



Jones County Health Department
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Health Director

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Jones County Board of Health Meeting Minutes
Thursday, September 21, 2017

In Attendance: Rev. Charlie Dunn, Jr; Wayne Hurley; Bob Jolly; Mandy Marshburn, Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Tamara Jones, Public Health Educator II; Ann Pike, PH Nursing Supervisor I

Absent: April Aycock; Shivon Cannon; Frank Emory; Myron Meadows

Call To Order

The meeting was called to order by Bob Jolly, Board Chair, at 6:03 p.m.

Invocation

The invocation was given by Rev. Charlie Dunn, Jr.

Introduction of Guests

Health Director Wesley Smith introduced Tamara Jones, Health Educator, and Ann Pike, Nursing Supervisor.

Discussion/Adjustments/Approval of Agenda

A motion was made by Rev. Dunn to approve the meeting agenda as presented. Motion was seconded by Mandy Marshburn. There was no additional discussion. Motion carried.

Approval of Minutes from Previous Meeting

A motion was made by Marshburn to approve the minutes from July 27, 2017. Motion was seconded by Wayne Hurley. There was no additional discussion. Motion carried.

Public Comment

The floor was opened for public comment; no members of the public were present.

Old Business

Smith followed up on the decision made by the Board of Health at their last meeting to not repeal the rule they passed in 2016 regarding rabies post-exposure management of dogs and cats. He reminded Board members that the General Assembly recently passed a law that followed the recommendations of the National Association of State Public Health Veterinarians (NASPHV). The rule passed by the Board in 2016 is based on the same recommendations of the NASPHV. At the time the Board met in July, it was Smith's understanding that if the rule was the same as the new law, there was no need to repeal it. Now, Chris Hoke, Director of Regulatory & Legal Affairs for the Division of Public Health, has been advising local Health Departments to repeal their local rules effective October 1, 2017 to coincide with the effective date of the new state law, thus eliminating any potential confusion. We added that a notice would need to be posted for 10-days informing the public the rule was repealed. A copy of the repeal will be available at the Health Department in event someone requests to see it. ***A motion was made by Dr. Stelma to repeal the local rule for Post-Exposure Management of Dogs and Cats. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried.***

Jolly updated Board members on the Health Director's performance evaluation. He reported that Board members were provided a copy of the evaluation form asked to send their completed forms regarding the job Smith was doing as Health Director for Jones County. He received six evaluation forms. He and Cannon, Board Vice Chair, met and discussed each item on the evaluation and developed one comprehensive evaluation form. Jolly later met with Smith to share and discuss the results of his performance evaluation. A copy of the comprehensive evaluation was provided to all Board members; however, the actual evaluation was not discussed by the Board. ***A motion was made by Dr. Stelma to approve the Health Director's performance evaluation. Motion was seconded by Marshburn. There was no additional discussion. Motion carried.***

Reports

Smith provided and reviewed the Health Department's Monthly Summary reports for July and August of 2017. He added that the only thing that stood out was that there were six (6) dog bites in July and one (1) bite in August. Additional details regarding the bite that took place in August was provided to the Board. Smith knew the dog owner very well. He provided Smith with photographs showing the dog was being kept in a cage in

the kitchen. The owner stated that the dog was in poor health and requested to quarantine the dog in their home. Based on the information provided, Smith authorized the owners to quarantine the dog on their property for the duration of the quarantine period. Rev. Dunn asked what the process was when a dog needed to be picked up. Smith explained the current arrangements with Riverbank Animal Hospital. Paul Ingram, Jones County Maintenance Supervisor, has a truck equipped with a cage, catch stick and gloves. Ingram has received training on dog retrieval and has been vaccinated against the rabies virus. At the end of the quarantine period, the owner will come to the Health Department to pay the fees for quarantining the dog at Riverbank, and will receive a receipt to take to Riverbank for reclaim their dog. Riverbank then invoices the Health Department.

Smith further shared that Patricia (Patty) Roddy-Jones operates Top RJs Animal Rescue Rehab and Kennels in Pollocksville. Ms. Jones has entered into an agreement with Tom LaBuda, Animal Crime Investigator for the Sheriff's Department. Dogs he picks up based on allegations of animal abuse are taken to Top RJs for boarding and/or adoption. Smith shared a situation about a mother dog walking along the side of the road with her puppy, and the puppy got struck by a vehicle. The lady driving the car went up to the puppy and the mother dog bit her. Since the bite occurred on a Sunday, there are limited arrangements for picking up dogs, so Smith allowed the owner to quarantine the dog on his property. The next day, Smith determined that the owner would probably not be responsible so he made arrangements for Ms. Jones to pick up the dog for quarantine at her kennel. The mother dog was still weaning two puppies, so Ms. Jones picked up all three dogs. In order to get the mother dog back, the owner was going to have to pay. He choose not to get the mother dog back, but wanted the male puppy. The mother was later adopted out. Ms. Jones works with a Veterinarian in New Bern that will vaccinate dogs. She has expressed interest in getting certification to be appointed a Rabies Vaccinator for Jones County. She has property across from the high school and plans to build a practice there. She is retired from the Marines Corps and want to eventually become a Veterinarian. Smith plans to contract with her for animal quarantine.

Smith provided a staffing update to the Board. He informed the Board that Sabrina Smith, Administrative Officer, resigned her position effective September 1, 2017. That was also the last day for Jeanne Huffman, Medical Office Assistant. Ms. Huffman transferred to Social Services to work at a congregate meal site in Pollocksville – the Filling Station. For the Administrative Officer position, there were eleven applicants, of

which seven were interviewed. Ann Moore, Regional Administrative Consultant, assisted Smith with the interviews. The candidate selected, Jennifer Ingram, has 15 years of experience in Office Management and Bookkeeping. She will start October 16, 2017. Ms. Ingram is from Leland, NC, but would be relocating to Pollocksville.

Smith also shared that interviews for the Medical Office Assistant position had concluded. There were six applicants, of which four were interviewed. Ann Pike, Nursing Supervisor, assisted Smith with the interviews. She will recommend to Smith the candidate she feels is the best fit for the agency. She plans to have a recommendation by close of business on Friday, July 28, 2017.

Smith provided and reviewed with the Board Monthly Spending and Revenue Reports for the period ending August 31, 2017. For expenditures, all programs were under budget for the period to date. For revenues, Smith explained that revenues lag for the first three or four months of a new fiscal year. Several programs are covered by state funds that have not come in yet since funds are pulled down some time after the month has closed out. He added that in a couple months, the Board will have a better reading on our revenues.

Smith provided an overview of Budget Amendments submitted to the County Finance Officer for FY 2017-18. This year an ongoing list of amendments will be kept. There have been some reductions in our overall budget. Maternal and Child Health funds were reduced in every local Health Department, so amendments were completed for those two programs. When one of our Public Health Nurses resigned, a contract company, Nutrition Plus, was brought in to provide WIC services until a new Nurse could be hired. Funds had to be moved around to cover the contract with Nutrition Plus. Region 10 Minority Diabetes Program reduced funds because another county was added. Additional funding was received as follows: \$500 in WIC, \$500 in Minority Diabetes Prevention Program for advertising, \$592 in HIV/STD to identify, treat & report chlamydia and \$3000 in Healthy Communities for in-home asthma trigger assessments.

Smith provided an update on the In-home Asthma Assessment program. Debra Yarbrough, Environmental Health Specialist, has been trained in asthma assessments. She coordinated the regional Asthma Coalition for Jones, Craven and Pamlico Counties. He explained that the Health Educator and Environmental Health staff will receive training. Hospital discharge summaries will be received and staff will reach out to

families, go into their homes and help them identify what could be triggering their child's asthma.

The Board was provided information on the Medicaid Cost Settlement Payback for FY 2012-13. Smith explained that the Division of Medical Assistance (DMA) changed the formula previously used for settling with local Health Departments. The process went from one that was based on client encounters to one based on actual paid claims. Most Health Departments in NC are in a payback situation for that Fiscal Year. Cabarrus County filed a lawsuit against DMA, but was not successful. Medicaid is now settling retroactively with all Health Departments for 2012-13. This is the only Fiscal Year that a local Health Department will be in a payback situation. A notification was received from on August 4, 2017. The total payback at that point was \$42,455. In FY 2016-17, all local Health Departments received one-time, unrestricted funds from the State in anticipation of the Medicaid payback. Jones County received \$31,763. Knowing that the Health Department no control of the Medicaid Fund Balance, and that if it was not used by the Health Department the funds would be transferred to the County's general fund, Smith used the funds to purchase a new vehicle and storage building. The County historically takes any Medicaid Cost Settlement funds puts it into the general fund. Now with the payback, Smith informed the Board there were a couple of options: 1) Accept the \$42,455 payback and remit payment in a lump sum or over a 24 month period of time; or 2) Appeal the payback and "scrub" the Medicaid Charge Report Data. Smith chose to appeal the payback and scrub the data, which reduced the payback to \$37,488. Smith reminded the Board that the Health Department was in a payback situation for Child Health and Family Planning programs several years ago. That payback has been satisfied and we are once again receiving Medicaid money. Unless the County elects to cut a check for the entire amount, the Health Department will once again be in a payback situation. Smith informed Board members he has restricted travel unless it is mandatory, and the Health Department is going to try to save money to help cover the payback.

Marshburn questioned if Medicaid explained why the Health Department was not getting reimbursed? She followed that question by asking if it was a billing or a coding issue. Smith responded that it was some of both, and further explained by saying he is going to echo Jolly, "that sometimes when there is a change in a position there is an opportunity for improvement". There have been things to happen that could have been avoided. Smith read from the Cost Settlement payback handout, "The bad news is that because of

the payback and reduction of services provided to Medicaid clients, our Health Department not receiving any receipts for SFY 2016 cost settlement payment.” There were no paid claims because the Health Department went a full year with no Medicaid billing. Marshburn questioned, how does that happen? Jolly answered when you do not do it, that’s how it happens. Smith provided a scenario using the CAP Program to answer. He explained that in January of 2016, the CAP Program, a Medicaid funded program, transitioned from the Department of Social Services to the Health Department. The Health Department knew they were going to be responsible for the billing starting in January of 2016. The correct taxonomy code to be able to bill for CAP services was not confirmed by the Administrative Officer until October of 2016, with an effective date of October 27, 2016. A letter was written to request that the agency be approved as a CAP provider retroactively to January of 2016. In December of 2016, it was determined that no billing had been done for CAP since January of 2016. The Administrative Officer was instructed to bill CAP claims because if you do not bill within 365 days from the date of service, the claim will be denied due to time limitation. Once an agency files the initial claim, even if the claim is denied, you will receive an additional 18 months correct the claim and get paid. To his knowledge, Smith stated that the Health Department has billed CAP claims timely.

New Business

Smith shared that the Health Department is in the process of transitioning to an Electronic Medical Records with CureMD and have been going through Practice Management, the business side of the Electronic Medical Records system. It was determined that several service fees and CPT codes were not on the fee schedule. It could have been that some of these codes were in our system, but the Health Department was not providing that service. In the Board packet was a sheet with a list of fees that needed to be added or revised. Another sheet showed the CPT procedure code, description and fee with Onslow, Lenoir, Craven, Greene and Pamlico counties for comparison. The Medicaid rate was also shown. Smith explained that he met with the Clinic staff to determine the proposed fees for service. He further explained that with the Makena and Kyleena IUD’s, the Health Department receives a discount through the 340B program and those services can only be charged at the acquisition cost. Marshburn stated that the Kyleena IUD costs \$541.39 for that device. The Health Department charges a separate insertion fee. Smith explained that you would always want to set your rates higher than the

Medicaid rate. The ProQuad is \$179.81 per dose, but children with no insurance receive it at no cost. The last time the Board approved clinic fees, Child Health was being restored. Jones County compared the rates of neighboring counties (Lenoir, Craven and Onslow), went before the Commissioner and they were not satisfied. They wanted to see comparison with small counties like Greene and Pamlico counties. Smith explained that Jones County does not compete with those two counties. The outside figure is the proposed fee. Smith explained that he is open for increasing or reducing the proposed rates. This county's philosophy is since Jones is a Tier 1 county, we have a lot of people that struggle so we want to keep our rates down. Smith asked the Board to keep in mind that most of those people qualify for Medicaid or under the Affordable Care Act. These rates are really for people who are insured or they may be required to pay privately.

Jolly questioned if insurance companies say they are only going to pay a certain amount for a service. Smith answered yes and proceeded to explain that there usually is a contract in place. He added that the Health Department finally got a contract with Blue Cross Blue Shield as an Immunizing Clinic. It took forever to get that contract though. Now, going into flu season, the Health Department can finally bill for flu shots, which is something we haven't been able to do for a couple of years. Our stance over that time period was we were going to accept Blue Cross Blue Shield clients even though we were not approved as an Immunizing Clinic. Staff will go into the community to offer flu shots. Last year, staff went to the schools and State Employees Credit Union. Marshburn explained what a Makena was and its history before a motion was made. ***A motion was made by Marshburn to approve the revised fee schedule. Motion was seconded by Dr. Stelma. There was no further discussion. Motion carried.***

Smith reminded Board members that July was Danielle Koslowski's last meeting as the Licensed Pharmacist on the Board. She and Smith had been communicating via e-mail. She did not express an interest in being reappointed to another term. As a result, we begin looking at options to replace her on the Board. Smith pointed out that he had considered our Contracted Pharmacist, Joey McLaughlin, but there was a conflict of interest with having him appointed to the Board. George Corbett's wife (Jill) is a Pharmacist. Ms. Corbett initially expressed interest in serving on the Board, but she never followed through. She was invited to a couple of Board meetings, but she never came. Cannon recommended Candace Andrews, a Pharmacist at Realo in Trenton. Ms.

Andrews expressed interest in serving on the Board, and was invited to the meeting. *A motion was made by Rev. Dunn to recommend Candace Andrews be appointed to the Jones County Board of Health. Motion was seconded by Hurley. There was no further discussion. Motion carried.*

Smith provided the Board with an Attendance Report for FY 2016-17. Jolly thanked everyone for coming.

Hurley shared that at the last meeting, the Board discussed rabies tags for dogs and cats. He further stated that it is a state law dogs and cats to wear the rabies tag, and that counties can opt out of requiring cats to wear a tag. He proposed to exempt cats from wearing a tag. Dr. Stelma added that very few of his feline patients wear a rabies tag. There is a health issue there as well. Outdoor cats wear breakaway collars. From the animal standpoint it would be good to opt out. He questioned if the County would pass an ordinance. Marshburn added most citizens do not realize that their cat is supposed to have a rabies tag. Smith added that citizens also know that there is no Animal Control in Jones County to enforce the law.

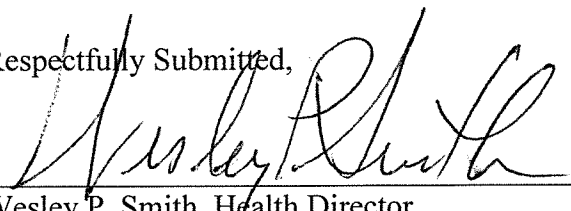
Next Meeting

The next Board of Health meeting is scheduled for Thursday, November 16, 2017 at 6:00 pm. Smith reminded the Board that we typically provide a catered meal for Board of Health members and their spouse/significant others. Jolly added that officers are also voted on for the next year.

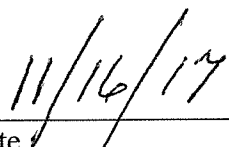
Adjournment

A motion to adjourn the meeting was made by Rev. Dunn. Marshburn seconded the motion. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date