

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

EXECUTIVE COMMITTEE

Jack McCall, Chair
T. Bubba Gregory, Pro Temp
Beverly Atwood, Secretary

Shane Burton
Will Dennis
Landon Gulley

Lesley Overman
David Thomas

SEPTEMBER 5, 2023 | 6:00 PM | TC MAYOR'S OFFICE

AGENDA

1. Open Meeting
2. Review minutes from August 7, 2023
3. Reports from Committees
 - A. Audit – *Beverly Atwood*
 - B. Codes & Zoning – *David Thomas*
 - C. Emergency Services – *Lesley Overman*
 - D. Finance – *Landon Gulley*
 - E. Law Enforcement – *Shane Burton*
 - F. Personnel – *Will Dennis*
 - G. Public Works – *T. Bubba Gregory*
4. Other Discussion
 - A. Revise EMS Waiver Policy – County Employees/Volunteers
 - B. Jail Update
 - C. Wheel Tax Discussion at Work Session
 - D. Other
5. Public Comment
6. Adjourn

Hartsville/Trousdale Executive Committee Regular Meeting

Meeting Minutes

August 7, 2023 - 6:00 P.M. – Trousdale County Mayor's Office

Present: Jack McCall, T. Bubba Gregory, Landon Gulley, Beverly Atwood, David Thomas, Leslie Overman

Absent: Will Dennis and Shane Burton

1. **Meeting Called to Order** by Jack McCall

2. **Approval of Minutes**

Motion made by Overman and 2nd by Thomas to approve June 6, 2023, minutes. All in favor.

MOTION CARRIED

3. **Reports from Committees:**

A. **Audit - Atwood** - No meeting.

B. **Codes and Zoning – Thomas** - Meeting scheduled for June 14th at 7:00 p.m. regarding Ault Entertainment Ordinance. Planning has reviewed requested some regulation definitions be added. This has been sent to Mr. Bellar for review. Hoping to have it ready to move to full commission.

C. **Emergency Services - Overman** – Meeting Scheduled for August 9th. We will be reviewing the Resolution regarding EMT training for current employees. If training is provided, they will work for the county for 3 years and paid for the hourly rate during training. Only \$3,000 has been used out of the \$30,000 set for it. Would like to look at revising it for other county employees that may be interested. I will be checking with Mr. Bellar in regards. Class-training starts at the end of this month.

D. **Finance - Gulley** – July meeting was light considering Budget was just approved. Purchasing is on this month's agenda. We will have a called meeting Monday, August 14th at 6:00 p.m. at the Community Center regarding the Wheel Tax Resolution. 2022 failed trying to get it on there. We need a plan, goal and why? If it goes referendum end of October to get ready. I have heard positive feedback; especially since we have some major expenses coming our way.

Thomas: The only negative I have heard is the 40/40/20 – needs to be a capital fund designation. Believe there are some counter points \$300,000 from the prison going into the jail fund per year. The high school was easy to sale because you get a lot of use out of it as a community. Jail is not much use for the community.

Gulley: the 40% is not going directly to the school fund balance its going to the county fund designated for schools (i.e. building projects need, etc.) The other 20% is going to a plan to expand EMS/Fire Rescue satellite buildings throughout the county. This will cost \$100 per vehicle but will save the homeowners on home insurance.

E. **Law Enforcement - Burton** - Absent

F. **Personnel - Dennis** - Absent.

G. **Public Works - T. Gregory** – Pool closed on July 23rd, 2023. Next meeting is scheduled for August 23rd. The new backhoe is here, and they have been using it.

Mayor McCall- Courthouse: Serve pro was here Friday & Saturday cleaning. Main hall floor might be okay. The Election office may need buffing. They will be having training on how to control thermostats and temperatures.

Playground equipment is supposed to start being moved in for Kinley & Horne to come in.

4. **Other Discussion:**

Is there any news on the land for the jail?

This will be coming up at the work session.

Commercial and Residential Resolution will be coming up. This will have preferred building requirements and some prohibitions on new constructions.

5. **Public Comment**

None

6. **Adjourn**

Motion made by Gulley and 2nd by Gregory. All in favor.

MOTION CARRIED

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

RESOLUTION # 2023-xx-xxx

A RESOLUTION TO REVISE RESOLUTION 2023-05-774 TO INCLUDE PROFESSIONAL COURTESY TO COUNTY EMPLOYEES AND ACTIVE VOLUNTEERS OF THE FIRE DEPARTMENT AND RESCUE SQUAD

WHEREAS, there is a need to establish a policy of compassionate billing that allows waiving of ambulance transport fees, for the Hartsville/Trousdale County Ambulance Service based on established Department of Health and Human Service Poverty guidelines, and to abide by decisions made by the Center for Medicare Medicaid Services (CMS) OIG; and .

WHEREAS, the Trousdale County EMS Transport Billing Waiver Policy - Revised February 2023, outlines a procedure for billing waivers and write-offs; and

WHEREAS, a direction of professional courtesy should be extended to the employees and active volunteers of Hartsville/Trousdale County Government.

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission, meeting in regular session, that:

Section 1: The following language is added to the EMS Transport Billing Waiver Policy:

Courtesy Write-Offs/No Collection: There are instances when professional courtesy is to be extended.

- **Workers Compensation Injury of an On Duty Employee/Volunteer:** When an on-duty County employee or Volunteer member is transported due to a worker’s compensation injury, any charges will be waived and neither the County, Employee, nor Volunteer is to be charged.
- **County Employees/Volunteers and their immediate Family:** As a courtesy to the employees and active volunteers of Hartsville/Trousdale County Government (this includes Elected/Appointed Officials, General Government, Water & Sewer Department, Highway Department, and the Trousdale County School District Employees; as well as the Volunteer Fire Department and the Volunteer Rescue Squad), any remaining charges incurred after insurances are applied from usage of the Hartsville/Trousdale County Ambulance Services will be waived for the employee or volunteer and their immediate family members. Immediate family shall be defined as spouse, children, stepchildren, or dependents living in the same residence associated with the employee/volunteer. Certain documentation of dependents living in the same residence and active status of volunteers may be requested by the billing clerk to qualify for this courtesy.

Section 2: The effective date of the added language be February 27, 2023 and shall cover any charges incurred by a HTCG Employee/Volunteer from that date.

Motion _____

Motion to approve: _____

Voice Vote

Second motion: _____

Absent _____

APPROVED:

ATTEST:

Jack McCall
Commission Chair

Rita Crowder
County Clerk

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

EMS TRANSPORT BILLING WAIVER POLICY

Revised February 2023

PURPOSE

To establish a policy of compassionate billing that allows waiving of ambulance transport fees, based on established Department of Health and Human Service Poverty guidelines, and to abide by decisions made by the Center for Medicare Medicaid Services (CMS) OIG

SCOPE

This regulation pertains to all individuals that participate in Trousdale County EMS emergency and routine operations.

PREFACE

The charges for EMS transport billing may be waived, following approval by the Emergency Services Committee, The EMS Director, and The County Mayor. These procedures are intended to serve as guidelines and to ensure an audit trail.

PROCEDURES

Patients who are unable to pay their co-pays, deductibles or who are uninsured and unable to make payments may request a financial hardship review of their transport charge, Patients, or their designee, shall complete the "Hardship Waiver form". The form is available upon request from Trousdale County EMS by calling the billing office at 615-374-2242.

The completed form along with proof of income, which should include a current IRS W2 form, copies of three current pay stubs from head of household, and any other documentation supporting the level of income claim, shall be forwarded to Trousdale County EMS, 95 River Valley Drive, Hartsville, 37074. The EMS Billing Office will review the form to determine if the person meets the income guidelines as set forth in the DHHS Poverty Guidelines. The waiver application will be forwarded to the Emergency Services Committee for review and decision; final decision will be noted on the form. If approved for a waiver, a copy will be made, and the record will be held in the billing department files for a period of five years. The EMS Billing Office will notify the patient in writing as to the final disposition of the Hardship Waiver.

If the insurance company deems a transport not medically necessary, the billing office will verify the information that was submitted to the insurance company and resubmit the claim for reconsideration. If the insurance carrier deems the transport not medically necessary, the Patient Hardship Committee will review the individual case for possible waiver of the fees.

Patients will fall into one of the following categories for billing purposes:

Insured through health insurance, Medicare, or Medicaid: The appropriate health insurance carrier will be billed by the billing office.

No insurance: A bill will be sent to the patient transported. If the individual has the ability to pay, when payment is expected in full. If the patient can demonstrate financial hardship, they may request to be considered for a payment plan or a financial hardship waiver. Refer to Trowsdale County EMS Hardship Guidelines.

Contractual write offs: The bills that Medicaid, Medicare and insurance companies pay on behalf of an insured individual are sometimes adjusted to pay only a portion of the billed amount. This adjustment referred to here as a "contractual write off" is usually due to laws governing the payment amount through agreements between insurance companies and billing entity. The contractual write-offs are not considered unpaid balances that would require pursuit of the amount from the insured individual. In fact, Medicare and Medicaid prohibit balance billing. Entities that work with insurance providers consider contractual write offs as a cost of doing business. Therefore, our billing office will adjust individual bills for contractual write-offs, The County will not pursue individuals for payment of contractual write-offs. Applicable co-payment and deductibles would still be billed and collected as permitted or required by applicable law.

Courtesy Write-Offs/No Collection: There are instances when professional courtesy is to be extended.

- **Workers Compensation Injury of an On Duty Employee/Volunteer:** When an on-duty County employee or Volunteer member is transported due to a worker's compensation injury, any charges will be waived and neither the County, Employee, nor Volunteer is to be charged.
- **County Employees/Volunteers and their immediate Family:** As a courtesy to the employees and active volunteers of Hartsville/Trowsdale County Government (this includes Elected/Appointed Officials, General Government, Water & Sewer Department, Highway Department, and the Trowsdale County School District Employees; as well as the Volunteer Fire Department and the Volunteer Rescue Squad), any remaining charges incurred after insurances are applied from usage of the Hartsville/Trowsdale County Ambulance Services will be waived for the employee or volunteer and their immediate family members. Immediate family shall be defined as spouse, children, stepchildren, or dependents living in the same residence associated with the employee/volunteer. Certain documentation of dependents living in the same residence and active status of volunteers may be requested by the billing clerk to qualify for this courtesy.

Balances less than \$25.00 may be written off by billing staff without further action.