



**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



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*Health Director*

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**Hoke County Board of Health**  
**Minutes**

**Regular Meeting**  **Special Meeting**  
**April 11, 2016 at 7:00 PM**  
**Conference Room**

**I. Call to Order and Introductions**

The meeting convened at 7:00 PM with Vance McGougan presiding, and Helene Edwards, Secretary. Invocation was given by Vance McGougan, Chair.

<b>Members Present</b>	Joe Alston, Suzanne Balfour, Vice Chair, Joyce Beard, Elizabeth Hodgins, Lisa Lewis, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
<b>Members Absent</b>	Dr. Charles Allen and Patricia Crowder
<b>Staff Members Present</b>	Jenny McDuffie, and Cindy Morton
<b>Others Present</b>	Dr. Karen Smith, Maurice A. Brownlee, RN, Shaquita Jones, RN, BSN, and Meghan Kohl, RN, MSN

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Commissioner Robert Wright and seconded by Mr. Joe Alston to approve the **April 11, 2016** Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Mr. Joe Alston and seconded by Commissioner Wright to approve the minutes from the March 14, 2016 regular Board of Health meeting with the following correction: Delete Ms. Patricia Crowder from the Members Present section. **Motion carried unanimously.**

**IV. Public Comments**

- None

## V. Old Business

### Maternal & Child Health Grant

Helene Edwards, Health Director

- On 4/4/2016, the Health Directors from Cumberland, Hoke, Montgomery, and Richmond counties were notified that RFA 320 Maternal and Child Health Initiative was accepted and recommended for funding. The four counties will receive \$1.5 million for the three years to successfully complete the objectives outlined in the proposal. Richmond County is the funding county for the Maternal and Child Health Initiative.
- The programs that the Region will work on are as follows:
  - ❖ LARC: increase the use of long-term birth control methods
  - ❖ 10 Steps for Successful Breastfeeding
  - ❖ CEASE program: educational program to decrease secondhand smoke around children.
- The Maternal and Child Health Grant will start June 1, 2016.

## VI. New Business

### Medical Care for the Rural Community

Dr. Karen Smith, MD

- Dr. Smith explained to the Board of Health changes that are occurring with payments for healthcare services.
- By 2024 Comprehensive Payment will be incorporated for service delivery.
- Practices will be paid by performance and keeping patients healthy.
- Health Departments are unique with the variety of services under one roof that are extremely beneficial in managing chronic diseases in population health.
- Dr. Smith briefly summarized the Quality Payment Program: Delivery System Reform, Medicare Payment Reform, and MACRA.

### **How does the Medicare Access & CHIP Reauthorization Act of 2015 (MACRA) reform Medicare payment?**

- The MACRA makes three important changes to how Medicare pays those who give care to Medicare beneficiaries. These changes create a Quality Payment Program (QPP):
  - ❖ Ending the Sustainable Growth Rate (SGR) formula for determining Medicare payments for health care providers' services.
  - ❖ Making a new framework for rewarding health care providers for giving better care to patients.
  - ❖ Combining our existing quality reporting programs into one new system.
- The proposed changes are called the Quality Payment Program and will replace the Medicare reporting programs that will allow practices to choose two paths that link quality to payments: the Merit-Based Incentive Payment System (MIPS) and Advanced Alternative Payment Models.

## **What's the Merit-Based Incentive Payment System (MIPS)?**

- The MIPS is a new program that combines parts of the Physician Quality Reporting System (PQRS), the Value Modifier (VM or Value-based Payment Modifier), and the Medicare Electronic Health Record (EHR) incentive program into one single program in which Eligible Professionals (EPs) will be measured on:
  - ❖ Quality
  - ❖ Resource use
  - ❖ Clinical practice improvement
  - ❖ Meaningful use of certified EHR technology

## **What are Alternative Payment Models (APMs)?**

- APMs give new ways to pay health care providers for the care they give Medicare beneficiaries. For example:
  - ❖ From 2019-2024, pay some participating health care providers a lump-sum incentive payment.
  - ❖ Increased transparency of physician-focused payment models.
  - ❖ Starting in 2026, offers some participating health care providers higher annual payments.
  - ❖ Accountable Care Organizations (ACOs), Patient Centered Medical Homes, and bundled payment models are some examples of APMs.
- Dr. Smith encouraged the Board of Health and meeting attendees to read the articles and information on [www.CMS.gov.Medicare](http://www.CMS.gov.Medicare) website.
- FQHC (Federal Qualified Health Centers) are Safety net providers who receive Medicaid and Medicare benefits for providing healthcare services to populations in underserved areas. FQHCs receive funding under Section 330 of the Public Health Act and receive enhance reimbursements from Medicaid and Medicare providers.

## **Clinical Update**

Cynthia Morton, Nursing Supervisor

- Ms. Morton reported the following clinical data highlights for the month of March 2016:
  - ❖ One TB case being followed now and one TB patient has finished therapy.
  - ❖ There was one Flu death in Hoke County during the month of March 2016. The person was an adult and it is unknown if the Influenza vaccine was given.
  - ❖ The census for the Maternity clinic is 82.
- The February 2016 clinical data is listed on the Clinical Services Spreadsheet.
- Liletta is the number one IUD used in Family Planning

## **Administrative Update**

Jenny McDuffie, Administrative Officer

The following table summarizes the finances for March 2016:

	<b>March 2016</b>
Revenues	<b>59,041.47</b>
Expenditures	<b>374,448.87</b>
<b> </b>	
State Funds Used	63,306.70
Local Appropriations	253,726.53
Medicaid	24,061.53
Fees	33,354.11
Total ( <i>Expenditures</i> )	<b>374,448.87</b>

- A loan payment of \$168,823.00 was made on the Hoke County Health Department building.
- Ms. McDuffie briefly discussed the benefits of the UNC School of Government Overview of Management Course that she completed during the first week of April, 2016.

**Proposed Budget FY 2016-2017**

Helene Edwards, Health Director

**Positions**

- During the FY 2015-2016, two positions were approved by the Board of Health for upgrading due to complexity and increased job duties.
  - ◆ **Administrative Officer I to Business Officer I:**
    - Over the years, the Administrative Officer I position requires more complex job duties, such as supervision of the fiscal and budgetary operations, personnel administration with greater demands of training and evaluation documentation of employees, knowledge of various computer operating systems that are used daily in the Health Department and supervision of the clerical staff.
    - This position serves as the administrator for Patagonia Health EHR Practice Management software and technical support, HIS administrator, WIRM administrator, CDSW administrator, NCID administrator, and Munis user at the Hoke County Health Department.
    - Manage the budget of the Health Department in Munis and the NC state expenditure system the WIRM and all procurement activities.
    - This position prepares the payroll for the contractors and submits the requests to the County Finance for payment.
    - This position serves as the facility lead to the Senior Community Services Employment Program. The Health Department has one senior worker, who provides janitorial services during the day. This position is funded for 20 hours a week by the Senior Community Services Employment Program.
    - This position monitors the encounters billed for accuracy and payment.

- This position requires the ability to analyze the data on various reports for the health department.
- The Business Officer I position with the State is a grade 73 due to the job description and responsibilities. The Health Department positions are classified under the State Office of Human Resources.
- This position would increase from a grade 70 to grade 73 with salary difference of **\$8,088.00**. (The current employee employed in this position has 21 years of longevity; therefore the position would be a grade 73 step 9.)
- There was discussion about the proposed salary increase and the following explanation was given to the Board of Health:
  - The Business Officer I position requires a minimum of undergraduate degree in business and/or finance.
  - The position would no longer be a clerical position; because of the advance skills needed to manage data reports from software systems.
  - This position serves as the fiscal officer for the Hoke County Health Department; therefore one person is performing the job of three in fiscal management. (Procurement of purchases, data entry for time studies for salaries to be paid each month, data entry of the monthly departmental expenditure reports for distribution of the State funds, and manage the Health Department expenses in Munis.
  - Randomly audit the billing encounter forms for accuracy, completion, and reimbursement.

Motion made by Commissioner Wright and seconded by Mr. Alston to approve the reclassification of the Administrative Officer I position to a Business Officer I. **Motion carried unanimously.**

- **Processing Assistant III to Processing Assistant IV:**

- This position serves as the lead for the front clerical staff.
- This position serves as the Deputy Registrar to the Health Director; therefore this position requires the completion of the birth and death certificates.
- This position would increase from a grade 59 to grade 61 with salary difference of **\$2787.00**. (The employee has 9 years of longevity 61 -5.)

Motion made by Commissioner Wright and seconded by Mr. Alston to approve the reclassification of the Processing Asst. III position to a Processing Asst. IV. **Motion carried unanimously.**

- **Public Health Nurse I:**

- Request to reinstate the Public Health Nurse I position that used to be part of the clinical staff.

- This position would serve as the RN for the Nurse Clinic, program manager for the Primary Care clinic, and will be trained to provide home visit at least 2 days a week. (Revenue with home visits.)
- This position is a grade 72 with salary of **\$46,421.00**. (Fringe is \$13,914.00)  
**Total \$60,335.00**

Motion made by Mr. Keith Walters and seconded by Ms. Elizabeth Hodgin to approve the reinstatement of the Public Health Nurse I position. **Motion carried unanimously.**

**Programs**

- Pregnancy Care Management and Care Coordination for Children employees make many home visits; therefore it is safer for the staff to drive the Hoke County Government vehicles. The program budget will not allow the purchase of vehicles, but will pay for travel expenses. We will like to designate 2 vehicles to those programs for fuel and maintenance costs to be paid by PCM and CC4C.
- The Health Department employees can use the third Ford Escape and Crown Victoria for local travel and public health activities.
- Use funds from General Aid to County to purchase a Ford Focus for travel to meetings and travel during times of emergency.

Motion made by Mr. Alston and seconded by Ms. Lisa Lewis to approve the request for a new vehicle (Ford Focus) with the understanding that it may be the first item “cut” from the budget. **Motion carried unanimously.**

**Contractors**

The Board of Health reviewed the following contract positions:

- **Interpreter/Patient Relations Representative for CC4C and PCM Programs**
  - ❖ Sugeys Reyes has accepted the part-time Spanish Interpreter to assist staff with home visits and the translation of documents.
  - ❖ This contract is funded by Community Care of the Sandhills.
  - ❖ The contract total is **\$13,000.00**
- **Dennis Bethea Cleaning Services Contract FY 2016-2017**  
No changes. The contract total is **\$27,600.00**.
- **Allen Brown, PA Mid-level Provider Services Contract FY 2016-2017**  
No changes. The contract total is **\$22,500.00** .
- **Clara Hopkins, Clinical Spanish Interpreter/Patient Relations Representative Services Contract FY 2016-2017**  
No changes. The contract total is **\$13,000.00**
- **Norma Medina, Clinical Spanish Interpreter/Medical Office Assistant Services Contract FY 2016-2017**  
No changes. The contract total is **\$15,000.00**

- **Carmen Ramirez-Miron, Clinical Spanish Interpreter/Patient Relations Representative Services Contract FY 2016-2017(As Needed)**

No changes. The contract total is **\$13,000.00**

Motion made by Mr. Walters and seconded by Ms. Joyce Beard to approve the following proposed contracts for FY 2016-2017:

- ❖ Ms. Sugeys Reyes, Interpreter/Patient Relations Representative for CC4C and PCM Programs Contract
- ❖ Dennis Bethea Cleaning Services Contract
- ❖ Allen Brown, PA Mid-level Provider Services Contract
- ❖ Clara Hopkins, Clinical Spanish Interpreter/Patient Relations Representative Services Contract
- ❖ Norma Medina, Clinical Spanish Interpreter/Medical Office Assistant Services Contract
- ❖ Carmen Ramirez-Miron, Clinical Spanish Interpreter/Patient Relations Representative Services Contract

**Motion carried unanimously.**

### **FY 2016-2017 Proposed Budget**

- Total proposed salaries **\$2,048,211.34**.
- State funding awards as of April 11, 2016 equal **\$971,818.00**.
- Mr. McGougan, Chair requested to have notations of Federal and State funds in the budget.

Motion made by Mr. Alston and seconded by Ms. Suzanne Balfour to approve the proposed budget for FY 2016-2017 submission to the County Manager. **Motion carried unanimously.**

### **Health Director's Update**

Helene Edwards, Health Director

### **Medicaid Cost Settlement for Health Departments**

- No funds received as of April 11, 2016.

### **Provider Status**

- Contracting with Physician Solutions Inc. 3 days a week now, because Mr. Brown was in an accident last week. His leg is broken and he will be out for three months.
- Ms. Shaquita Jones is very interested in one of the positions and she graduates next month and plans on taking her Board exam as soon as she has been approved.

### **Other News**

Ms. Edwards will be attending the Annual Health Directors' Legal Conference, April 18-20, 2016 at the UNC School of Government in Chapel Hill, NC.

**Health Director Job Description & Evaluation**

Vance McGougan, Chair

- Ms. Edwards has placed in the envelopes before you the following items:
  - ❖ Updated Job Description for April 2016
  - ❖ Resume/CV
  - ❖ Appointment letters

The Board of Health will complete the evaluation at the next meeting scheduled May 9, 2016.

**VII. Closed Session**

None

**VIII. Other Business**

None

**IX. Next Meeting Date**

Next regular meeting will be Monday, May 9, 2016 at 7:00 PM.

**X. Adjournment**

- ❖ The meeting ended at 8:32 PM.

Motion made by Ms. Beard and seconded by Mr. Walters to adjourn the Board of Health meeting. **Motion carried unanimously.**

**Respectfully submitted by:**

  
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**Helene Edwards**  
Board of Health Secretary

5/9/2016  
**Approval Date**