \$300,000 to be distributed over the next three fiscal years starting July 1, 2009. These funds are used to support the Youth Tobacco Prevention program.

MEDICAL RECORDS STORAGE ISSUES:

Mrs. Owens shared with the Board that the Health Department will purchase an additional filing unit to add to the existing Medical Records shelving. Staff is utilizing the Laser Fiche system to scan medical records to eliminate large volumes of paper records. Commissioner Mitchell wanted to know what the department needs to decrease the record storage issues that have been discussed over the years? Mr. Wood stated that the staff is currently in discussion with Mitchell and McCormick (M&M, our patient billing system vendor) to determine what will be needed to update our computer platform (VHN) for e-charting during FY 09-10. Ms. Owen responded that the department will be working with M&M to determine how best to implement an electronic medical record.

Mr. Mitchell asked, "What are other counties doing regarding record storage?" Mr. Wood informed the Board Members that e-charting is in our future, it's just a matter of working through the process with M&M. Dr. Webb asked, "What are the statute of limitations on the medical records." Mr. Wood stated that it varies depending on the program, but generally the department must maintain medical records for many years. He also noted that the Health Department is losing storage space with DSS moving to this location. Mr. Wood informed the Board Members that SunTrust bank has a large storage area that the Health Department could lease.

PUBLIC COMMENT:

No Public Comment

OLD BUSINESS:

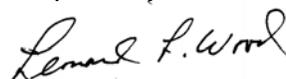
Dr. Tannehill followed up with Dr. Cowan on the response to volunteers for the community health assessment. Dr. Cowan said there was a huge response including Ms. Elia Gegorek, Mrs. Barbara Andrews, Ms. Susan Thomas, Rowan Regional Medical Center and Salisbury School System to name a few.

NEW BUSINESS:

Mr. Wood submitted forms to the Board Member to fill out and turn in for payment per meeting. The next Board of Health meeting was scheduled for March 10, 2009 at 7:00 p.m.

The meeting was adjourned.

Respectfully Submitted,



Leonard L. Wood,
Secretary to the Board

LW:dj