

**Cherokee County Health Department
Board of Health - Minutes
Wednesday, May 1, 2013
5:30 p.m. – Annex Conference Room**

Members Present: Dr. Donald Ambler, Curtis Brown, Chris Dickey, Dr. Holly Gutierrez, Shannon Helton, Steve Jordan, Alan Keith, Dr. Mark Gilbert, Ronald Taylor, Kim Williams and Dr. Carlton Van Horn

Staff Members Present: Ronnie Harris, Monica Holley, Trevor Peterson, and Nicky Stalcup

Press: Joe Martin, The Cherokee Scout

Public Present: Lorraine Meltz and David Wood, Cherokee County Commissioners, Ericka Woods, Towanna Roberts and Gail Taylor

Meeting Call to Order: Chairman Dr. Van Horn called the meeting to order

Invocation: Dr. Gilbert gave invocation

Public Comments: None

Approval of March 11, 2013 minutes: The Board reviewed the minutes and Alan Keith made the motion to accept, Ron Taylor seconded and the motion passed unanimously.

Interim Health Director Comments:

Construction/Grant Update: Monica updated Board on current renovation project and showed pictures of revisions and new addition. The pictures included the new floor in the lobby and waiting area, new carpet and baseboards in clerk area. The sheetrock is up in the new facility. She gave the contractor's expected completion date of mid-July. She also advised that the current A/C system is not working but she is not going to have repaired since the new HVAC system will be in place in the next few weeks. Monica provided current budget balance of grants used for funding of renovation.

Ron Taylor commented on the staff's current working condition and gave them kudos to what they have had to deal with. He suggested an extravagant Grand Re-Opening be planned.

Lab Fees Review: Lab fee discussion continued with Monica proposing removing the \$10 out-county fees due to lab volume being down. The Board suggested a "total cost" be calculated on the executive profile with salaries, floor space and supplies included. The removal of the out-of-county fee was tabled until next meeting where this information will be discussed.

Prenatal Contract with Clay County: Monica presented Memorandum of Understanding between Clay and Cherokee Counties documenting where Cherokee County provides services to Clay counties prenatal patients with no reimbursement from Clay County. Cherokee County pays the prenatal doctor \$600 a month and performs lab services to the patients. The Board tabled the discussion until next meeting so the new

health director and health director at Clay County could meet and discuss. Monica will advise Janice Patterson with Clay County that a meeting will be requested to discuss sharing of costs.

Andrews Health Center Update: Monica advised the Board that Virginia Haynes with Andrews High School has received a grant for the walkway between Andrews High School and Andrews Elementary School in front of AHC.

Monica also presented flyer for upcoming Sports Physical clinic AHC will perform on May 13, 2013 from 3:30pm-6:30pm for \$10. This was coordinated with Andrews High School. A large turnout is expected.

The BOH would like to schedule another Town Hall meeting in Andrews to get communities feedback about AHC. Monica suggested the one-year anniversary of center in October.

Dr. Ambler requested that the health department sign in front of the old Andrews Health Department be covered up with a permanent sign saying we have moved and list new address and days and time of operation. Monica will follow-up.

Farm Bureau Healthy Living for a Lifetime Bus: Monica showed BOH a flyer for upcoming Bus visit on May 14, 2013 in the Sav-A-Lot parking lot from 10am-6pm. Lots of free services will be provided to the public.

Environmental Health Reports:

On-Site: Trevor Peterson presented March and April well and septic productivity numbers. Septic and well applications were down.

Trevor presented a handout with code definitions. The Board agreed this is a great resource.

Food and Lodging: Kim McClain was in Charlotte for training and Monica Holley presented March and April productivity numbers to the Board.

Clinical Report: Ronnie Harris updated the Board on clinic productivity for Andrews and Murphy for March and April. She presented comparison charts on various programs for both facilities. Patient population was down for both months. Andrews's numbers were up for both months.

Electronic Medical Records: Ronnie said she had spoken with Ashe County's nursing supervisor who is using Patagonia EHR and they are very pleased with the software. She noted there are some kinks still in the clinical portion but Patagonia has great IT support and they are working out details. Patagonia, nor can any EHR vendors, interface with LabCorp, NCEDS, NCIR or HIS. Dr. Gilbert is to form a committee to review EHR software's and build a spec sheet within next week or two. The committee will consist of billing and administrative staff, nursing supervisor, nurse practitioner, and physician's assistant at Cherokee County Health Department, Cherokee County IT Department, and Murphy Medical Center IT staff.

2013-2014 Budget approval: Ron Taylor and Monica presented the 2013-2014 budget for approval. Ron covered the budget committee's objectives which would include the 28 sub-departments within CCHD taking ownership of their budget.

Executive Session: The Board of Health went into Executive Session to discuss personnel issues. Curtis Brown made motion to exit, Alan Keith seconded and it passed unanimously.

Other Comments: Dr. Van Horn advised BOH that his tenure as Chairman would be up in June. A nominating committee of Ron Taylor, Chairman, Holly Gutierrez and Steve Jordan will be working on a new Chairman for the Board of Health. Curtis Brown made the motion to accept the committee, Alan Keith seconded and it passed unanimously.

Next Board Meeting: Monday, May 13, 2013, time and location to be determined

With no further business, Curtis Brown made the motion to adjourn the meeting, Steve Jordan seconded the motion; it passed unanimously.

Monica Holley
Interim Health Director

Dr. Carlton Van Horn
Board Chairman