

LUCAS COUNTY REGIONAL HEALTH DISTRICT
Special Board of Health Meeting
Department of Operations Center (DOC) #254

February 16, 2017– 5:30 PM

Dr. Donna Woodson, President, called the meeting to order.

Roll Call

A roll call was taken of Board members for attendance.

Present: Darlene Chaplin, Perlean Griffin, Ted Kaczorowski, Robert Reinbolt, Barbara Sarantou and Dr. Donna Woodson.

Absent: Barbara Conover, Reynald Debroas, Matthew Heyrman, Donald Murray, Matthew Sapara, (all excused)

Visitors

Andy Glenn, President of the District Advisory Council was introduced.

Employees:

Kelly Burkholder-Allen, Alice Dargartz, Samantha Eitniear, Shannon Lands, Tina Stokes, Elizabeth Williams

Approval of Minutes of January 26, 2017

Resolution (2017:02:017) Dr. Woodson stated that the minutes of the January 26, 2017 meeting were sent to Board members ahead of time for review. Ted Kaczorowski made a motion to approve the minutes. Perlean Griffin seconded the motion. A vote was taken: 6 yeas, 0 nays, motion carried.

Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

Budget Discussion

A copy of the 2018 proposed budget was presented. The budget is a duplicate of what we had in 2017. At this point in time we have the status of not having an increase for any of the subsidies.

There has been some concern with the budget itself and whether we are able to sustain this type of budget towards the end of next year. Eric Zgodzinski and Andy Glenn have talked about the budget in the past as have Matt Heyrman and Andy Glenn.

A group of individuals will be assembled including Board of Health members and staff. The group will be looking at the clinics and any shortfalls and how to handle them. Options will be looked at to be sure that we meet the needs at the end of the year. The group has not met yet but will be meeting soon.

Joanne Melamed is off at this time with an unknown return to work date. Tina Stokes and Elizabeth Williams have been working relative to finances. Tina Stokes explained in depth the process with the old billing system and the new Allscripts billing system. There was discussion on what is old billing and the deadlines to get the billing processed. The clerks are able to bill the insurance/patient once the provider

closes the chart. It was a slow start with the conversion of the systems and it seems that the staff is getting accustomed to the new system. Output of billing is always dependent on charts being closed and available staff. All of the billing clerks are working to get both old and new billing out to make sure we don't have them meet the deadline and be unable to bill. The Allscripts system takes care of getting errors corrected. Medicare has not paid in 8 months and this is being rectified by Allscripts. Dr. Woodson commended Tina for all the work she has done by stepping in to help get this under control. The current staff consists of 4 full-time staff, 1 intern (2-3 days a week) and the Shots 4 Tots and Teens billing clerk (8 hrs. a week for billing). There is a transition period with Kathy Fuhr who was supervising the department and will not be a billing clerk as of tomorrow and will be adding to those doing billing. Commercial insurance only allows 3 months to get the billing submitted. They are keeping an eye on that to be sure they are not getting past the deadline. Medicare/Medicaid has a year to complete. There has been illness in the department along with an employee who passed away so there are new employees getting up to speed. There was discussion of bringing staff in for weekend work to continue catching up. The process of collecting patient data at the front intake desk has been discussed to obtain the most up-to-date information so that the billing process is improved. it gets to billing it is all cleaned up. There will be new procedure manuals outlining the process for consistency in the process.

The three budgets (General Fund, Revenue Funds and Enterprise Fund). The draft budgets that Joanne Melamed prepared for 2018 are the same as the 2017 budgets. Improving billing continues as a top priority.

Andy Glenn stated that in his conversation with Matt Heyrman, there is \$1.3 million being used to subsidize the clinics. Improved billing will bring that number down.

The budgets were discussed more in depth concerning where the funds come from (grants, local funding, billing, etc.). After an extended conversation, Andy Glenn stated that after many years of the DAC being stagnant in its budget he does not think it will be as difficult to get an increase from the DAC. They will need to have some firm numbers.

Eric asked if there is a timeframe for getting a budget approved by the DAC. Andy Glenn stated that the budget needs to be considered at the March meeting. Nothing says that there cannot be a special meeting later if adjustments need to be made.

The clinics need to be looked at to make sure they are benefiting the community and the needs are being met. The Board has been watching the clinic numbers for years and continually remind that it needs to continue to be monitored. We also have the responsibility of Public Health to be there for those who are underserved. There are many who were never underserved before but are now because they have lost employment.

There was discussion about other FQHCs around the state for comparison. There are others, some are tied to health departments and most are not. There are many different variations in the board structures so it is hard to compare apples to apples in the funding.

Dr. Woodson stated that when the budget is presented to the DAC there needs to be a clearer presentation. Because of the big change with Allscripts and billing in general we are seeing a significant improvement.

Andy Glenn said it has been 12 years since there has been an increase from the DAC. This number has been the same since around 2006. Three years ago the DAC approved a 3% increase and at that time the health department said that it wasn't needed. This shows good faith. With the 3% we are asking to

approve, if the numbers come back better than expected and don't need the full amount then we can come back and change it.

Dr. Woodson stated that now, with numbers being presented in a way that they are more understandable by those working on it will make all of the board feel more comfortable about what is being done and getting a better handle on this. The FQHC has added some complexities in looking at the budget. The way it is presented now will make it easier to explain to others.

Mr. Reinbolt asked about the Special Revenue Budget receiving money from the General Fund for mandated un-funded programs. Eric stated that this would be thing such as school inspections that the state, through the ORC, requires us to do but that there is not a funding source for them. This fund is in pretty good shape.

Andy Glenn asked that for the DAC meeting he would be provided with a comparison of what the budget would look like with the current numbers and also with a 3% increase.

Resolution (2017:02:018) Robert Reinbolt made a motion to present the proposed budgets for 2018 to the District Advisory Council with and without a 3% increase in the Council's contribution. Roll call vote. 6 yes, 0 nays. Motion carried

Executive Session

Resolution (2017.02.019): Ted Kaczorowski made a motion to go into Executive Session at 6:43 PM for the purpose of discussing personnel matters, budget, contracts and legal issues. Motion seconded by Robert Reinbolt. Roll Call vote was taken: 6 yeas, 0 nays. Motion carried.

Resolution (2017.02.020): Robert Reinbolt made a motion that the Board return to regular session at 7:32 PM. Ted Kaczorowski seconded the motion. A roll call vote was taken: 6 yeas, 0 nays. Motion carried.

Personnel Report

No report at this time.

Contracts

Shannon Lands asked for approval of the contract between Thread Marketing Group and the Toledo-Lucas County Health Department. There was \$25,000 allocated for FQHC month and \$20,000 for health department money. It is detailed out as to how the money would be spent, however, there is room for flexibility if a new campaign or new priority should pop up.

Resolution (2017.02.021): Robert Reinbolt made a motion to approve the agreement with Thread Marketing Group with modification to the agreement to change the word "detailed" to "estimated". Seconded by Barbara Sarantou. 6 yeas, 0 nays. Motion carried.


Next Meeting Date

The next regular Board of Health meeting will be held on Thursday, February 23, 2017 at 8:30 a.m. at the Health Building, Department Operations Center (DOC) #254, 635 N. Erie Street, Toledo, Ohio.

Adjournment

Resolution (2017.02.022) Perlean Griffin made a motion to adjourn the meeting. Ted Kaczorowski seconded the motion. A vote was taken. . 6 yeas, 0 nays. Motion carried.

Signed:



Dr. Donna A. Woodson, President
Lucas County Regional Health District

Attested By:



Eric J. Zgodzinski, MPH, RS, CPH
Secretary to the Board