

Randolph County Board of Health Meeting
May 9, 2013

Dr. Hart opened the meeting with prayer. Roll Call: Dr. Hart, Mr. Edmonds, Dr. Downey, Dr. Kelly-Shock, Dr. Howell. Staff present: Dr. Sowinski, Ms. Ordonez, Mr. Harris, Mrs. Gibson, Mrs. McDavid, Mrs. Williams, Mrs. Greene, Miss Patterson.

Agenda was approved.

Minutes: Dr. Hart requested if there were any additions or corrections to the minutes as presented. Dr. Kelly-Shock moved to accept the minutes and Dr. Downey seconded the motion. All were in favor.

Administrative Assistants Communications

Mrs. Gibson reported she has been working on policies and procedures and has attended seminars held by Skilled Path Seminars on the topic. Her goal for 2013 is to have a complete set of policies and procedures for the Health Department.

Mrs. Gibson reported the Health Department lost the entire nursing staff in April. One nurse resigned due to health issues and the other two nurses were lost to other employment with better salaries. The new staff for the Department include: Mrs. McDavid as an immunization nurse and Ms. Ordonez as the Public Health Nurse.

Mrs. Gibson and Mrs. Patterson attended the IVRA (Indiana Vital Records Association) Spring Conference which provided them with excellent information. Mrs. Gibson and Mrs. Williams attended the Health Officers Meeting and a billing conference which dealt in great detail with HIPPA laws and regulations. Thee Health Department staff are working to make sure we are in total compliance and are working towards making the necessary changes to stay compliant. The changes needed include nominating a Security Officer and a Privacy Officer. See attached report.

Financial Report and Budget

Mrs. Gibson reported the budget she set for 2013 was her first budget and she did not leave room for unanticipated expenses; everything was down to the penny. She has had to do some moving around with appropriations to the budget and is working closely with the Auditor's Office to make sure everything is in line. Mrs. Gibson also reported the grants are up to date and everything is looking positive for the 2014 budget. Mrs. Gibson, Ms. Ordonez, and Mr. Harris have the opportunity to attend the NIMS 300 and 400 training in Anniston, Alabama September 3rd through the 7th. All of their expenses will be covered without any obligation required of the Health Department. See attached report.

Health Officers Communications

Dr. Sowinski reported the implementation of EMR (Electronic Medical Records) and how Mrs. Gibson and Mrs. Williams have been working diligently to find the appropriate EMR Program which will work specifically for the Health Department. Mrs. Williams informed the Board of the Practice Suite Program she has found which will include scheduling, EMR, and billing at an affordable cost. She also reported she will be looking into it in greater detail before the purchase and testing the customer service aspects of the program for an easier implementation.

Dr. Sowinski explained to the Board the process of buying vaccines from VaxCare. The risk of VaxCare is the debt from the patients to VaxCare will in turn be the responsibility of the Health Department. He explained the Health Department does not need to use VaxCare and take that risk simply for them to complete the billing process when we have Mrs. Williams who has the billing expertise the Department needs. This will let us move away from VaxCare and the risk that goes along with using this company. Dr. Sowinski explained the issue with the way the budget line items are established. It appears as though the Health Department is always buying vaccines but never taking any money in for those vaccines. This is because the vaccines are paid for out of a different line item than the line item in which collections by patients and insurance companies are taken in. This is causing Mrs. Gibson to have to constantly ask for appropriations for the funds to buy the vaccine when in fact the money is already there it is just in the wrong place. Mrs. Gibson clarified; when she asks for an appropriation it is not asking the council for additional money, it is asking the council to appropriate funds already designated for the Health Department.

Mrs. Gibson stated she has asked for a "Revolving Fund" for vaccines in which the money spent obtaining vaccines and the payment by patients for the vaccines would all go into and come out of the same fund. She is told by the Auditor's office this cannot happen because although there is no state statute which says the Health Department cannot have this revolving fund there is also no state statute which says it can.

Dr. Hart entertained a motion to go forth in asking the commissioner for a revolving fund for the vaccines, Dr. Kelly-Shock seconded the motion, all were in favor.

Presidents Communications

Dr. Hart presented to the Board the Vision Statement, Slogan, Values and Mission Statements. These visions, values, and missions are to serve as guides in our Randolph County Health Department. Due to her recent surgery Dr. Hart has been on a leave of absence but has been attending all the meetings and conferences she possibly can. See attached report.

Nursing

Ms. Ordonez reported she hosted an immunization A-Z training with the ISDH and Santa Fe Pharmaceuticals. All who attended gained insight into the guidelines for catching up on missed immunizations. They were also informed, and left with samples, of new vaccines which contain two or more vaccines that would commonly be administered at the same time to reduce costs. With combination vaccine the child will receive fewer injections. Two school nurses from the county attended the A-Z training and Ms. Ordonez has provided the training material to each of the school nurses county wide.

Dr. Downey informed Mrs. McDavid of concerns he has received from his patients and the community regarding the policies of the age of a child receiving vaccines. Dr. Downey informed the Board the schools will not accept immunizations given before two months of age although it is safe to administer the vaccine from six weeks on. Mrs. McDavid and Mrs. Gibson replied that children from now on will have to meet that standard age of exactly two months to receive the vaccines, which will in the long run help them out tremendously with the price of the vaccines because they will not be receiving the same set of vaccines twice. See attached report.

Vital Records

Mrs. Gibson Reported with the new fees, which took effect in January, the income from vital records has increased. Currently, with only six months into the year the Department has taken in over \$11,000. Mr. Edmonds asked Mrs. Gibson the fee for a food license. She indicated the fee is now \$70.00. He informed Mrs. Gibson he had heard somewhere the fee was \$200. Mrs. Gibson shared with Mr. Edmonds and the Board that although the prices have doubled they are still much lower than the surrounding counties. See attached report.

Environmental

Mr. Harris reported he has been working closely and training with the State Environmental Health Scientist. Together they have been working on guidelines for the septic permits. Mr. Harris informed the Board of concerns he has had from the public as to why food establishments in the county do not have the inspections out for the public to see. Mr. Harris reported he is working on a way to establish a "Grade" for the food establishments to display to the public. Bill Richmond from the News Gazette commented that people are very interested in some kind of grading scale for the restaurants and although some may perceive it as a negative, in fact the newspaper would like to write about it to boost the confidence of the food establishments, rather than tear them down. See attached report.

Preparedness

See attached report from Mr. Simmons.

Old Business

Dr. Hart announced the Preparedness Trailer is now named the "Mobile POD (point of distribution)". Mr. Shaneyfelt came to take pictures for the name badges. All board members and all staff now have up to date badges.

New Business

See Attached handout power point presentation from Mrs. Gibson, "Finding New Money for Survival". Mrs. Gibson reported in her presentation that the funding for public health is shrinking while the demand for services is growing. She indicated the Health Department will have to run as a business to stay afloat and continue to care for the public. Mrs. Gibson informed the Board is not replacing provider care but rather working side by side with family physicians and providing a safety net for patients.

Dr. Downey asked about under insured patients and how that would be handled. Mrs. Williams informed Dr. Downey of the "Hardship Letter" and that absolutely no one will be turned away for needed services. This is a policy for the Health Department.

Mrs. Gibson nominated Mrs. Williams to be the Privacy Officer because she deals with the PHI the most and nominated Mr. Harris to be the Security Officer because he has a computer and networking background. Dr. Howell moved to appoint Mrs. Williams and Mr. Harris to fill those positions. Mr. Edmonds seconded and all were in favor.

Next meeting for the Board of Health will be July 11, 2013

Meeting adjourned: 8:10 PM

Respectfully Submitted by,

Kaya Patterson