Fayette County Board of Health Meeting Minutes February 18, 2020

5:30 P.M.

Board Members Present:	Darrell Schaal, President, Vice President, Dawn McDaid, M. D., Julie Aderman, Brad Dunn, D. M. D., John Glennon, Pastor and Kris Luster
Others Present:	Melissa Storck, Administrator, Heather Jackson, R. N., Lisa Ketchem, R. N., Elizabeth Washburn. R.N., Katelyn Ennen, Kasey Cauble, Marcia Barringer, Alison Sears, Connie Walton, Robin Wells, and Julie Opfer, Recorder
Absent:	Sandra Albright, Beth Hoffmann, L.C.P.C., and Glen Skow, M.D.

I. Call to Order

The Fayette County Board of Health met on February 18, 2020 at the Fayette County Health Department. Darrell Schaal moved to call the meeting to order at 5:33 P.M.

II. Quorum

A quorum of six members was present.

Prayer – John Glennon

III. Minutes

Dawn McDaid entered a motion to accept the minutes of the November 19, 2019 meeting. Brad Dunn seconded the motion. All were in favor; none opposed. Motion carried.

New Business: Staff Reports

A. Those Wishing to Address the Board – none present

B. Administrative – Melissa Storck

a. Organizational updates -

i. Financial Report

- 1. December 1, 2019 through February 13, 2020.
- 2. Income: \$462,079.76
- 3. Expenses: <u>465,155.70</u>
- 4. Net Income 3,075.94

5. Cash Flow Snap Shot

- 6. 2019 Home Health MCR Cost Report-
- 7. Unfavorable, broke even. Last 3 years' average profit of \$167K.
- 8. It has been challenging to maintain a budget with a \$49K tax levy, which is 2% of our annual budget while paying all employee fringes.
- 9. Buyout of our community hospital by Sarah Bush Lincoln, rising expenses, and unfavorable new Medicare home Health payment model.
- 10. FCHD recently had to cash a money market CD of \$200K.

L. Budget Mitigation Plan

- 1. The Annual Report for 2019 showed a \$150K deficit.
 - a. The plan to save \$185,500 includes:

b.	Waiting to spend Dakota Pipeline Donation	\$20,000
c.	No 2020 COLA	\$40,000
d.	New Census Grant	\$24,500
e.	Job Alignment (not replace 1.8 FTE)	<u>\$101,000</u>
		\$185,500

Motion to accept Financial Report and Cash Flow Snap Shot.

A motion to accept reports was made by Brad Dunn. This was seconded by John Glennon. All were in favor; none opposed. Motion carried.

ii. Annual Report – Motion to Approve

Kris Luster entered a motion to approve the annual report. This motion was seconded by Julie Aderman. All were in favor. None opposed. Motion passed.

iii. Fee Schedule – Motion to Approve

A motion to approve the fee schedule as presented was made by John Glennon. This was seconded by Brad Dunn. All were in favor; none opposed. Motion carried.

iv. Whistleblower Policy - Motion to approve

The Whistleblower Policy was approved as long as the last paragraph includes the words, "he/she" correction to keep verbiage consistent. This motion was entered by John Glennon. This was seconded by Julie Aderman. All were in favor; none opposed.

v. Conflict of Interest Policy, General Procurement Policy – Motion to approve

The General Procurement Policy and Conflict of Interest Policy were approved together.

A motion was made by Brad Dunn. This was seconded by Kris Luster. All were in favor; none opposed. Motion carried.

vi. Budget Policy

Make obsolete annual education day policy (no longer in house day event and will be completed online)

Time Accrual Policy- Personal time 1 day per quarter to 4 days per year Sick: 1 day per month to = 12 days per year

> Motion was entered by Dawn McDaid to approve these three policies. This was seconded by Kris Luster. All were in favor; none opposed. Motion passed.

C. Grant Financials – Kiley Depew

As of January 31, 2020, the total amount billed to grants is \$447,925.47 and total payments received is \$280,715.12.

D. Direct Billing – Melissa Storck for Tina Hunter

Public health 4th quarter billing report:

Billed amount:	\$ 169,233.12
Total Payments received	129,504.85
Total Insurance adjustments	<u>- 34,398.43</u>
Balance in 3 rd Quarter:	\$ 8,329.84

E. Environmental Health – Jodi Smith

Food establishment permitting season has begun. Permit fees add approximately \$20,000 to Environmental Budget.

The former food inspector resigned at the end of November. There is a need to hire an independent contractor to help with food inspections.

There were 10 septic plan approvals in January.

a. Contract with Joyce Storck as Independent Food Safety Inspection Officer – Motion to approve.

Dawn McDaid entered a motion to approve the Independent Food Contract with Joyce Storck. This motion was seconded by Kris Luster. All were in favor; motion approved.

F. WIC and Public Health – Heather Jackson

- Public Health (PH) is no longer in outbreak status for chlamydia or gonorrhea.
- PH has given 1495 flu shots so far this season.
- Next Genetic clinic will me March 25, 2020.
- There are two open lead cases.
- WIC EBT is set to begin August 31, 2020. The deadline for completion is October 2020.
- The WIC review was completed with 9 findings out of 109 items.
- FCM:

There have been many home visits. The review went very well Health works grant continues until June. The health department will continue with this program until the grant year is over.

G. HFI & Doula – Lisa Ketchem

HFA Accreditation Process:

The response to the Implementation and Accreditation Specialist with has been completed. HFA should be accredited by March. Doula - Katelyn Ennen

The doulas are continuing to build group attendance at the required prenatal classes. The curriculum has been redone and class time changed to evening.

H. Home Care – Elizabeth Washburn

a. Home Health & Hospice QAPI Report - Motion to Approve

A motion to approve Home Health & Hospice QAPI reports was made by Brad Dunn. This motion was seconded by John Glennon. All were in favor; none opposed. Motion carried.

b. Home Health & Hospice Data

Nov. 2019	Dec. 2019	Jan. 2020
\$50,913.10	\$39,389.95	\$40,335.73
111,565.07	150,955.02	191,330.75
4,013.46	516.90	-9,209.03
22,809.71	23,326.61	14,117.58
	\$50,913.10 111,565.07 4,013.46	\$50,913.10\$39,389.95111,565.07150,955.024,013.46516.90

c. Program Update:

Implemented the change from Netsmart, a server based EMR, to a cloud based EMR, Wellsky

Incorporated Physician Portal to allow for digital signatures Promoted Lisa Sarchet, RN from staff nurse to Home Health Coordinator Promoted Jenna Townsend, RN from staff nurse to Hospice Coordinator Promoted Courtney Sarchet from Home Health and Hospice Aide to Homecare Office Coordinator

Lisa Sarchet obtained Certified Dementia Practitioner certification in December.

d. Meeting with Sarah Bush Lincoln Non-disclosure contract agreement & discussion

Patient referrals are down from previous months, Melissa reached out to Sarah Bush Lincoln Hospital board member, CEO, and Director. The meeting produced a nondisclosure contract agreement.

After discussion with FCHD board of health, it was decided not to move forward with this agreement.

I: Motion to approve Staff Reports:

Dawn McDaid entered a motion to approve staff reports. Julie Aderman seconded the motion.

All were in favor; none opposed. Motion carried.

J. Closed Session – Motion to enter into executive session

None needed.

K. Adjournment

Kris Luster entered a motion to adjourn at 8:30 p.m. Julie Aderman seconded the motion. All were in favor; none opposed. Motion carried.

Next Regularly scheduled Board of Health Meeting will be May 19, 2020 at 5:30 in health department classroom.

Sandra Albright_____ Board of Health Secretary: Sandra Albright sA/jo