

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday, March 17, 2017, at 9:30am, at the Grafton City Council Chambers.

Members Present: John Taylor, Vice Chairman
 Dr. David Bender, Medical Director
 Jeff Isner
 Trenton Pauley
 Ken Cole

Members Absent: Wilda Swisher, Chairperson

Staff Present: Boyd Vanhorn
 Helen Elbert
 Shaunda Rauch
 Ida Bowman
 Scott Cawthon
 Krista Barcus
 Marian Browning
 Angie Flowers
 Jeff Kiger

Trenton Pauley led the Pledge of Allegiance and Boyd Vanhorn gave the Invocation.

The meeting was called to order by the Vice Chairperson at 9:31am. Proper notifications had been made and a quorum was present.

Approval of Minutes:

Minutes from February 17, 2017, were presented and approved. **MOTION** by Jeff Isner, **SECONDED** by Ken Cole for approval. **MOTION APPROVED UNANIMOUSLY.**

Christina Mickey, Region I Tobacco Prevention Coordinator, presented to the board information regarding updated statistics of the clean indoor air program. She also gave awareness of the current legislative bills.

Community Health Updates

Public Health and Home Health report was presented by Scott Cawthon

- ❖ Slow month for Public Health, as well as, a decrease in numbers for Home Health.
- ❖ Angela Flowers, RNIII, was introduced as the new nurse manager for Public Health. She gave a report of the training and meetings she has attended and will be attending over the next several weeks.
- ❖ A new LPN for Public Health has yet to be hired.

Harm Reduction report was given by Ida Bowman

- ◆ Statistics of overdoses in Taylor County were given comparing previous years to the present. Further research to be conducted on how many were administered Narcan.
- ◆ Discussion with Dr. Bender on the overdoses recently at the prison.
- ◆ Statistics were given concerning Hepatitis B & C and the awareness for the “baby boomers” to get tested.
- ◆ Discussion of the heroin and methamphetamine use in the Taylor County area.

Physical Therapy report was presented by Helen Elbert

- ❖ Census for Physical Therapy had decreased for February, but had already increased for the month of March.
- ❖ Patrick Snell, PT, had taken ill during the month of February. Contract workers were utilized as needed.
- ❖ Dr. Bender inserted that there had not been as many flu cases this flu season as in the past.

Community Protection

Environmental report presented by Jeff Kiger

- Six septic permits were issued with five already in the ground.
- Follow up on an allegation of smoking in a public facility. A stake out was conducted with no violation observed.
- Attended an LEPC meeting.
- The resent PACK meeting had been postponed.
- There had been a recent soy peanut butter and granola product recall. County public schools and child care facilities' inventories were checked. No local establishment had the products.

Threat Preparedness report presented by Shaunda Rauch

- Shawn Thorn is currently working on updating the Public Health Alert Network contact list. An exercise will be conducted the first part of April.
- The re-write of the 2016-2017 grant was submitted. This includes the funds to be reimbursed for the new server.
- Mrs. Rauch will attend the Dam Safety and Interagency Meeting on March 9, 2017.
- Several LEPC meetings will be attended with binders created with the resource date, hazmat info, and LEPC info given to response agencies.
- IAP/Immunization Grant – Original award was \$7,935. Total award was \$12,634. New grant was submitted with an award amount of \$11,020.
- Newspaper articles continue with the focus being on the services the health department provides. Making aware as well of the “Spring into Action” meal planning workshop.
- WV Cares has been updated, with the exception, of Alice Stewart. They are just unable to get her fingerprints.
- Public Health Accreditation webinars with Angie Flowers on February 23rd and March 9th.
- Training to meet requirements for the Family Planning audit.

Financial Review

Financial Review presented by Boyd Vanhorn

- Home Health Profit/Loss Report presented showing profit in all services, with the exception, of Home Health Aide. Continued awareness of the service for more referrals. Potential candidate for a second aide.
- Income of three months' expenses are available.
- Huge growth for February. The reports had been down for two months.
- Receivable report has been worked on. The integration of the two systems has caused a huge glitch in the contractual amounts and receivables.
- Krista Barcus stated that it is taking time to clean up the mess that the integration caused. The A/R has never matched between the two systems.
- Marian Browning added that she is working on every entry from Esolutions; tracking to find them and make them match. She will be going to work with a QuickBooks expert in Harrison County to get better knowledge on how to fix the system.
- Ms. Barcus inserted that the A/R is currently about \$250,000 and over 150 days is under \$100,000.

- There will be a letter of explanation, for the Medicare (HMO) patients that are admitted, explaining that they may be billed for services.

MOTION by Trenton Pauley, **SECONDED** by Jeff Isner to approve the financial report.
MOTION APPROVED UNANIMOUSLY.

Unfinished Business

Audit Committee report given by Jeff Isner

- Yearly audit was conducted. Brief discussion of the report provided by Balestra, Harr & Scherer, CPAs. Mr. Isner noted that it was a great audit.
- Mr. Isner and Mr. Cole went over the payroll with no irregularities found.
- Write-offs in the amount of \$7,754.76 were presented by Ms. Barcus.

MOTION by Jeff Isner, **SECONDED** by Ken Cole to write off the unpaid balances totaling \$7,754.76. **MOTION APPROVED UNANIMOUSLY.**

- Mr. Vanhorn is to research for the best options for the Money Market account to draw more interest.

MOTION by Jeff Isner, **SECONDED** by Ken Cole to transfer \$20,000 into the Money Market account. **MOTION APPROVED UNANIMOUSLY.**

Building Committee report given by John Taylor

- Alex Reneman was contacted in regards to the Coen building. The board agreed to take a look at the structure. Discussion on the inadequacy it had for parking and the age of the building.
- Repairs are needed to be done to the roof of the health department. Vice Chairman Taylor emphasized that this needed to be a priority.
- Orville Wright will need to put the health department on the county commission's agenda for the next meeting. The letter of engagement has not yet been signed.
- Information was received that the old house, beside the health department, would be torn down once there's better weather. Photos of this process are to be taken and a sign designed to promote the new building.

New Business

Mr. Vanhorn informed the board that the Division of Personnel (DOP) is not effective for hiring staff quickly enough to fill positions. Monroe County does not use the DOP. Discussion of the changes that would happen with not using the DOP. This would not disturb retirement or PEIA.

MOTION by Jeff Isner, **SECONDED** by Ken Cole to research how to leave the Division of Personnel and to find an alternate method for hiring. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report

- Governance Forum at Stonewall Jackson Resort April 28 & 29th. All board members were encouraged to attend.
- National Association of Community Health Centers (NACHC) data was given.
- Marketing and Community Awareness continues with sending out thank you cards to patients upon discharge. Items for kids have been purchased with the Health Department logo. Alex Reneman will be doing a video of the HD for the local television station.
- Building Committee still needed that is made up on people in the community.

Public Comment

Helen Elbert presented fliers of an upcoming event concerning Childhood Cancer Awareness. Our current, contract physical therapist is the founder of foundation holding the event. Employees of the health department will be a sponsor and asked the Board of Health to support the cause as well.

Board Member Comments

Mr. Isner opened for discussion concerning the certificate of need for Behavioral Health.

Governance

The next regular Board of Health meeting would be on Friday, April 21, 2017, at 9:30am.

MOTION by Jeff Isner, **SECONDED** by Ken Cole to adjourn at 11:15am. **MOTION APPROVED UNANIMOUSLY.**

Wilda Swisher, Chairman

John Taylor, Vice-Chairman

Dr. David Bender, Secretary

Recorded and Typed/hce
Reviewed/bkv