

September 8, 2020

The Washington County Board of Commissioners met in regular meeting on Tuesday, September 8, 2020 at 6:00 PM by using ZOOM—virtual meeting software (due to the COVID-19 pandemic) for Facebook Live Streaming and in person. Commissioners Johnson, Phelps, Riddick, Sexton and Walker were present. Also present were County Manager/County Attorney Curtis Potter, Clerk to the Board Julie J. Bennett and Finance Officer Missy Dixon.

Chair Phelps called the meeting to order. Commissioner Riddick gave the invocation; County Manager Potter led the Pledge of Allegiance.

ADDITIONS/DELETIONS: Mr. Potter asked to add a Closed Session for Personnel pursuant to NCGS §143-318.11(a)(6).

CONSENT AGENDA: **Commissioner Sexton made a motion to approve the Consent Agenda:**

*Items listed under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.*

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Riverlight Transit Document:
  - i. The Riverlight Transit FY20-21 System Safety Plan
  - ii. Title VI Documents
- d) Resolution 2020-021 in Support of NCACC Presidential Initiative to Promote Food System Resiliency
- e) Budget Amendments/Budget Transfers
- f) Proclamation 2020-22: 9/11—Day of Remembrance
- g) Resolution 2020-023 CRF Interlocal Agreement
- h) Resolution 2020-024 Approving Agape Health Services Application
- i)

**Commissioner Johnson seconded. Motion carried unanimously.**



PUBLIC FORUM: None.

EMPLOYEE OF THE QUARTER: Chair Phelps read the info about the Employee of the Quarter. Vice-Chair Riddick presented Ms. Wanda Westbrook, Water Customer Service Representative a Certificate of Appreciation as Employee of the Quarter. Ms. Westbrook will receive a check for \$50 and have her picture on the Board in the County Manager's Administrative Building.

COLLETON SOFTWARE—UPDATE: Mr. Dave Pickren, Senior VP called in via ZOOM. The Chair asked Mr. Potter to relay the message to Mr. Pickren to please submit the information by the deadline in the future. Mr. Pickren gave the following update to the

Commissioners.

COLLETON SOFTWARE Washington County EMS 09/08/2020



Revenue Management solutions for today's medical service providers!

## EMS ACCOUNT REVIEW

**Washington County EMS, North Carolina**

September 8th, 2020

### SUBMITTED TO:

Washington County Emergency Medical Service  
Plymouth, North Carolina

Submitted by:  
Dave Pickren, Senior Vice President  
Colleton Software Inc. /Tarheel Medical Billing  
108 East H St  
Erwin NC 28339  
[dave.pickren@colletonsoftware.com](mailto:dave.pickren@colletonsoftware.com)

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## Washington County EMS - Revenues Washington County EMS MONTH BY MONTH TRANSITION POSTINGS

### WASHINGTON COUNTY EMS AR Summary By Month

Month	Charges	Payments	Contractual	WO's	Refunds	Rev Adj	ChargeAdj	Total
Jul 19	\$143,434.00	(\$61,936.29)	(\$67,172.18)	\$0.00	\$0.00	\$0.00	\$0.00	\$14,325.53
Aug 19	\$150,270.50	(\$55,901.22)	(\$63,093.43)	(\$166.49)	\$0.00	\$0.00	\$0.00	\$31,109.36
Sep 19	\$145,677.00	(\$74,367.26)	(\$43,135.22)	\$0.00	\$0.00	\$0.00	\$0.00	\$28,174.52
Oct 19	\$135,394.25	(\$67,341.58)	(\$50,279.33)	\$0.00	\$0.00	\$0.00	\$0.00	\$17,773.34
Nov 19	\$101,080.50	(\$68,308.20)	(\$52,108.35)	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,336.05)
Dec 19	\$143,465.00	(\$51,443.12)	(\$44,101.94)	\$0.00	\$0.00	\$0.00	\$0.00	\$48,547.21
Jan 20	\$133,528.00	(\$73,261.30)	(\$73,688.86)	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,991.32)
Feb 20	\$150,126.50	(\$68,716.94)	(\$53,935.38)	\$0.00	\$0.00	\$0.00	\$0.00	\$29,190.97
Mar 20	\$113,925.00	(\$72,992.95)	(\$92,600.51)	\$0.00	\$0.00	\$0.00	\$0.00	(\$50,930.65)
Apr 20	\$116,647.00	(\$47,268.24)	(\$55,294.95)	\$0.00	\$0.00	\$0.00	\$0.00	\$14,083.81
May 20	\$84,873.00	(\$58,680.88)	(\$80,460.60)	\$0.00	\$0.00	\$0.00	\$0.00	(\$54,179.18)
Jun 20	\$169,763.90	(\$58,151.66)	(\$67,702.39)	\$0.00	\$0.00	\$0.00	\$0.00	\$44,089.25
	\$1,587,984.65	(\$758,369.64)	(\$743,573.14)	(\$166.49)	\$0.00	\$0.00	\$0.00	\$89,856.79

Washington collected \$758,369 during Fiscal 2020 (July 1<sup>st</sup> to June 30<sup>th</sup>, 2020)  
This is the amount of revenue deposited during the timeframe.

Washington met revenue goals and exceeded the forecast provided by Colleton.

Call Volume was down, but per call, revenue was up, allowing for the increase in revenues.

#### Collection Percentage during the year

Billed	\$ 1,587,984
Allowable	\$ 746,573
Net Charges	\$ 841,411
Payments	\$ 758,369
Remaining Balance on AR	\$ 89,856
Collection Percentage	90.1%

## Washington County Overall Revenues - DOS

<b>Year</b>	<b>Billable Calls</b>	<b>Revenue</b>	<b>Per Call</b>
<b>2017</b>	<b>3608</b>	<b>\$815,459</b>	<b>\$226.14</b>
<b>2018</b>	<b>2858</b>	<b>\$668,868</b>	<b>\$234.06</b>
<b>2019</b>	<b>3510</b>	<b>\$789,585</b>	<b>\$224.95</b>
<b>2020</b>	<b>3049</b>	<b>\$758,369</b>	<b>\$248.72</b>

Consistent across the board with per call revenue

Includes both 911 and Non-Emergent

Includes both counties

Reflects a 60-day window of slow call volume during the first days of COVID 19.

## Washington County EMS Fiscal Year 2020 based on DATES OF SERVICE

### Activity Summary By Month

Date Of Service Greater/Than/Or/Equal 7/1/2019  
Date Of Service Less/Than/Or/Equal 9/30/2020  
Primary Payer Group Code Is/IsNot/Nil  
Company Equal WASHINGTON COUNTY EMS

#### WASHINGTON COUNTY EMS

Player	# of Calls	Gross Charges	Contractuals	Net Charges	Rev Adj	Payments	Bad Debt	Refunds	Balance	Gross Average	Net Average	Cash Coll/ Inv
Jul 19	255	\$130,519.50	(\$46,713.30)	\$83,745.20	\$0.00	(\$54,891.35)	\$0.00		\$44,853.21	1503.13	\$319.52	(\$219.59)
Aug 19	270	\$143,657.50	(\$46,437.48)	\$97,220.02	\$0.00	(\$66,532.38)	\$0.00		\$38,887.94	1532.86	\$352.27	(\$246.42)
Sep 19	284	\$146,301.00	(\$41,139.23)	\$105,181.37	\$0.00	(\$63,447.50)	\$0.00		\$41,731.87	1515.14	\$370.35	(\$223.41)
Oct 19	268	\$130,159.75	(\$40,279.13)	\$89,783.72	\$0.00	(\$39,668.54)	\$0.00		\$30,115.18	1489.67	\$339.01	(\$222.54)
Nov 19	226	\$112,349.00	(\$36,008.56)	\$74,339.44	(\$3.95)	(\$46,576.34)	\$0.00		\$37,759.15	1497.12	\$309.94	(\$206.09)
Dec 19	285	\$129,745.50	(\$42,596.15)	\$87,189.15	\$0.00	(\$61,199.74)	\$0.00		\$35,989.41	1459.25	\$305.93	(\$214.73)
Jan 20	266	\$133,743.50	(\$35,712.86)	\$98,032.82	\$0.00	(\$67,217.14)	\$0.00		\$30,815.68	1537.57	\$342.77	(\$239.02)
Feb 20	266	\$144,788.00	(\$51,139.30)	\$93,648.90	\$0.00	(\$71,701.60)	\$0.00		\$22,946.50	1540.25	\$349.43	(\$263.31)
Mar 20	240	\$119,899.50	(\$36,626.40)	\$83,233.90	\$0.00	(\$54,833.06)	\$0.00		\$36,399.04	1499.41	\$338.47	(\$228.48)
Apr 20	181	\$82,776.00	(\$26,748.92)	\$54,027.08	(\$1.44)	(\$39,194.52)	\$0.00		\$14,831.12	1457.13	\$298.49	(\$216.54)
May 20	223	\$121,990.40	(\$45,713.94)	\$76,276.46	\$0.00	(\$44,069.31)	\$0.00		\$32,207.15	1547.84	\$342.05	(\$197.52)
Jun 20	259	\$159,761.00	(\$46,494.16)	\$111,266.94	\$0.00	(\$56,079.00)	\$0.00		\$55,187.94	1616.84	\$429.50	(\$216.52)
	<b>3,049</b>	<b>\$1,676,646.66</b>	<b>(\$627,707.26)</b>	<b>\$1,047,942.40</b>	<b>(\$6.39)</b>	<b>(\$666,411.62)</b>	<b>\$0.00</b>		<b>\$361,626.19</b>	<b>\$616.78</b>	<b>\$343.70</b>	<b>(\$225.13)</b>

Calls volume down in the spring because of COVID 19.

Colleton saw this same reduction in call volume across the board with almost every county.

Still collecting on secondary payments on some calls

Insurance companies are slow in paying because of the virus.

Call volume down over the past few years. Trending continues in 2020.

## Current Totals–FISCAL 2020 Final Numbers–Pending Based on Dates of Service

	<u>Billable Transported Calls</u>	<u>Revenue</u>
<b>Current</b>	<b>3049</b>	<b>\$1,575,649</b>
<b>Contractual</b>		<b>\$527,707</b>
<b>Net Billings</b>		<b>\$1,047,942</b>
<b>Left to Collect</b>		<b>\$361,525</b>
<b>Payments</b>		<b>\$686,411</b>
<b>Remaining</b>		<b>\$361,525</b>
<b>Collectible</b>		<b>\$80,252</b>
<b>Total Collectible</b>		<b>\$766,636</b>

As of the close of business at the end of the Fiscal YEAR (June 30<sup>th</sup>, 2020)

Includes 911 and Non Emergent

Numbers are based on **DATS OF SERVICE** and change as Colleton continues to collect payments for call run in the prior year.

\$796K would be the best revenue year in the past 4 years.

- Continued efforts for collection over the next 12 months
- Working through the appeals process, additional paperwork
- Work on the pre-approvals for Non-Emergent Transports
- Secondary payments are slow-paying because of insurance company short staffing

## 09/03/20 Charge Summary

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Entered Date	Entered Date	7/1/2019
Entered Date	Entered Date	6/30/2020
Company Code	Company Code	WASHINGTON COUNTY EMS

Base	Quantity	Amount
ALS1 EMERGENCY	726	394,925.00
ALS1 NON EMERGENCY	1	330.00
ALS2 EMERGENCY	1	750.00
BLS EMERGENCY	841	371,250.00
BLS NON EMERGENCY	1,091	310,525.00
ROUND TRIP MEDICAID ONLY	91	26,983.90
TNT ALS	8	1,400.00

Base	2,750	1,106,163.90
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Mileage	Quantity	Amount
Ground Mileage	29,801	372,512.50
MILEAGE OCC	10,207	102,067.00

Mileage	39,999	474,579.50
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MileageRounding	Quantity	Amount
Rounded Mileage	579	7,241.25

MileageRounding	572	7,241.25
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Total for	43,346	1,587,984.65
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Base	2,759	1,106,163.90
Mileage	40,008	474,579.50
MileageRounding	579	7,241.25

Total Overall Charges	43,346	1,587,984.65
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- Almost the same as previous years
- Nothing out of the ordinary shown on the breakdown
- Average Transport approximately 15.76 miles per trip
- Exactly where it should be - based on the mix of ALS and BLS Calls

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1 of 2 | Go

### Daily AR Transactions Report

Entered Date	GreaterThanOrEqualTo	7/1/2019	<u>Amount</u>
Entered Date	LessThanOrEqualTo	6/30/2020	
Company Code	Equal	WASHINGTON COUNTY EMS	
<b>Invoice</b>			
INV	INVOICE		\$1,271,052.75
INVP	Invoice Prior Periods		\$407,707.40
INVPR	Invoice Prior Period		(\$81,973.00)
INVR	INVOICE REVERSAL		(\$8,802.50)
	<b>Invoice</b>		<b>\$1,587,984.65</b>
<hr/>			
<b>Payment</b>			
DSO	Payments Debt S/O EFT		(\$6,440.40)
DSO1	Payment Debt S/O Check		(\$197.53)
PAY	PAYMENT		\$743.39
PAYCC	Payment Credit Card		(\$1,584.98)
PAYCK	Payment Check		(\$164,786.89)
PAYCS	Payment Cash		(\$764.36)
PAYEF	Payment EFT		(\$554,869.67)
PAYEM	Payment EMS		(\$2,854.19)
PAYSC	Payment Patient Credit		(\$7,499.68)
PAYSK	Payment Patient Check		(\$20,115.33)
REFI	Refunds Insurance		\$364.58
WHOLD	Insurance Withholding		\$3,624.99
	<b>Payment</b>		<b>(\$754,380.07)</b>
<hr/>			
<b>Contractuals</b>			
DEC	Deceased		(\$870.00)
PAYWO	Write off Collection		(\$376.31)
SB	Small Business Write Off		\$0.24
WO	WRITE OFF INS		(\$632,646.23)
WOM	Write Off Medicaid		(\$109,680.84)
WOP	Write Off Patients		(\$166.49)
	<b>WriteOff</b>		<b>(\$743,739.63)</b>
<hr/>			
<b>Debit</b>			
INTR	Interest Payment Removal		(\$8.16)
	<b>Debit</b>		<b>(\$8.16)</b>



Entered Date GreaterThanOrEqual 7/1/2019  
 Entered Date LessThanOrEqual 6/30/2020  
 Company Code Equal WASHINGTON COUNTY EMS

**WASHINGTON COUNTY EMS**

Month End Cash and CA

WASH

Payer	Payments	Bad Debts Recoveries	Total Payments	Insurance Company Contractua	Patient Contractual	Write Off Bad Debt	Total Write Offs	Refunds	Invoices	Total AR Month
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,587,984.8	\$1,587,984.65
Auto Insurance	(\$418.50)	\$0.00	(\$418.50)	(\$1,430.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,848.50)
Medicaid	(\$129,944.14)	\$0.00	(\$129,944.14)	(\$399,660.43)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$519,604.57)
Medicare	(\$375,899.97)	\$0.00	(\$375,899.97)	(\$253,888.18)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$629,788.15)
Medicare HMO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patient	(\$37,752.88)	\$0.00	(\$37,752.88)	\$0.00	(\$1,879.5)	\$0.00	(\$1,879.52)	\$0.00	\$0.00	(\$39,632.40)
Private Insurance	(\$205,929.34)	\$0.00	(\$205,929.34)	(\$91,794.90)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$297,724.24)
Prison	(\$4,435.24)	\$0.00	(\$4,435.24)	(\$5,094.76)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,530.00)
	(\$754,380.07)	\$0.00	(\$754,380.07)	(\$741,868.27)	(\$1,879.5)	\$0.00	(\$1,879.52)	\$0.00	\$1,587,984.8	\$89,656.79

**Where the revenue was collected.**

**Debt Set Off** \$6547.42 in Fiscal 2020

**Collection from SCA** \$1945.69 in Fiscal 2020  
 (\$748.26 in Fiscal 2019)

**Patient Payment** \$37,752.88

**Medicare** \$375K  
**Medicaid** \$139K  
**Private Insurance** \$205K  
**Patient Payment** \$37K

**Strong payer mix**  
**Patient payments up with new procedures**  
**Upcoming changes to Medicaid procedures**

**Activity Summary By Primary Payer**

Date Of Service GreaterThanOrEqual 7/1/2019  
 Date Of Service LessThanOrEqual 6/30/2020  
 Primary Payer Group Code IsNotNull  
 Company Equal WASHINGTON COUNTY EMS

**WASHINGTON COUNTY EMS**

Payor	# of Trips	Gross Charges	Contractuals	Net Charges	Rev Adj	Payments	Bad Debt	Refunds	Balance	Average
Auto Insurance	1	\$452.50	\$0.00	\$452.50	\$0.00	\$0.00	\$0.00	\$0.00	\$452.50	\$452.50
Medicaid	965	\$409,919.65	(\$275,776.86)	\$134,142.79	\$0.00	(\$111,315.79)	\$0.00	\$0.00	\$22,827.00	\$139.01
Medicare	1,234	\$652,592.50	(\$165,041.15)	\$487,551.35	(\$5.39)	(\$395,434.68)	\$0.00	\$0.00	\$192,111.26	\$395.10
Patient	322	\$191,852.50	(\$826.88)	\$191,025.62	\$0.00	(\$7,912.50)	\$0.00	\$0.00	\$183,113.12	\$593.24
Prison	8	\$7,515.00	(\$3,927.96)	\$3,587.04	\$0.00	(\$2,604.54)	\$0.00	\$0.00	\$982.50	\$448.38
Private Insuran	519	\$313,317.50	(\$62,132.40)	\$251,185.10	\$0.00	(\$169,124.31)	\$0.00	\$0.00	\$82,060.79	\$445.44
	<b>3,049</b>	<b>\$1,676,649.65</b>	<b>\$627,707.26)</b>	<b>,047,942.40</b>	<b>(\$6.39)</b>	<b>\$686,411.82)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$361,626.19</b>	<b>\$343.70</b>

**Percentage of Calls Paid**

	TOTAL	AR	PAID	PCT PAID	PCT OVERALL
Medicaid	965	43	922	95.54%	31.49%
Medicare	1234	42	1192	96.60%	40.47%
Private Ins	519	101	418	80.54%	89.44%
Patient	322	282	80	24.84%	10.56%
<b>TOTAL</b>	<b>3049</b>	<b>468</b>	<b>2612</b>	<b>85.92%</b>	<b>100%</b>

**468 remaining / out of 3049 total calls \*\*\*\* (calls received since reports created)**

**85.92% paid calls minus patient payments**

**Please note that most of these calls were received in July and August and are still in the payment cycle**

Commissioner Johnson said she appreciated the job Mr. Pickren does. Mr. Potter echoed the same. Chair Phelps thanked him for his time.

NCACC LEGISLATIVE GOALS: Commissioner Johnson spoke to the Board regarding the goal that she would like the Board to put forth from Washington County as an NCACC Legislative Goal shown below. This has to be submitted by the end of September.

*Continue to seek legislation, funding, and other efforts to expand digital infrastructure/broadband capability to the unserved and under-served areas of the state. Promote enhanced connectivity for all residents to insure tele medicine (physical and mental), distance learning, promote economic development, and to help with social isolation.*

**Commissioner Riddick made a motion of approval for Commissioner Johnson to take the abovementioned legislative goal to the NCACC. Commissioner Walker seconded, motion passed unanimously.**

BOARDS & COMMITTEES: Ms. Bennett spoke to the Board regarding the following requests.

### **LIBRARY BOARD**

The Library Board has stated they need a new member for their Board and have asked the Commissioners to make a recommendation.

The consensus of the Board was to table this and bring it back to the September meeting.

Commissioner Johnson will check with the Library to see if they can help to come up with someone to appoint. She will bring this back to the September 21 meeting.

### **BEAUFORT COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

Since Commissioner Phelps resigned from the BCCC Board of Trustees, the Commissioners' are asked to come up with a replacement. (The person does not have to be a Commissioner.) Chair Phelps requested that this be brought back to the September 21 meeting.

### **OTHER ITEMS BY CHAIRMAN, COMMISSIONERS, COUNTY MANAGER /ATTORNEY, CLERK OR FINANCE OFFICER:**

Ms. Bennett distributed the following update on the Washington Regional Medical Center from Ms. Leanne Sorto.



**Washington Regional Medical Center**  
958 US-64 East  
Plymouth, NC 27962  
Phone: 252-793-4135  
Fax: 252-793-7740

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## Hospital Community Updates Washington County Commissioners Meeting 9/8/20

1. Essential Worker Update – 136 active employees
2. Patient Census –

Department	Measurement	May	June	July	August
Emergency Dept	Patient visits	313	420	428	445
Inpatient/Obs	Pt stay days	107	147	114	129
Rehab (Swingbed)	Pt stay days	31	86	136	162
Rural Health Clinic	Patient visits	388	381	452	444

3. Employee COVID-19 Screening – all Employees screened every 30 days, temp and symptom screening on arrival to every shift, COVID PCR test performed if any symptoms present
  - a. 13 employees have been positive since March 2020, 9 employees traced to potential positive family member unknown positive prior to their screening/symptoms presenting
4. Community COVID-19 screening/testing - partnering with MTWDH (Wes Grey) to offer Washington and Tyrrell counties mass public testing every Tuesday 10a-5p all of September

**DRIVE-THRU  
COVID-19 TESTING  
SEPTEMBER SCHEDULE**



**EVERY TUESDAY  
10AM - 5PM**

Please bring proper ID and insurance cards

No Appointment Necessary.  
Nobody turned away for inability to pay

For questions, please call us at 252-404-9229




Washington Regional  
Medical Center  
Plymouth, NC

Stay tuned on Facebook for schedule changes due to inclement weather!

5. Limited Campus Visitation – no ED patient visitation unless pediatric or cognitive impairment or End of Life event, Inpatient may have 1 visitor 10a-7p, must be immediately family member, over 18yrs old, and no fever/symptoms of illness, Rural Health Clinic may have one accompanied visitor
6. Remodel / Construction:
  - a. New roof on entire facility completed 9/8, new parking lot paving
  - b. During remodel 12 Med-Surg inpatient rooms, with bariatric beds and expanding through remodeling to 21 inpatient rooms with all new furnishings/cabinetry and 16pts cardiac telemetry capacity
  - c. Pending demolition of old Plymouth Primary Care and “doctors’ offices” buildings



Media Contact: Myrleia Diaz, (561) 451-5547

FOR IMMEDIATE RELEASE

### WRMC Leaders Selected for Duke-Johnson & Johnson Nurse Leadership Program

PLYMOUTH, NORTH CAROLINA – August 29, 2020; Washington Regional Medical Center (WRMC) is proud to announce Dr. Lee Anne Sorto, DNP, FNP-C our Clinical Operations Administrator, Matthew Alligood, Director of Nursing, and Sandra Lyle, Interim Director of Human Resources, have been selected as fellows for the Duke-Johnson & Johnson Nurse Leadership Program. The Duke-Johnson & Johnson Nurse Leadership Program, a 10-month experience, is a partnership between Duke University School of Medicine, Duke University School of Nursing and Johnson & Johnson.

The program provides leadership development for advanced practice nurses and their team partners to develop and launch transformational health improvement initiatives within their organizations and communities. "It's a great honor to be chosen by Duke and Johnson & Johnson for this leadership opportunity. This shows WRMC's commitment to bring improved quality of care to the citizens of Washington County and nearby areas." - Sandra Lyle, Interim Human Resources Manager.

Selected fellows start the program in August 2020 and will participate in virtual leadership retreats, web-conferences, project mentoring circles, individual executive coaching sessions, and an array of other distance-based learning activities. The program will provide each fellow with the leadership and management skills required to effectively address the needs of their communities - especially those of vulnerable populations - and to become change agents within their practice settings and the evolving healthcare environment. "Investing in our clinical leadership team elevates the care we provide patients that come to our hospital" expressed Dr. Lee Anne Sorto, DNP, FNP-C, Clinical Operations Administrator at WRMC.

Washington Regional Medical Center is a 25-bed critical access hospital offering acute care services to Plymouth, North Carolina and its neighboring communities. The Medical Center provides emergency services, outpatient laboratory services, pharmacy, radiology services,

physical therapy, swing bed services, and primary care services. For more information, call (252) 793-4135.

The consensus of the Board is for Ms. Sorto to provide the Board with written reports until meetings are post-COVID. Chair Phelps asked the Clerk to ask Ms. Sorto to please continue to send the reports.

Ms. Dixon said she has met with people from Southern Bank so things are moving along. They are getting ready to work on the software piece. Also, the auditors will be here next week. Ms. Dixon said they are a lot further along this year than the County has been in years past.

Commissioner Sexton asked Chair Phelps about Newland Road. Chair Phelps said it is much better and a much smoother ride.

Commissioner Johnson mentioned that if you notice the grass not being mowed in your areas please let her know.

Commissioner Johnson said that Mr. Dave Peterson from Trillium asked her to reach out to Ms. Sorto to see if she would be willing to serve on the Trillium Advisory Committee and Ms. Sorto agreed to this.

Chair Phelps noted that 8 weeks from today is Election Day. It is so important to vote locally.

Chair Phelps reminded the Board that the majority of the time during the meeting on September 21<sup>st</sup> is mainly for the Compensation Pay Study, but also the BCCC Board of Trustees appointment, the variance request and any other goals for the NCACC.

Commissioner Johnson stated that October 15 -31 is early voting. She also noted that there are some new voting places due to COVID-19. Chair Phelps asked how is information being disseminated. Commissioner Johnson said it is on the County's Facebook page and residents should have received something in the mail. Residents can also call the Board of Elections office.

Mr. Potter said he is continuing to work on various items and getting the information ready for the meeting on September 21<sup>st</sup>. Mr. Potter noted that the County did get the Agape documents turned in on time.

Chair Phelps asked about why the librarian position hasn't been filled. Chair Phelps also said to ask the current interim librarian to submit a report. Chair Phelps asked why wasn't a DSS report submitted. Commissioner Walker stated their DSS Board was held late in July and the minutes were not ready to be submitted. (Note: The DSS Board Minutes are what is submitted as their monthly report.)

**Commissioner Riddick made a motion to go into Closed Session pursuant to NCGS §143-318.11(a)(6) (personnel). Commissioner Walker seconded, motion carried unanimously.**

Back in Open Session, the Chair asked for a motion to authorize the County Manager to hire a second Administrative Assistant to work on projects, grants and other duties as assigned from the same applicant pool of the currently advertised CMO Assistant.

**Commissioner Walker made a motion to authorize the County Manager to hire a second Administrative Assistant to work on projects, grants and other duties as assigned from the same applicant pool of the currently advertised CMO Assistant. Commissioner Sexton seconded, motion carried unanimously.**

At 7:26 PM with no further business to discuss, **Commissioner Riddick made a motion to recess the meeting to September 21, 2020 at 6:00 PM in the Commissioners' Room and Livestreamed on Facebook (via ZOOM). Commissioner Johnson seconded, motion carried unanimously.**

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D. Cole Phelps  
Chair

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Julie J. Bennett, CMC, NCMCC  
Clerk to the Board