

**Catawba County Board of Health
Minutes
February 10, 2020**

The Catawba County Board of Health met on Monday, February 10, 2020 at 7:00 pm at Catawba County Public Health, 3070 11th Ave Dr. SE, Hickory, NC 28602 in the Boardroom.

Members Present: Dr. David C. Hamilton, Jr, Chair
Dr. Matthew Davis, Vice-Chair
Ms. Gloria Costin
Mr. John H. Dollar
Dr. Dana H. Greene
Dr. Gale Hamilton-Brandon
Mr. Dan Hunsucker, County Commissioner
Ms. Susan Knowles
Mr. William Pitts
Mr. Brian Potocki

Members Absent: None

Staff present: Ms. Jennifer McCracken, Interim Health Director
Ms. Julie Byrd, WIC Director
Ms. Honey Estrada, Public Health Strategist
Ms. Emily Killian, Community Engagement Specialist
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator
Ms. Megen McBride, Environmental Health Administrator
Ms. Sarah Rhodes, Clinical Services Nurse Supervisor
Ms. Kim Spaulding, School Health Nurse Supervisor
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor
Mr. Jason Williams, Operations Administrator
Ms. Debra A. Young, Administrative Assistant II

Guests: Mr. Dewey Harris, Assistant County Manager
Ms. Cynthia Eades, Human Resources Director (closed session)

CALL TO ORDER

Dr. David Hamilton, Jr., Chair, called the meeting of the Catawba County Public Health Board to order at 7:00pm. He welcomed Board members, Public Health managers, staff and guests.

APPROVAL OF THE AGENDA

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr. Hamilton asked if there were any changes to the agenda. There being none, Mr. William Pitts, made a motion to accept the agenda as presented and Dr. Matthew Davis seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for January 13, 2020, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. There being no corrections, Mr. William Pitts made a motion to accept the minutes as presented and Mr. Dan Hunsucker seconded the motion. The January minutes were unanimously approved.

PUBLIC COMMENTS

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra Young, Administrative Assistant II, stated that no one had presented to speak.

COUNTY COMMISSIONER'S COMMENTS

Mr. Dan Hunsucker, County Commissioner, gave a brief update from the County Commissioners meeting as follows:

- Discussed finalizing Southeastern Catawba County water and sewer plant
- All departments are currently working on their budgets for FY 2020-2021
- Catawba County is in a good financial position – expenditures and commitments to schools

STRATEGIC PLAN UPDATE

Ms. Honey Estrada, Public Health Strategist, presented an update on the Public Health Strategic Plan. Ms. Estrada begin the presentation by stating that the strategic plan is an ever changing plan, one that is considered to be a journey.

Catawba County Public Health's Strategic Plan Foundation uses the CLEAR Model: Center – value affirmation, Leverage – inventory assets, Evaluate – identify needs, Aspire – create solutions and Resolve – plan action.

The Strategic Plan helps set a foundation for Public health, it helps show that we are who we say we are and sets longer, more meaningful goals. The Plan has four priority areas: investment, community engagement, retooling and decision-making, which all of these priorities help identify Public Health's strengths and weaknesses and plan for the future with a clearer vision.

- Investment – in our employees, leadership and ability to grow their capacities to utilize their talents. Developing skills in grant writing. Giving employees the opportunity to attend trainings and then engage those skills once they return.
- Community Engagement – is very strong in this area. In preparation of the Community Health Assessment (CHA), Public Health held multiple listening sessions in the community.
- Retooling – looking at what works and what doesn't. Where improving work performance makes the greatest difference.
- Decision Making – engaging in Quality Improvement – using surveys that are given throughout Public Health to review all clinical areas.
 - Training has also been integrated into the day of training and new employee orientation.

Ms. Estrada asked if there were any questions regarding the Strategic Plan update. There being no further discussion, Dr. Hamilton asked for a motion to accept the Strategic Plan update as

presented this evening. Dr. Matthew Davis made the motion, Ms. Gloria Costin seconded and the Board unanimously approved same.

The Public Health Strategic Plan PowerPoint slides are attached to the Minutes.

MID-YEAR FINANCIAL REPORT

Mr. Jason Williams, Operations Manager, provided the Board with a mid-year Financial Report stating that with a revised annual budget of \$9,592,183, at the second quarter mark expenses and revenues should be at or around 50 percent or \$4,796,091. Both are tracking at 42.9 percent or \$4,117,631 - currently under budget. The County share, the balancing revenue each month, is tracking at 26.7 percent. It was noted that the 2018-2019 County Share at the end of the second quarter was 41.1 percent.

Notable revenue points

State funds - Several Agreement Addenda related revenues, typically paid to Catawba County Public Health based upon expenses or staff time spent in a program, have paid above 50 percent or more through the second quarter of the fiscal year

Medicaid – paid Per Member Per Month (PMPM) - Catawba County Public Health has seen nine consecutive months of reductions from the State.

Environmental Health - fees are tracking at 55.3 percent. Revenue collected is up 8.92 percent from the second quarter of 2018-2019.

Expenses

Expenses should be tracking at or around 50 percent but are currently tracking at 42.9 percent.

Mid-Year: \$4,117,632 (\$678,460 under budget for mid-year)

Personnel

- Tracking at 43.8 percent for the second quarter.
- Operational expenses are tracking at 39.4 percent.

Expense Highlights

- Part-time wages – additional funding has been request for the next fiscal year based upon utilization.
- General renovations – completed for the fiscal year (\$132,454)
- Some line items are tracking below 50 percent at this point of the year due to timing issues, for example repair and maintain equipment - calibration of clinical and environmental health equipment, which is completed later in the fiscal year.

The presentation slides and budget documents are attached to the Minutes.

ELIGIBILITY, FEE AND BILLING POLICY ANNUAL REVIEW

Mr. Jason Williams, Operations Administrator, brought forth the Catawba County Public Health Eligibility, Fee, and Billing Policy. This policy is a guidance document for fiscal processes within all of Public Health's clinical operations. It is reviewed annually based upon payor updates and changes are approved annually by the Board of Health. The policy covers client identification

(types of identification accepted by Public Health clients), determining gross income (sliding fee scales – acceptable sources to meet states requirements), eligibility, collection and billing of fees, program specific requirements (policy update), bad debt, NC debt set-off and denied claims amongst other things. Currently, client debt expires after 10 years however, Public health has the opportunity to extend that time and will consider that as the debts come closer to expiration.

There being no further discussions, Mr. William Pitts made a motion to accept the revisions to the Eligibility, Fee, and Billing Policy as presented and Ms. Gloria Costin seconded the motion. The motion was approved unanimously.

FINANCE SUBCOMITTEE - PROPOSED FY 2020-2021 BUDGET AND OUTCOMES

Mr. Jason Williams, Operations Administrator, provided a summary of the proposed FY 2020-2021 budget in comparison to the prior fiscal year's budget. Based on prior history and funding information from grants, County, State and Federal sources the FY 2020-2021 budget is projected and, after Board of Health approval, will go to the County Manager's Office and then the Board of Commissioners for approval and final adoption. A full copy of the summary, FY 2020-2021 proposed budget and presentation slides were previously emailed to the Board of Health in their monthly packet.

Mr. Williams noted that the FY 2020-2021 budget request does not include potential pay increases or final information for health and dental insurance at this time and that State and Federal funding provided via Agreement Addenda is not finalized.

Overall Summary of Budget

- Total FY 2020-2021 budget request is \$9,849,532.
- The revenue contributors to this budget are as follows:
 - o County: \$4,288,456 - 43.5%
 - o State/Federal: \$1,775,124 - 18.0%
 - o Fees/Medicaid: \$1,861,231 - 18.9%
 - o Other Revenue: \$1,924,721 - 19.5%
- FY 2020-2021 budget request represents an increase of \$316,426 over FY 2019-2020 budget or 3.32%.
- Reasons for this increase are:
 - o Request for two new School Nurse positions - \$144,057
 - o Facility Renovations - \$120,000
 - o Increased utility funding requested to meet trends - \$8,360
 - o Conversion to new electronic health record system for School Health program: \$6,909
 - o Additional training and education funding in Health Promotion & Strategy program: \$4,300
 - o Various other increases in operating costs throughout Public Health's budget.
- Increased County Share above FY 2019-2020 appropriation - \$467,511. If approved by the County, this number may be reduced by utilizing funds from the sale of our Home Health Agency.

Mr. Williams stated that Catawba County has systems in place to evaluate and change policy, salaries, and benefits to remain competitive with other employers. Mr. Williams further noted that the overall budget also represents Catawba County Public Health's commitment to workforce

development, staff training and education for all employees. All Board of Health and Subcommittee members receive training opportunities throughout the year as well. Allocations like these presented in the proposed budget, reflect the commitment of Catawba County and Public Health to recruit and retain the best workforce possible and give our employees the knowledge and tools to provide the best services to our residents.

Ms. Jennifer McCracken, Interim Health Director along with Mr. Williams reviewed the Major Budget Points including staffing, partnerships, resources, and Environmental Health fees, which are all included in the attached *FY 2020-2021 Annual Budget (Proposed)* summary dated January 29, 2020.

Ms. McCracken continued with a review of the Program Specific Information. Each program area is highlighted on the attached *FY 2020-2021 Annual Budget (Proposed)* summary as well.

Mr. Williams ended the budget presentation with an overview of the proposed outcomes for Public Health for FY 2020-2021. Mr. Williams stated that the outcomes are just a snapshot of the many things that Public Health measures in every program area.

The three overarching program area outcomes/goals are:

1. Improve the health and wellbeing of women, infants, children and families.
2. Promote a culture of wellness in Catawba County by supporting communities and partnerships.
3. Strengthen core public health functions to protect health and ensure community safety.

These three main goals give a snapshot of the 13 outcomes highlighted for FY 2020-2021. The complete proposed outcomes are attached to these minutes.

There being no further discussion, the Finance Subcommittee Chair, Mr. William Pitts, stated that the subcommittee met on January 29, 2020 and reviewed the proposed Catawba County Public Health budget for fiscal year 2020-2021 and the proposed outcomes, based on the same information that was presented to the Board this evening. Mr. Pitts asked if there were any additional questions before calling for a vote. Hearing no additional questions or comments, Mr. Pitts made the recommendation for approval of the proposed budget and outcomes for fiscal year 2020-2021 as presented this evening and asked for all those in favor to say 'aye'. The recommendation was unanimously approved.

Mr. Pitts praised Catawba County Public Health staff for their presentations and information provided at the subcommittee meeting and at the Board meeting this evening.

A full copy of the summary, FY 2020-2021 budget request, proposed Outcomes and presentation slides are attached to the minutes.

HEALTH DIRECTOR'S REPORT

Ms. Jennifer F. McCracken, Interim Health Director, stated she had a few additional items to report:

- Inclement weather – local flooding last week. An Emergency Shelter was opened for a few hours at a local facility. Public Health Nurse's assisted with the shelter on a rotating basis. Ms. McCracken commended the staff that assisted in planning and working at the shelter along with how staff engaged and utilized the emergency preparedness training that is received each year.
- Coronavirus update – Ms. McCracken displayed interactive website from Johns Hopkins and gave an update on the numbers associated with the current outbreak.
 - Catawba County Public Health receives daily email updates along with weekly conference calls with the State regarding the current situation and any updates regarding guidance, documents, etc.
 - State is requesting specific screenings and have set forth specific criteria for testing
 - If patient is suspected to have symptoms qualifying for testing, agency works with the State and they work with the CDC to determine if patient meets criteria for testing.
 - Reminder that the flu is still wide-spread and has more illness and deaths than the coronavirus is predicted to have.
 - Reminder that media may contact Board of Health members if they feel you may know something. If you come across any community partners that are seeking additional information, please refer those individuals back to Public Health and the Public Health PIO can assist them.
 - Will continue to update the Board as things change
- Reminder that the monthly infographics were included in Board packet.

OTHER BUSINESS

None

CLOSED SESSION

Pursuant to North Carolina General Statute 143-318.11(a)(1), Dr. David Hamilton, requested the Board move into closed session to discuss information that is privileged or confidential pursuant to the law of this State or not considered a public record within the meaning of Chapter 132 of the General Statutes and under NCGS 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

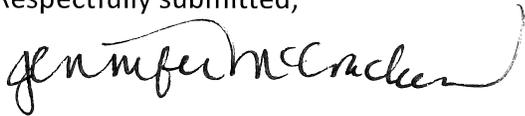
Mr. Williams Pitts, made the motion that the Catawba County Board of Health adjourn regular session and for the Board to go into closed session, Dr. Dana Greene seconded the motion and it was unanimously approved at 8:14 pm.

Dr. Hamilton welcomed Ms. Cynthia Eades, Human Resources Director to the closed session.

ADJOURNMENT

The Board returned from closed with a reminder that the next meeting is scheduled for Monday, March 09, 2020, at 7:00 pm. There being no further discussions, Dr. Hamilton asked for a motion to adjourn. Mr. Dan Hunsucker so moved and Mr. Brian Potocki seconded the motion. Dr. Hamilton adjourned the meeting at 8:46 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer McCracken". The signature is fluid and cursive, with a large loop at the end.

Jennifer McCracken
Secretary to the Board of Health
Interim Health Director

JFM: day

Approved by Board of Health: Monday, March 9, 2020