

## **Grafton-Taylor County Board of Health**

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

Members Present: Wilda Swisher, Chairperson  
John Taylor, Vice Chairman  
Dr. David Bender, Medical Director  
Ken Cole  
Jeff Isner

Members Absent: Trenton Pauley

Staff Present: Boyd Vanhorn  
Helen Elbert  
Shaunda Rauch  
Jeff Kiger  
Scott Cawthon

Boyd Vanhorn led the Pledge of Allegiance, as well as, gave the Invocation.

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

### **Approval of Minutes:**

Minutes from September 29, 2017, were presented and approved. **MOTION** by Jeff Isner, **SECONDED** by Ken Cole for approval. **MOTION APPROVED UNANIMOUSLY.**

### **Community Health Updates**

Public Health report was reviewed.

- ❖ Boyd Vanhorn commented that the numbers had increased due to more flu clinics than last year. There were also more promotions with the billboards and signs. John Taylor questioned whether the signs had been picked up. Mr. Vanhorn stated that they will be gathered soon.
- ❖ The Family Planning Survey was this week with no deficiencies found. Home Health Survey was also this week with no deficiencies.
- ❖ More training taking place in all areas.
- ❖ Increase in Family Planning Clinics.
- ❖ Harm Reduction Grant was to begin Nov. 1<sup>st</sup>, but nothing has been seen as of yet.
- ❖ Dr. Bender questioned whether we would be able to bill for the nursing consults. He referenced to the Family Planning and Family Care numbers increasing with Diana Boyle seeing clients.

Trisha Petite of West Virginia University introduced the students that did their home health rotation at GTCHD. She commended the health department for their help with the students and that they had a great experience. The students gave a presentation for their Capstone education requirement. Elise Jozwiak gave a presentation with pamphlet on Increasing Influenza Compliance. Marla Quinn gave a presentation with handout on The Importance of Behavioral Health. Pre and Post tests were given to the board members to complete.

Home Health report was reviewed.

- Scott Cawthon, RN, informed the board that even though the numbers are lower, they are more focused on the quality of care especially with charting. Increasing of the star rating is being worked on.
- Most of the health department employees are now CPR certified. In the future, some clinicians will become instructors to conduct our own CPR training.
- Dr. Bender added that the nurses need to consider training for CPAP machines for teaching patients.
- Helen Elbert informed the board that Jeff Sapp was hired as the new Physical Therapy Assistant (PTA) and is doing great. Patrick Snell, PT, would be on vacation for the next week. Contract workers will still be used during his absence and for Physical Therapy overload.

Behavioral Health update given by Boyd Vanhorn.

- ❖ Two offices are completely set up with new furniture that was all donated from World Vision.
- ❖ Diana Boyle, NP, and the Behavioral Health committee are getting the process completed to begin services. Licensure being worked on. Inspection of the building must be completed.
- ❖ Brandy Miller, LGSW, will start on November 27<sup>th</sup>.
- ❖ Mr. Vanhorn addressed the board to consider a Human Rights Committee. With less than 30 consumers, only three members will be needed. Above 30 consumers, five members will need appointed. Mr. Vanhorn recommended Cami Stemple as a staff member and Jeff Isner volunteered from the board. The consumer member would be selected after seeing patients. Chairperson Swisher accepted the two recommendation to the committee.

**MOTION** by John Taylor, **SECONDED** by Ken Cole to appoint Cami Stemple and Jeff Isner as members of the Human Rights Committee. **MOTION APPROVED UNANIMOUSLY.**

### **Community Protection**

Environmental report was reviewed.

- Jeff Kiger stated that the Flemington Days was a success; everything clean and sanitary. He was told that it was to be the last year for the event.
- No problems to report from the Adventure Fest.
- Regional Epidemiologist got behind due to retiring soon. All cases that were backed up have been cleared.
- A state representative came in to help with the HealthSpace environmental reporting software program. We are still in the programming stage. System being worked on to be able to send invoices. When running 100%, the system will print all the invoices at once depending on the type of permit. Would like to start implementing within two weeks. Filing is being worked on to clear out and organize historical data.

Threat Preparedness report was reviewed.

- Shaunda Rauch informed the board that Shawn Thorn is working on the policy and procedures. The first quarter of the new grant is completed.

### **Committee Reports**

Finance/Audit Committee Report given by Jeff Isner, Committee Chair.

- Mr. Isner reported that payroll had been met for the past two months.
- Cash on hand is low, but three months of operating capital is in reserve.

- Discussion concerning the difference in the profit from the previous year. Factors included: Physical therapy visits much lower, advertising, and the gravel parking lot.
- Discussion concerning the time it will take for Behavioral Health to be billable.
- John Taylor reviewed through the profit/loss report for the expenses and net ordinary income. He instructed that income is needed to support the growth, and we need to look at why the census is lower and improve.
- Mr. Vanhorn explained that the trend has been looked at. Most difference is due to the different types of insurances and patient needs. He further stated that we are working on all concerns. With these concerns, the department is still running profitable in all areas. The advertising from the Physical Therapy Assistant was an extra expense. Behavioral Health will be up and running soon and be profitable.
- Helen Elbert reported on current census with increase to transpire with the new PTA.
- Dr. Bender addressed his concern with the Mon Health System coming into the area. He added that the hospital census has been low. He stated that more marketing has to be done in the local facilities.
- Discussion concerning the Account Receivables and write offs to clean the books up. In the process of renegotiating the contract with United Health Care. Will be signed soon. Chairperson Swisher stated that if the expenses are covered; then write off. Dr. Bender suggested using the government's charity pay scale for the self-pay patients.

**MOTION** by John Taylor, **SECONDED** by Jeff Isner to approve the write off in the amount of \$61,943.21 with the exception of the self-pay amount of \$1,766.97. The audit committee to review the self pays on a case by case basis before bringing back to the board to be written off.

**MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Jeff Isner, **SECONDED** by Ken Cole to approve the financials for September and October. **MOTION APPROVED UNANIMOUSLY.**

Building Committee report given by John Taylor, Committee Chair.

- Parking lot completed with unexpected issues that had to be dealt with: new sewer line, fill old septic tank, more leveling, hole repaired from a well that had to be capped off and filled. Total cost was \$13,892. May need another truck load of gravel in the spring.
- October Friends of the Health Department meeting went well.

Human Resources/Personnel Committee Update

- Personnel discussions to be done in executive session.
- Handbook has been passed out for review to the HR committee.

Accreditation Committee – On hold.

### **Unfinished Business**

Health Department Marketing

- ◆ In the process of having the hardware installed for the phone system.

Harm Reduction Grant

- ◆ Applied for the grant but not approved yet. Dr. Bender questioned on the amount of taxes from the new bond for the citizens. Mr. Vanhorn will be making the contacts for this information.

### **New Business**

Holiday Open House

- The Health Department will be hosting an Open House for the public on Thursday, December 14, 2017, 5pm – 8pm. Invitations are being sent out. Jerry's restaurant will be

catering. Dr. Bender recommended inviting the Grafton City Hospital board members and administration.

2018 Regular Levy

- Excess Renewal Levy Order was distributed to the board. New levy will run for a five year funding.

**MOTION** by Jeff Isner, **SECONDED** by John Taylor to accept the Excess Renewal Levy Offer to be sent to the court house. **MOTION APPROVED UNANIMOUSLY.**

**Administrator's Report**

- ◆ Applied for a Walking Grant of \$1,500. Pays for challenge coins used for Geocaching. This is to help get people out, to make a healthier, stronger community.

**Public Comment** - NONE

**Board Member Comments** - NONE

**Governance**

The next regular Board of Health meeting would be on Friday, December 8, 2017, at 9:30am, followed by the annual Christmas Luncheon at Jerry's restaurant.

**MOTION** by Jeff Isner, **SECONDED** by Ken Cole to adjourn to executive session at 11:53am. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by John Taylor, **SECONDED** by Jeff Isner to return to regular session at 12:22pm. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by John Taylor, **SECONDED** by Jeff Isner to accept the new organizational chart. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by John Taylor, **SECONDED** by Ken Cole to promote Shaunda Rauch to Deputy Administrator at a salary of \$47,000, Cami Stemple to \$31,200, and Shawn Thorn to \$31,200 with full employment benefits. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by John Taylor, **SECONDED** by Jeff Isner for the new pay increases to be effective December 1, 2017. **MOTION APPROVED UNANIMOUSLY.**

**MOTION** by Ken Cole, **SECONDED** by Jeff Isner to adjourn to adjourn at 12:35pm. **MOTION APPROVED UNANIMOUSLY.**

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Wilda Swisher, Chairman

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John Taylor, Vice-Chairman

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Dr. David Bender, Secretary

Recorded and Typed/hce  
Reviewed/bkv