



Stanly County Health Department

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Dennis R. Joyner, MPH
Director

STANLY COUNTY BOARD OF HEALTH

May 2nd, 2013
Meeting Minutes

The Stanly County Board of Health met on May 2nd, 2013 at 7:00 p.m. in the Conference Room of the Stanly County Health Department. All Board Members were present with the exception of Debora Norris and Dr. Ann Yowell. Staff members present were Dennis Joyner, Health Director, Judie DeMuth, Debbie Bennett, David Ezzell, Becky McKeon, Patti Lewis, Debbie Bailey and Dean Lambert. Leon Warren attended as media representative.

Chairman Faulkner called the meeting to order and after welcoming those present, entertained a motion for approval of the April 4th, 2013 board meeting minutes. A motion to approve the minutes as presented was made by Mr. Cain, seconded by Mr. Carter and approved by the board.

With no general public in attendance, no comments were noted under Public Comments and the meeting was turned over to the Health Director.

HEALTH DIRECTOR'S REPORT

The Health Director updated the board on the agency's personnel status informing them that progress has been made in filling the vacant positions in the Home Health Program. He explained that several applications have been received and qualified applicants have been interviewed with job offers made. The three vacant Public Health Nurse II positions should be filled within the next 3 to 4 weeks and contracted/PRN staff will be utilized in order to provide patient care coverage, maintaining a reasonable caseload during the staff shortage and to continue receiving reimbursement for services. Debbie Bailey, RN, has agreed to fill in as Home Health Supervisor until a replacement can be hired.

In the Dental Clinic, Ebony Sims who was previously a Dental Assistant in our clinic, returned to school and is now a qualified Dental Hygienist. Ms. Sims began work on April 29th which leaves all positions filled in the dental clinic.

Reports on expenditures and revenues for all Health Department programs as of 3/31/13 were reviewed. Mr. Joyner explained that at 75% into the fiscal year, most figures are at expected levels.

Performance reports for all Health Department programs through the month of March were reviewed and Director Joyner explained that a drop in the average dental patients seen daily in March was primarily due to staff training activities and also a small increase in the no-show rate. Board Members were made aware that construction is currently taking place in the dental clinic area for renovations which so far has not interfered with patient care.

NEW BUSINESS

The proposed Health Department budget for FY13-14 was presented by the Health Director who thanked budget committee members Larry Faulkner, Conrad Carter and Rick Cain for meeting at 6 PM today to review the budget before presentation to the entire board. Director Joyner explained that proposed budget figures are within guidelines set by the County Manager and proposed cost of living salary

adjustments (COLA) and merit pay salary adjustments are already factored into department budgets. Highlighted budgetary items were discussed with Board Members as follows:

1) **Overall Department** – Salary allocations are projected at current rates per Finance Department calculations and any adjustments were due to customary probationary increases for qualifying employees and as a result of current year merit adjustments and increases in various fringe benefits for the county. No staff reductions were proposed. Funding for a part-time position in Animal Control will remain vacant pending further assessment of work load demands and impact of the proposed Animal Control Ordinance revision.

Unbudgeted needs not included in the new budget are: Interior painting of the Health Department (approximately \$20,000) and could be reduced to painting of public access areas at a cost of approximately \$8,250. Replacement of a year 2000 county vehicle used in the Environmental Health Program is recommended for consideration (\$18,500). Resurfacing and re-lining of the employee parking area is also needed (\$46,000 estimate).

Recommended fee schedule changes are minimal and increases that have been recommended are based on possible changes of costs for the service (staff time and/or supplies), increased allowable reimbursements and/or a review of comparable fees. The only recommended fee change is in the Environmental Health Program with the establishment of an "application for construction authorization" fee. In the past, there has been one fee in the On-site Water Protection Program for construction authorizations but sometimes a permit has to be denied and no fee is collected even though staff may have spent considerable time on the evaluation. In establishing the \$50 application fee, we are also reducing the construction authorization permit fees by \$50 so there is essentially no change in the total cost of a fully completed/approved permit.

2) **Animal Control Program** – Consistent with the current year budget with the additional request to replace a vehicle.

3) **Environmental Health Program** - Consistent with the current year budget with the exception of an increase in the service maintenance cost of the CDP environmental software system which was added this year to include system record capabilities for on-site ground water protection in addition to our food, lodging and institution inspection program. This enhancement increased the service maintenance amount by an approximately cost \$7,000.

4) **Dental Clinic** – Reflects an increase primarily due to salary and fringe benefit increases associated with full staffing of the program including a second full time dental hygienist position and new equipment.

5) **Home Health Program** – Reflects an increase due to full year funding of a physical therapist position that was added midyear and increases in fringe benefits and unemployment costs. A small drop in caseload and staff vacancies has impacted revenue flow which has delayed the routine billing process. The program's financial position should improve after outstanding revenues are received. In order to cover the projected revenue shortfall at this time, an allocation of \$171,649 is being requested from the Home Health Fund Balance. As outstanding revenues are received, the amount of fund balance needed will be reduced.

6) **Fund Balance Usage** – A request for \$50,000 from the Dental Fund Balance, \$171,649 from the Home Health Fund Balance and \$50,000 from the Medicaid Settlement Fund Balance for a total of \$271,649 from departmental fund balances was proposed to help support shared overhead and administrative expenses.

After comments, questions, and discussion, Dr. Mauldin made a motion to approve submission of the proposed FY2013-14 budget as presented. Mrs. Shirley Lowder seconded the motion, which was approved by the board.

UNFINISHED BUSINESS

Board Members were made aware that the Health Department is preparing for the re-accreditation process which is currently scheduled for September of this year. During the summer months, more information will be shared on this process as appropriate.

The proposed Animal Control Ordinance was discussed, and Director Joyner explained that after a few minor edits, the ordinance will be ready for presentation to County Commissioners at another public hearing, possibly the second meeting in May. This presentation will be followed by County Commissioner approval or denial of the ordinance. Mrs. Shirley Lowder requested a copy of the most recent ordinance draft, which will be mailed to her as soon as processed.

Updated information was shared on the Home Health Program and Mr. Joyner stated that efforts are in place to fill vacant positions with qualified personnel and to meet the requirements of patient billing in order to surpass the challenges of recent weeks. He commended the hard work of current staff and stated that for now, no date has been set for an operational assessment of the program to take place.

OTHER BUSINESS

Director Joyner updated the board on renovation activities in the dental and general clinic areas of the department. He explained that supplies were being relocated, new walls built to separate areas, etc., with all renovations expected to be completed by the end of this fiscal year.

Board Members were informed that approximately 1400 surveys were completed as part of the 2013 Community Health Assessment process with focus groups now meeting to discuss and compile the data for a final report expected in August, 2013.

Information on a Komen Foundation Grant in the amount of \$43,000 to assist women with the cost of screening mammograms and biopsies was shared with the board.

The board was made aware of a Commons Farmers' Market Initiative state sponsored and funded by a regional Community Transformation Program. Mr. Joyner explained that the farmers market is scheduled to take place on Monday's inside the Stanly Commons area beginning May 13th from 10 AM until 2 PM, and will feature fresh fruits and vegetables - food items only, no crafts. Jennifer Layton, Health Education Specialist at the Health Department was commended for her work in this project.

With no further business to discuss, Dr. Mauldin made a motion for adjournment. The motion was seconded by Mr. Carter and passed by the board.