

**Catawba County Board of Health  
Minutes  
February 11, 2019**

The Catawba County Board of Health met on Monday, February 11, 2019 at 7:00 pm at Catawba County Public Health, 3070 11<sup>th</sup> Ave Dr SE, Hickory, NC 28602 in the Boardroom.

**Members Present:** Dr. David C. Hamilton, Jr, Chair  
Dr. Matthew Davis, Vice-Chair  
Ms. Gloria Costin  
Mr. John H. Dollar  
Dr. Gale Hamilton-Brandon  
Ms. Susan Knowles  
Mr. William Pitts

**Members Absent:** Mr. Dan Hunsucker, County Commissioner  
Mr. Brian Potocki  
Dr. Dana H. Greene

**Staff present:** Mr. Doug Urland, Health Director  
Ms. Jenifer McCracken, Assistant Health Director  
Mr. Scott Carpenter, Environmental Health Supervisor  
Ms. Emily Killian, Community Engagement Specialist  
Mr. Zack King, Public Health Strategist  
Ms. Megen McBride, Environmental Health Supervisor  
Ms. Sarah Rhodes, Clinical Services Nurse Supervisor  
Ms. Kim Spaulding, School Health Nurse Supervisor  
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor  
Mr. Jason Williams, Operations Administrator  
Ms. Debra A. Young, Administrative Assistant II

**Guests:** Ms. Jessica Garner, Clinical Systems Coordinator

**CALL TO ORDER**

Dr. David Hamilton, Jr., Chair, called the meeting of the Catawba County Public Health Board to order at 7:00pm. He welcomed Board members, Public Health managers, and staff.

**APPROVAL OF THE AGENDA**

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr. Hamilton stated the only change to the agenda is that Mr. Dan Hunsucker will not be in attendance so there will not be a Board of Commissioners report this evening. There being no further changes, Dr. Hamilton asked for approval of the agenda as amended. Mr. William Pitts made a motion to accept the agenda as presented and Mr. John Dollar seconded the motion. The motion passed unanimously.

### **APPROVAL OF MINUTES**

The minutes for January 14, 2019, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. There being no corrections, Ms. Gloria Costin made a motion to accept the minutes as presented and Mr. William Pitts seconded the motion. The January minutes were unanimously approved.

### **PUBLIC COMMENTS**

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra A. Young, Administrative Assistant II, stated that no one had presented to speak.

### **COUNTY COMMISSIONER'S COMMENTS**

None

### **NEW EMPLOYEES**

Mr. Jason Williams, Operations Administrator, stated that there is one new employee to introduce to the Board this month.

Ms. Jessica Garner joined Catawba County Public Health as the Clinical Systems Supervisor. Ms. Garner will serve as the coordinator for electronic health records, and will provide guidance and supervision to eligibility and billing staff. She holds a Bachelor of Science degree in Health Promotion from Appalachian State University, and recently earned her Master of Public Health degree from Liberty University.

### **MID-YEAR FINANCIAL REPORT AND OUTCOMES**

Mr. Jason Williams, Operations Administrator, presented the mid-year financial report to the board stating that with a revised annual budget of \$9,093,825, at the second quarter mark expenses and revenues should be at or around 50 percent or \$4,541,913. Both are tracking at 44 percent or \$4,057,080 - currently under budget. The County share, the balancing revenue each month, is tracking at 41.1 percent. It was noted that the 2017-2018 County Share at the end of the second quarter was 52.1 percent.

#### *Notable revenue points*

State funds - Several Agreement Addenda related revenues, typically paid to Catawba County Public Health based upon expenses or staff time spent in a program, have paid above 50 percent or more through the second quarter of the fiscal year

School Nurse funds - \$500,000 from CVMC's School Nurse funding was received in full in the first quarter. State funds and County Schools are billed next along with the remainder of the CVMC funding.

Medicaid Escrow – Catawba County Public Health continues to wait for the final 10 percent payments for FY14/15, FY15/16 and FY 16/17.

Cost Settlement - Process has been submitted for FY17/18. Catawba County Public Health is expected to collect \$465,476 split between the 90 percent and 10 percent payments. Public Health uses the NC Alliance of Public Health Agencies to complete the cost settlement process.

Environmental Health - fees are tracking at 50.8 percent, which is on track for the current fiscal year and 17.99 percent higher than this time last fiscal year.

Private Grants/Donations - Continuation of funding was received from Duke Endowment.

#### *Expenses*

Expenses should be tracking at or around 50 percent but are currently tracking at 44.6 percent. Second Quarter: \$4,059,080 (\$487,832 under budget for the second quarter)

#### Personnel

- Tracking at 45 percent for the second quarter.
- Operational expenses are tracking at 43 percent, not far off of 50 percent mark and close to where it would be expected at this point in the year.

#### Expense Highlights

- Part-time wages are tracking higher due to summer staff usage in the first half of the year, environmental health staff working over to address backlogs, and additional use of part time staff in clinical areas to cover for staff vacancies.
- Healthy People Implementation Line - used to track expenses related to the Duke Endowment Grant.
- Some line items are tracking below 50 percent at this point of the year due to timing issues, for example repair and maintain equipment - calibration of clinical and environmental health equipment, which is completed later in the fiscal year.

#### *Grant Update*

With the acceptance of the additional funding from the Duke Endowment last month, that brings the total for non-county grant funding received by Public Health this fiscal year to \$2,502,532.

Ms. Jennifer McCracken, Assistant Health Director, shared an Outcome summary for the first half of the year. Almost all outcomes are on target or exceeding their target. There is one outcome not on target but it may still improve or be achieved by the end of the fiscal year.

Below target at mid-year:

- One for Environmental Health where the permit completion rate within 15 days was 71 percent, instead of 85 percent.

The Public Health Second Quarter Report presentation, complete financial reports and Outcomes Progress Mid-Year report are attached to these minutes.

#### **ELIGIBILITY, FEE AND BILLING POLICY ANNUAL REVIEW**

Mr. Jason Williams, Operations Administrator, brought forth the Catawba County Public Health Eligibility, Fee, and Billing Policy. This policy is a guidance document for fiscal processes within all of Public Health's clinical operations. It is reviewed annually based upon payor updates and changes are approved annually by the Board of Health. The policy covers client identification (types of identification accepted by Public Health clients), determining gross income (sliding fee scales – acceptable sources to meet states requirements), eligibility, collection and billing of fees, program specific requirements (updated to remove payor specific guidelines, information relating

to 340B policy, BCCCP information updated to match the State manual), bad debt, NC debt set-off and denied claims (policy update) amongst other things. Currently, client debt expires after 10 years however, Public health has the opportunity to extend that time and will consider that as the debts come closer to expiration. Finally, there has been new guidance added to the policy related to resubmittal of denied claims in order to collect the maximum amount of revenue possible.

There being no further discussions, Mr. John Dollar made a motion to accept the revisions as presented and Mr. William Pitts seconded the motion. The motion was approved unanimously.

#### **FINANCE SUBCOMMITTEE – PROPOSED 2019-20 BUDGET AND OUTCOMES**

Mr. Doug Urland, Health Director, provided a summary of the proposed FY 2019-2020 budget in comparison to the prior fiscal year's budget. Based on prior history and funding information from grants, County, State and Federal sources the FY 2019-2020 budget is projected and, after Board of Health approval, goes to the County Manager's Office and then the Board of Commissioners for approval and final adoption. A full copy of the summary and FY 2019-2020 budget are attached to these minutes.

Mr. Urland stated that Catawba County Public Health was informed of a revision to the budget numbers from the County budget office. Since the finance subcommittee meeting, Public Health was notified of an error in the budget amounts in the County financial system that the County budget office thought was corrected last year. The following budget numbers have been adjusted accordingly.

The FY 2019-2020 budget does not include potential pay increases or final information for health and dental insurance at this time.

#### **Overall Summary of Budget**

- Total FY 2019-2020 budget request is \$9,245,350.
- The revenue contributors to this budget are as follows:
  - County – \$3,705,880 or 40.08%
  - State/Federal – \$1,697,592 or 18.36%
  - Fees/Medicaid – \$2,002,183 or 21.66%
  - Other Revenue – \$1,839,695 or 19.90%
- FY 2019-2020 budget request represents an increase of \$354,844 over FY 2018-2019 budget or 3.99%.
- Reasons for this increase are:
  - Addition of a new Environmental Health Administrator position – \$102,180
  - Increased IT Support - \$32,750
  - Facility Renovations - \$95,000
  - Outdoor Lighting Improvements - \$42,453
  - Expenses related to the newly awarded Duke Endowment Grant - \$53,757
  - Various other increases in operating costs throughout Public Health's budget.
- Increased County Share above FY 2018-2019 appropriation - \$334,274. If approved by the County, this number can be reduced by utilizing funds from the sale of our Home Health Agency.

Mr. Urland stated that Catawba County has systems in place to evaluate and change policy, salaries, and benefits to remain competitive with other employers. Mr. Urland further noted that the overall budget also represents Catawba County Public Health's commitment to workforce development, staff training and education for all employees. All Board of Health and Subcommittee members receive training opportunities throughout the year as well. Allocations like these presented in the proposed budget, reflect the commitment of Catawba County and Public Health to recruit and retain the best workforce possible and give our employees the knowledge and tools to provide the best services to our residents.

Mr. Urland reviewed the Major Budget Points including staffing, resources, fees and contingency funds, which are all included in the attached *FY 2019-2020 Annual Budget (Proposed)* summary.

Mr. Jason Williams, Operations Administrator, reviewed the Program Specific Information. Each program area is highlighted on the attached *FY 2019-2020 Annual Budget (Proposed)* summary as well.

Ms. Jennifer McCracken, Assistant Health Director, provided an overview of the proposed outcomes for Public Health for FY 2019-2020. Ms. McCracken stated that the outcomes are just a snapshot of the many things that Public Health measures in every program area.

The three overarching program area outcomes/goals are:

1. Improve the health and wellbeing of women, infants, children and families
2. Promote a culture of wellness in Catawba County by supporting communities and partnerships
3. Strengthen core public health functions to protect health and ensure the safety of the community

These three main goals give a snapshot of the 10 outcomes highlighted for FY 2019-2020. The complete proposed outcomes are attached to these minutes.

There being no further discussion, the Finance Subcommittee Chair, Mr. William Pitts, stated that the Finance Subcommittee met on January 29, 2019, to review the original FY 2019-2020 proposed budget. Mr. Pitts, brought the Subcommittee's recommendation to the full Board proposing that they adopt the FY 2019-2020 budget, as amended, and the proposed outcomes as presented to the Board this evening. Mr. Pitts asked if there were any additional questions before calling for a vote. Hearing no additional questions or comments, Mr. Pitts made the recommendation for approval of the proposed budget, as revised, for fiscal year 2019-2020 as presented this evening and asked for all those in favor to say 'aye'. The recommendation was unanimously approved.

Mr. Pitts commended Catawba County Public Health staff for their presentations at the subcommittee meeting.

#### **HEALTH DIRECTOR'S REPORT**

Mr. Doug Urland, Health Director, stated he had a few additional brief comments to report:

- Jail Diversion – incarceration and recidivism. Working with Cansler Collaborative Resources (CCR) out of Raleigh. County Commissioners will hear the report at the Board of

Commissioners (BOC) meeting Monday, February 18<sup>th</sup>. Will move into other areas with the framework that has come out of the stakeholders group. Commissioners will make recommendations at BOC meeting to move forward and then the official work begins on this subject.

- Medicaid Transformation 1115 waiver update – Four healthcare companies have been selected for the standardized plans.
- Region 3 and 5 (Catawba County is region 3) – Carolina Complete Health (not a prepaid health plan) will offer plans in region 3 and 5. Timeline for our region will launch in February 2020.
- Tailored plans – led by the local management entities -- Partners Behavioral Healthcare will be considered a tailored plan. Will update the Board as information is received.
- Catawba County Public Health is already in a managed care type plan – will be moving to prepaid health plans.
- Another component – There will be some ‘healthy opportunities’ pilots which look at determinants of health. Implementation in 2-4 regions within NC. Test evidenced based interventions - housing instability, transportation insecurity and food insecurities.
  - 80% of health happens outside the doctor’s office – it is estimated that 80% of our health is influenced by the environments around us including social and economic factors as well as every day behaviors

February monthly infographics are included in Board packet.

**OTHER BUSINESS**

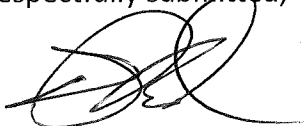
None

**ADJOURNMENT**

There being no further business, Dr. David Hamilton commended all staff for the work that has been completed regarding the financial information presented this evening.

There being no other business, Dr. Hamilton asked for a motion to adjourn. Mr. John Dollar so moved and Ms. Gloria Costin seconded the motion. Dr. Hamilton adjourned the meeting at 8:35pm.

Respectfully submitted,



Douglas W. Urland, MPA  
Health Director

DWU: day