

**Cherokee County Health Department
Board of Health - Minutes
Monday, March 11, 2013
5:30 p.m. – Annex Conference Room**

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

Members Absent: Dr. Donald Ambler and Chris Dickey

Staff Members Present: Ronnie Harris, Monica Holley, Kim McClain, Trevor Peterson, Nicky Stalcup and Sara Wilson

Press: Joe Martin, The Cherokee Scout

Public Present: Lorraine Meltz, Cherokee County Commissioners 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 January 14, 2013 minutes: The Board reviewed the minutes and Curtis Brown made the motion to accept, Ron Taylor seconded and the motion passed unanimously.

Environmental Health Reports:

On-Site: Trevor Peterson presented January and February well and septic productivity numbers. Septic and well applications were up due to incoming subdivisions. Steve Jordan asked about lowering fees for septic and well applications. The Board requested that fees from surrounding counties be gathered and discussion will continue at next BOH meeting in May.

Food and Lodging: Kim McClain presented January and February productivity numbers to the Board.

Ron Taylor asked how restaurants were doing with new state specs. She advised that facilities were doing well with new food code.

Steve Jordan discussed complaints he had received against Ranger School Cafeteria regarding the ceiling. Kim wasn't aware of the complaints and told Steve to have person call her to discuss.

Kim also noted that several after school programs have shut down due to not enough children attending.

Clinical Report: Ronnie Harris updated the Board on clinic productivity for Andrews and Murphy for January and February. She presented comparison charts on various programs for both facilities. Services were down except in Family Planning and Immunizations.

Patient population was up in January for Murphy but down in February. Andrews numbers were up for both months.

Dr. Gilbert asked for a breakdown of services performed at health department and Andrews Health Center. Ronnie will provide.

Interim Health Director Comments:

Reappointment: Monica advised Board that Dr. Amblers term expires 4/18/13. She will notify Dr. Ambler to submit a letter of interest if he wants to be on Board again.

Lab Fees Review: Monica presented current figures showing lab decrease in revenue. She proposed removing the \$10 out-county fees due to lab volume being down. She presented current rates and costs with some comparison to Murphy Medical Center. The Board asked for more detail for May meeting regarding demand versus charges compared to other counties.

Open House – Andrews Health Center: Monica advised that the Open House went well with approximately 75 in attendance. She presented a picture of where Board members present at Open House noted a sidewalk was needed. The sidewalk would continue from existing sidewalk from High School to Andrews Elementary School. The Board agreed that a letter should be submitted to the Town of Andrews requesting they build. Monica will prepare the letter from BOH and Dr. Van Horn will sign. Steve said he would check with Mayor of Andrews and Town Aldermen.

Facebook account: Monica thanked the BOH for approving the Health Department's Facebook and Twitter accounts. She said "likes" are growing daily and Sara Wilson is doing a good job keeping information current. Monica gave the Board a handout with addresses on it.

Construction/Grant Update: Monica updated Board on current renovation project and showed pictures of current facility and new addition.

1. Existing shingles on roof are cracked due to manufacturer error. Cox and Son roofing was lowest bidder and Cherokee County Commissioners approved the roof be replaced on Monday, March 4, 2013.
2. A six month no-cost extension with Office of Rural Health has been requested.
3. Monica gave schematic of office layout and new addition. The Board did not like that an exit door was not located in new addition. They told Monica to get with contractor and see how much adding a door and sidewalk would cost. Steve Jordan said that money would be made available for the cost and county commissioner Lorraine Meltz agreed.

Board of Health training: Monica told Board of BOH training on April 9, 2013 in Transylvania County. She will check on live-streaming the training and let Board know.

2013-2014 Budget approval: Monica presented the 2013-2014 budget. She noted to add a full-time LPN at AHC, the amount would be \$3,400 over budget, so she recommended reducing BOH pay to \$50 per meeting from \$100 per meeting. Ron Taylor did not think the county match was acceptable and said he would go over each line item one by one to cut costs before budget is presented to County Administrators. Curtis Brown thinks we should compare to other rural counties. He will request information from Randy Wiggins, County Manager. A budget committee of Ron Taylor, Curtis Brown and Alan Keith was formed to review numbers. The LPN position was

approved. Curtis Brown made the motion that Monica go ahead and enter budget “as is” into MUNIS and Alan Keith seconded. It passed unanimously. Monica told Board that items on Capital budget were Electronic Health Records software. The Board wants to see a demo of potential vendor, Patagonia. Monica will arrange.

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