

Fayette County Board of Health

Open Meeting Minutes

April 14, 2021

7:30 P.M.

Call to Order

The Fayette County Board of Health met on April 14, 2021 at Fayette County Health Department classroom. Brad Dunn moved to call the meeting to order at 7:34 P.M.

Quorum/Roll Call of Board Members

Board Members Present: Brad Dunn, President, Glen Skow M.D. (via telephone), Julie Aderman, Beth Hoffman, L.C.P.C, Jenny Waggoner, Joe Wills

Others Present: Kiley Depew, Kendra Craig, Heather Jackson, Elizabeth Washburn, Lauren Wasmuth, Courtney Sapp, and Laurette Davis

A quorum of 5 are present.

New Business

Brad Dunn brought up the discussion for out-sourcing billing for the Fayette County Health Department. He asked that Kiley Depew speak to more of the information regarding the subject. She informed the Board that Tina Hunter, previous medical biller, recently resigned and went to the hospital for employment. Kiley goes on to say that the DAS Health IT & Solutions billing company would decrease our monthly cost of billing from \$3,748 to \$2,498 leaving the Health Department with an annual savings of \$9,900. Kiley states that the cost contract would be re-evaluated next year. States the cost would be increased this year due to increased claims from COVID billing. DAS would submit claims, correct rejections, and run reports needed.

Joe Wills brings up concerns in regards to claims being caught and that we are not missing out on anything.

Elizabeth Washburn states that her Home Health and Hospice out-source billing has been wonderful. However, they only offer billing services for Home Health and Hospice agencies.

Brad Dunn entered a motion to approve out-sourced billing to DAS. Jenny Waggoner carried the motion and Julie Aderman seconded. All in favor: none opposed. Motion carried.

Jenny Waggoner brings up the discussion to the need of a human resources department for not only the Health Department, but for all County employees.

Waggoner goes on to inform the Board of multiple interested parties for vacant Board of Health member seats. Waggoner states the interested parties have strong educational backgrounds and are wanting to be more involved in their communities. Waggoner states she has reached out to change legislation to allow mid-level providers on the Board due to lack of medical doctors in our area.

Waggoner brought up the discussion for need of updating bylaws. The Board agreed to look at current bylaws and policies for the Health Department for possible updates. Lauren Wasmuth will forward current policies to each Board of Health member.

Brad Dunn states that upcoming resumes for permanent administrator will be forwarded to Lauren Wasmuth to hand out to leadership team for review. Brad Dunn informs the Board that he has spoken to the members of the leadership team in regards to preferences for an administrator outside of basic requirements. Dunn states most feedback consisted of better communication without communication outside of business hours, being transparent, and solid follow through.

Joe Wills inquired about job posting for the open administrator position and if there was an IDPH contact to reach out to.

Kiley Depew answered stating we have a one-year subscription to AAIM employee association. AAIM offers job postings and other human resources services.

Joe Wills then asks what the requirements and restrictions for an interim administrator.

Elizabeth Washburn then states she must inform IDPH within 30 days of any changes and we are currently at day 14.

Waggoner states that she feels the interim administrator should come from within the facility or someone who has retired from the Health Department so they have a clear understanding of our services and day-to-day operations.

Kendra Craig brought up the possibility of having an administrator from a separate facility since multiple local Health Departments have one singular administrator.

Heather Jackson states this concerns her due to no other local Health Department offers the same services we do.

Waggoner then asked the attending qualified Directors if they were willing to do the job of interim administrator.

All Directors stated they would make the time to do the job if needed.

Waggoner asked that Director of Home Health and Hospice, Elizabeth Washburn, be taken out of the running so she would be able to focus on marketing for the services provided by Home Health and Hospice.

Julie Aderman then questioned whether Kiley Depew, Director of Finance, would have time to fill in as interim due to grant season. Julie then asked Kendra Craig, Director of EMA, if her EOP, Emergency Operations Plan, had been approved by the state. Kendra Craig responded with yes.

Then Brad Dunn entered a motion to go to closed session. Beth Hoffman carried the motion and Jenny Waggoner seconded. All in favor: none opposed. Motion carried.

Open meeting began at 8:49 P.M.

Brad Dunn entered a motion to appoint Kendra Craig as interim administrator. Beth Hoffman carried the motion and Julie Aderman seconded. All were in favor: none opposed. Motion carried.

Brad Dunn entered a motion to adjourn. Jenny Waggoner carried the motion and Joe Will seconded. All were in favor: none opposed. Motion carried.

Next regularly scheduled Board of Health Meeting will be May 18, 2120 at 5:30 in the Health Department classroom.