

Madison County Board of Health Meeting

Thursday, November 16, 2023, 6:00 pm

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Members

Dr. Robert Adams DDS, Chair
Dr. Suzanne Sheldon, DVM
Hanna Hardin, Pharmacist
Crystal Webb, Public
Larry Peek, Engineer

Joey Chandler, Public
Jeremy Hensley, Commissioner
Caleb Massey, RN
Diana Rogers, RN, Public
Cheryl Conway, PhD, RN
Dr. Melissa Robinson MD. Ex Officio

Regular Meeting

Special Meeting

Joining Virtually

Diana Rogers, RN Public
Crystal Webb, Public

Dr. Suzanne Sheldon, DVM Joining late.

Absent:

Hanna Hardin, Pharmacist
Dr. Melissa Robinson MD

Jeremy Hensley, Commissioner

I. Welcome and Call to Order

Chair Adams called the Madison County Board of Health meeting to order at 6:00 PM.

II. Consent Agenda - Approval of

a. Agenda

There were no additions or changes to the agenda. Chair Adams asked for a motion to approve the agenda as written. Larry Peek made a motion to approve the agenda as written and Joey Chandler seconded the motion to approve the agenda. The Board voted unanimously to approve the agenda as written.

b. Board of Health Minutes, September 28, 2023

Chair Adams asked if there were any changes to the BOH minutes for September 28, 2023. There were no corrections and he asked that a motion be made to approve the September 28, 2023, minutes as written. Larry Peek made a motion to approve the minutes and Cheryl Conway seconded the motion. The Board voted unanimously to approve the September 26, 2023, minutes.

III. Public Input Session

No public input for this meeting

IV. Announcements

Larry Peek announced that Habitat Humanity has completed their first house in Mars Hill and will be starting on the lot next to that one.

Tammy reported Enon Baptist Church have partnered with us to help provide food for our food pantry. They have made numerous trips to ensure we had food for our clients in need. Beacon of Hope is not able to give us as much food because they have seen an increase in need as well and are not able to obtain the amount of food they previously were able to receive. Several other churches, including Mars Hill Baptist, Calvary, and Laurel Branch have donated food. We are extremely thankful for their help.

V. New Business

a. Board of Health Training Roles and Responsibilities

Kathy Price, Administrative Officer II, presented a training course to the Board of Health members on the Roles and Responsibilities of Board members. The training covered the following: Legal Authority for Public Health, Local Health Departments, and Roles of Local Board of Health. Board members had the opportunity to discuss topics as they were presented.

b. Bad Debt

Clinical Services and Debt Recovery

Tammy provided an overview of unpaid bills clinic patients owe to the Health Department. The health department has been sending monthly correspondence to these patients requesting them to contact us so that we can make a payment plan. Some of the patients are no longer at the addresses we have on file; others do not acknowledge the letters. Tammy provided deidentified

information for some of the larger accounts for analysis. One patient had a bill amounting to \$2100. This patient was an uninsured maternal health patient and was self-paid at 20%. The patient may have been eligible for Medicaid, but that is unknown as the patient did not provide additional information and has not responded to request for payment. Health Departments are allowed to pursue debt set off as a means for collections of unpaid accounts.

Looking at another outstanding patient balance; there was discussion about Family Planning and self-pay. Health Departments are required to provide family planning services. Some options for family planning services can be expensive, especially for self-pay patients. There was discussion regarding the cost and various options for family planning services. Tammy will investigate.

One patient on the deidentified list did not present their income information to us. They stated they would like to look at options for sliding scale fee and were instructed to provide information to us for processing; however, they never provided any information. Unfortunately, we were unable to put them on our sliding scale and now they are on the debt set-off list.

We will review our policy and state mandates regarding family planning services and see if there are any options, we can look into to avoid these outstanding costs. Additionally, we will investigate how we can assist our maternity care patients in applying for Medicaid if they are eligible.

Dental Services and Bad Debt Recovery Discussion

Tammy opened a discussion on dental services, highlighting that high balances are typically associated with dental work sent to the lab. It was emphasized that patients with outstanding balances should not be scheduled for dental appointments until their balances are settled. Additionally, all lab work fees should be paid upfront before sending any work to the lab. The board had a discussion around these charges and balances.

Chair Adams made a motion to pursue Bad Debt Recovery through the NC Department of Revenue for collection for the balances presented to the board. The motion included considerations for future practices regarding outstanding balances. Larry Peek initiated the motion, and Joey Chandler seconded it.

Upon presenting the motion, Chair Adams recommended that, going forward, we review our policies and state mandates to explore options for self-pay family planning patients and lab fees in dental services to be paid upfront, again if policy and state mandates allow. The floor was open for further recommendations, none were made. Chair Adams then called for a vote on the motion. The Board unanimously voted in favor of the Health Department pursuing Bad Debt Recovery through the NC Department of Revenue for both clinic and dental services.

c. **Child Fatality Prevention Team Annual Report**

Kathy Price provided the 2023 CFPT report. The Madison County CFPT reviewed 1 child's death and identified Zero system problems and recommendations for future prevention efforts. While reviewing child deaths is always unfortunate, this is the first year in the last nine that we have only reviewed on child death. Below are highlights:

Cause of Death	System Problem Identified	Recommendation	Proposed Action
Anoxic Brain Injury, Status Epilepticus, viral infection. 3 yr old Numerous congenital anomalies	No system problems were Identified. Prenatal care was received Child received home health care. Child received regular doctor's appointments with many specialists. Family made many trips to specialty hospitals.		

The board discussed the information provided and thanked Kathy for the information.

VI. Administrative Reports

- a. Medical Director's Report
A medical director's report was not given at this meeting.
- b. Health Director's Report
- Staffing Report:
 - Vacancies: EH Specialist, we are looking at two possible applicants. WIC Admin support has been hired and will start November 27, 2023
 - o New Dental Assistant/Hygienist We have placed two ads to see if we get any response for a part-time staff member.
- Tobacco Rule-
Tammy provided the tobacco information from the BOH September meeting to the county manager for consideration of adding it to an upcoming county commissioners meeting. The BOH has the responsibility of reviewing rules they have passed. Tammy will provide additional information as it becomes available.
- BOH Rules, Pits, and Exotic Animals
In review of local BOH rules, Pits- Kathy reviewed the BOH minutes for 2005-2008 and found a couple of items referencing pits discussed and voted on by the Board of Health. The details for the pits were not included in the minutes.
Local Exotic Animal Rule: Mandy Bradley, Clerk to the County Commissioners was able to provide the County Commissioners minutes with a vote and rule concerning exotic animals. We have not been able to locate any votes or rules from the BOH in regards to exotic animals.
- Phoneline to added to the "Shot Shack" building.
Rachel Potter and the new community specialist will temporarily be housed in the shot shack. Tammy will be working with IT and maintenance to get the phone lines put into the shot shack.
- Medicaid Expansion December 1, this will provide some residents, who live in poverty but ineligible for Medicaid and unable to afford private insurance with health coverage.
- Playground update – We had applied for a grant to help with foundational issues at the new location however we have recently learned that the Grant was not funded, continue to look for other grants.
- MCHD Building Expansion - started framing, and trusses to be delivered today.
- Reaccreditation process, all written documentation, except one is complete and uploaded into the electronic database. The remaining benchmark is for our IT assessment and has several components.
- Opioid Block Grant update - waiting for official word on the extension.
- Opioid Settlement -funding a position for a community specialist, to be hired by the county and will be housed out of the MCHD.
- Electric Informational Sign - waiting for the electrician to evaluate.
- Breast Cancer awareness activities - t-shirt and bag sales, football games, education in the schools
- Lead Investigation with education opportunities, the family was proactive and very cooperative. Staff did an excellent job of managing this case.
- Beacon of Hope has unfortunately been unable to provide the essential food needed for our food pantry. We have gotten donations from several area churches.
- Preparedness Trailer
Hopefully, this will be delivered in a couple of weeks. We have planned for the trailer to be parked over in the fenced-in lot at the Sheriff's Department.
- Flu Clinics
We have done several flu clinics and will continue to provide these services to residents as appropriate
- Dr. LeHew is back from medical leave.
- c. Financial Reports November 16, 2023,
We should be at 44% of our revenue and expenditures now.
In previous years we were able to offset the cost of some janitorial supplies with COVID funds, which are no longer available to us. We are currently over budget in our janitorial line, 2110. The increased cost of supplies is adding to this burden. We have seen an increase in the cost of vaccines and drugs which has resulted in those lines being over budget, 2370 and 2380.

Grants are on their cycles so do not correspond with the county fiscal year thus the 44%. All our grants are on track. Line 7018 appears to not be in line; however, that is not the case that the grant is on track. We are waiting for the county finance office to apply the funds to the line item. We continue to see an increase in Medicare immunizations, line 3564. We have a carryforward in Medicaid Cost Settlement of \$88,000 to be applied to line 3540. At this time, the overall Madison County Health Department Budget appears to be moving as expected.

VII. Other Business

a. Update on Generator:

Joey Chandler reported that Carolina Energy has had possession of the equipment for over a month. The county needs to excavate the ditches and prepare the pad for installation. Carolina Energy is waiting to hear from the county maintenance department in regard to a timeline. Tammy explained that the maintenance department is understaffed with only three employees, who have been preoccupied with relocating the courthouse with other essential responsibilities. Tammy will follow up with the county maintenance director. Joey will reach out to Carolina Energy to follow up on the warranty.

b. Health Director Job Description:

Chair Adams requested that everyone review the job description for the Madison County Health Director as it is reviewed and updated as needed annually. There are no immediate changes noted for the job description. Chair Adams asked if changes are needed to please bring that up.

c. Annual Evaluation for Health Director

It is time for the Health Director's annual evaluation. Discussion was held in regards as to how the BOH would like to handle this. The BOH expressed an interest in continuing with the electronic survey monkey. The electronic evaluation will be emailed to all BOH members, all health dept staff and the county manager, as has been done in previous years. At least one reminder email will be sent to each individual who has not already completed the evaluation. The data will be collected and reviewed and compiled into a written format.

d. 2024 Meeting Schedule

The meeting schedule was discussed and reviewed. The current dates and times seems to work. Chair Adams asked for a motion to accept the 2024 meeting schedule. Joey Chandler made a motion to accept the meeting schedule and Cheryl Conway 2nd the motion. Dr. Sheldon asked if there could be a reminder a couple of days ahead of time.

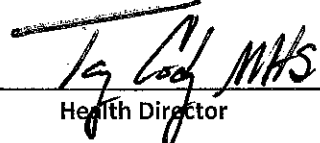
VIII. Adjournment

During the meeting, Chair Adams requested a motion to adjourn. Joey Chandler made the motion to adjourn, and Larry Peek seconded it. The board unanimously voted to adjourn, and the meeting ended at 8:35 PM.

Next Meeting: January 25, 2024



Chair, Board of Health



Health Director