



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH**  
**MINUTES**  
**2/27/2018**

**Members** Nathan Brenner, Dentist and Chair; Teresa Murray, General Public and Vice-Chair; Emily Porter-Bowers, Nurse; Melissa Bell, Pharmacist; Jeff Todd, Veterinarian; James Tate, County Commissioner; Julie Farrow, Physician; Mitchell Bishop, Engineer; Gena Futral and Molly Phillips, General Public.

**Members Absent** James Tate, Gena Futral, Mitchell Bishop, Jeff Todd

**Staff Present** Jim Bruckner, Tammy Keezer, Jimmy Villiard, Kyle Jennings, Lynn Baker, Diane Keener, Darice Davis,

**Guests** None

**Media** Mr. Ryan Hanchett; The Franklin Press, Ms. Kristen Karcher; WNCC Radio

**Public Comment** No Public Comment

**Call to Order** Meeting was called to order at 6:44 by Dr. Brenner.

**Approve Agenda** Dr. Bell made a motion to accept the agenda as presented. Dr. Farrow seconded the motion. The motion passed unanimously.

**Welcome/Intro./Departures/Recognition** Dr. Brenner welcomed everyone and thanked them for their attendance.

**Closed Session** None

**Presentations**

A. Healthy Neighbors Network- Lynn Baker gave a presentation Health Neighbors Network. She explained that MCPH has partnered with Mission Hospital systems and Angel Medical on this project. In WNC we are above the national average for sickness and the age of our residents is above the national average. One of the largest obstacles we face is that we have a proud culture and don't always reach out and ask for help when needed. AMC and other care givers are seeing a lot of need in the community. Our goal in developing this network is to make the greatest impact in the community. The team visited Memphis TN to learn about three different faith based initiatives. Ultimately we decided on

a faith based program due to the large faith based population in Macon County. We are beginning a 13 church pilot program using Charity Tracker. Each church will have a liaison trained on the Charity Tracker software. This software will allow all of the organizations participating in the network to track assistance that is given out i.e. when a person goes to one organization and receives assistance they cannot immediately go to another organization and ask for the same assistance. Each organization will enter/track assistance given and all other organizations will have access to see it through Charity Tracker. We are set to launch this initiative by the end of next March. We hope to be able to expand and continue to add more churches and businesses over time.

**Approve Minutes of Previous Meeting** Molly Phillips made a motion to accept the minutes as approved. Melissa Bell seconded the motion. The motion passed unanimously.

### **Old Business**

- A. Animal Control Ordinance Update – Mr. Bruckner referred everyone to the Animal Control Ordinance handout in their books that contained all the red line changes. He reminded the Board that this is the ordinance that they had previously reviewed, but since the last review a public hearing was held and there are now additional changes. He explained that most of the additional changes were grammatical errors and spelling errors. He then fully explained in detail each additional change that was made. Ms. Porter Bowers made a motion to approve the Animal Control Ordinance as written. Dr. Bell seconded the motion. The motion passed unanimously.
  
- B. Board Procedure – Mr. Bruckner referred everyone to the BOH procedure handout in their books. He explained that the BOH procedure in an annual document that has to be signed every year. There are no changes from last year. Mr. Bruckner asked everyone to review the document then asked if anyone had any suggested changes. Dr. Bell motion to approve to Board procedure as written. Dr. Farrow seconded the motion. The motion passed unanimously. Mr. Bruckner said the procedure will be ready for signature next meeting.

### **New Business**

- A. Fee Changes Water fees– Mr. Jennings referred everyone to the handout in their books and gave a review of the water fee changes for Environmental Health. He explained that the fees are changing because the state lab of PH is changing what they charge us. We set our fees at \$5 more than the state charges us to cover shipping and other various costs. The list provided is only the fee's that are changing not a comprehensive list of all fees. The changes, if approved, will take effect July 1, 2018.

Fee Changes Clinical fees – Ms. Keener referred everyone to the handout in their books and gave a review of clinical fees and suggested changes. She explained that we need to add a CPT code to combine CMP, TSH and CBC into one combined fee. We will continue to keep them separate as well, but also add the general health panel CPT code. These changes, if approved, will become effective after the next County Commissioners meeting. Ms. Phillips made motion to approve water fee changes effective July 1. Ms. Porter Bowers seconded the motion. The motion passed unanimously. Dr. Bell made motion to pass clinical fees effective immediately. Molly Phillips seconded the motion. The motion passed unanimously.

- B. HIPAA Review – Ms. Keener gave a review of the Federal HIPAA regulations. She directed everyone to the handout in their books. MCPH does annual staff training. We deal with confidential services on a daily basis and strive to meet all regulations. We work hand and hand with County IT due to electronic submissions of claims and electronic health records. We routinely monitor employee workstations to ensure public health information (PHI) is being stored properly. Employees must lock computers whenever they walk away from their desk. We do monthly patient record audits. Right of access – Patients are allowed access to their records anytime. We cannot hold records until bills are paid. That is

illegal. Patients must sign a release for records, but if it is a barrier to receiving care, some information can be released if we are able to verify who we are talking to. We still need documentation of what was used to identify patients.

- C. Flu – Mr. Bruckner gave kudos to a local nursing home and MCPH staff for their efficiency at containing a flu outbreak in the facility.
- D. Possible Closed Session – Mr. Bruckner said we don't need to go into closed session. We had a potential well issue that Mr. Jennings was able to resolve.

**Board Training and Information**

A. Budget Update – Mr. Bruckner directed everyone to the budget handout in their folders for review.

**Announcements**                      None

**Next Meeting Date**    **3/27/2018**

**Adjourn**            Ms. Porter Bowers made a motion to adjourn the meeting. Dr. Bell seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:15 pm.

These minutes were approved on April 24, 2018 with a motion made by Commissioner Tate and seconded by Dr. Todd. The motion passed unanimously.

Respectfully submitted by

Darice Davis