

DELAWARE COUNTY BOARD OF HEALTH

REGULAR MONTHLY MEETING

FEBRUARY 28, 2013

The Delaware County Board of Health met in Title IV-D courtroom on the 3<sup>rd</sup> floor of the Delaware County Building. The meeting was called to order at 7:05pm by Chairperson Judi Harris. Board members present were Phyllis Beatty, Dr. Anthony Dowell, Dr. David Grasso and Joseph Russell; Dr. John Peterson was absent.

Chairperson Harris asked for approval of the January 2013 minutes; a motion was made and seconded to accept the minutes as written. Motion carried.

Chairperson Harris announced the resignation of Board member Ruth Anne Reagan effective immediately; the Commissioners are the appointing body of Board members. The Indiana code states the Board must submit a list of five names, two must be physicians, for consideration by the Commissioners. J. Williams stated the appointment must be a Democrat. Chairperson Harris mentioned the Superintendent of Muncie Community Schools, Tim Heller, has expressed interest in serving of the Board. Personnel Committee of the Board will bring a list of names to the March meeting for consideration; Dr. Dowell submitted a list of names to Chairperson Harris.

J. Williams spoke on the Billing Software Grant/Project through collaboration with ISDH Immunization division and the Immunization Coalition. The campaign is funded by the CDC, giving local health departments billing capabilities with the main purpose being for childhood immunizations, meeting the changing demands of the Affordable Care Act which has brought changes to the Vaccines for Children Program. Currently the Health Department doesn't participate in Medicaid, Medicare or private insurance billing. The program is built around targeting childhood immunization program and adult vaccination program. One of the software programs which fit well with the Health Department was Champ Software Nightingale Notes electronic health records (EHR). J. Williams, Dr. D. Wilkins-Health Officer, the nurses and part-time clinic coordinator Emily Varner attended a demonstration by Champ Software. J. Williams proposed the Health Department participate in the grant, accept the funding to cover the software and receive the software and training at the expense of ISDH and the grant. The agreement would be for 2 years, expense of software lease, maintenance, training and three licenses covered by grant funds. After 2 years the department would choose whether to continue with participation at a maintenance level, purchase the software receiving some reimbursement toward the cost for participating in the program or discontinue the program all together. Electronic health record usage is mandated for agencies that provide medical services so this would give the department the opportunity to become involved. Chairperson Harris asked what if any cost to the Health Department; J. Williams said it would be indirect costs such as staff time for training. ISDH has provided a computer and scanner that meet the qualifications of the software product for scanning insurance cards. The agreement in front of the Board tonight is for the software lease because the department has already agreed to participate in the project. E. Varner explained after completion of the initial lease agreement the lease cost of the software for three licenses would be \$5000.00 a year and out-right purchase of the software would be more expensive. Dr. Wilkins supports the Health Department's involvement in the project. J. Williams will follow-up with the Health Department

attorney, County attorney and the Commissioners before signing an agreement tentative on Board approval. E. Varner understood ISDH will cut a check for the total cost of the 2 year lease agreement so financial support of the project would not be a concern. The deadline for responding is March 25<sup>th</sup>. After further discussion Dr. Dowell made a motion, seconded by J. Russell, to participate in the Billing Software Grant Project contingent on approval from the fore mentioned attorneys, motion carried.

E. Varner explained the Board members are required to fill out paperwork, each member will fill out their own personal information; return to J. Williams who will forward it with the application to become a Medicaid provider. The members completed the required paperwork.

J. Williams presented two proposals for security systems from Consumer Security and Maxitrol, pointing out Consumer Security installed the smoke detector system in the elevator which was chosen by Brad Smith-owner. The members compared the proposals with discussion. A motion was made by Dr. Grasso to allow J. Williams to negotiate further if possible with Consumer Security otherwise proceed with the proposal as presented, motion seconded by Dr. Dowell and carried.

J. Williams presented 3 proposals for the phone systems. Chairperson Harris stated when determining what is best for a building, some items make sense to use the top of the line choices however with trying to watch the financial aspect of an item such as a phone system it could be less expensive with the capability to upgrade in the future; posing the question for discussion. Dr. Dowell agreed with Chairperson Harris, phones are essential but technology is changing extremely fast so should the department invest in a long term high cost system which would lock us into an aging technology but to look at a short term focus and be able to expand the technology in the future. Dr. Dowell also pointed out the learning process the staff would need with the new phone system, thinking the department needs to develop a phone system it is familiar with now. Chairperson Harris asked J. Williams if the Board would decide to install a phone system but found it not to be adequate for the department, would it require tearing down walls or would it be less invasive to upgrade the system. J. Williams prefers the PRI system but feels it is more important to move on installing a system regardless and if an upgrade to the system is warranted in the future look for proposals at that time. J. Williams agreed with Dr. Dowell's comment of consistency with employees and the familiarity of the current phone system. J. Russell stated the department is moving to the building to better service the community and a call met with a busy signal or a dropped call due to the phone system isn't serving the community well. Currently the Health Department has 7 telephone lines between the two offices located in the county building. Chairperson Harris expressed concerns of how the department would pay for the more expensive system; J. Williams said contingent of financing the PRI system would be more efficient for the department and give more flexibility when grant personnel comes on board. Dr. Dowell made a motion to accept the AmBet proposal, seconded by J. Russell; after discussion the motion was amended to include pending the lack of unforeseen additional costs one of which would be the licensing fee, seconded by J. Russell. Motion carried.

J. Williams gave an update on the new office space. All inspections for the elevator are complete and certificate was granted. Occupancy certificate was granted. Fiber optical project required a permit from the State which has been granted and work should start in two weeks. The plan is to move the employees housed in the Walnut Street office, then the employees from the county building with the Vital Records division being the last to move making down time as

little as possible. J. Williams gave Brad Smith-owner of the building a list of concerns with the building. Mr. Smith is going to speak with Commissioner Bledsoe because of the change since the election and the signing of the lease. Mr. Smith would like to meet with the Building Committee to make sure all parties are on the same page with costs and responsibilities. The Board members were acceptable for J. Williams to set-up a meeting with Mr. Smith.

J. Williams presented his recommendations for the appeals against Food Safety fees 2013; separate the appellants into two groups divided by the fact of which units or sub unites of government that are taxing units and non-profit. J. Williams recommends the Board seek legal opinion from the County Attorney/Health Department Attorney whether it has the ability to "waive" a fee set by the County Commissioners by a fee ordinance. After discussion the Board asked J. Williams to pursue discussion with the County Attorney and Commissioner Bledsoe to determine whether the Board has the authority to waive or change fees before taking further action.


Chairperson Harris gave a Strategic Planning update. J. Williams reported Delaware County, along with Clark and Henry counties are participating with IPHA in a NACHO grant involving Strategic Planning and Accreditation preparation.

Preparedness and Nursing Director Susan Morris asked the Board for financial support to attend the Public Health Preparedness Summit in Atlanta Georgia on March 11<sup>th</sup>-15<sup>th</sup>. The registration fee is over \$500.00 which was awarded to Susan for completing a survey. The preparedness money is not allowed to be used outside of the state of Indiana so Health Department funds would need to be used. The airfare, hotel and food expenses would be @\$1000.00; Chairperson Harris expressed her desire to not use taxpayer money. P. Beatty made a motion to cover the expenses for S. Morris to attend the Public health Preparedness Summit in Atlanta Georgia with the Workforce Development Grant, seconded by Dr. Grasso. Motion carried. S. Morris thanked the Board and will report at a future Board meeting.

J. Williams introduced Lynnetta Harley as the new Environmental Health Director after Christiana Mann's resignation. J. Williams announced Nancy Larson accepted the Human Resource position with the County.

The next Board meeting will be March 14<sup>th</sup>. A motion was made and seconded to adjourn; motion carried. Meeting adjourned at 9:30 p.m.

  
Judi Harris, Chairperson

  
Donna A. Wilkins M.D., Health Officer