

Cherokee County Health Department
Monday July 22, 2013
5:30 p.m. – Health Department Conference Room

Members Present: Dr. Donald Ambler, Shannon Helton, Steve Jordan, Alan Keith, Ronald Taylor, Kim Williams and Dr. Carlton Van Horn

Staff Members Present: Ronnie Harris, Kim McClain, Trevor Peterson, Joy Bryant, Maria Ward, and Towanna Roberts

Press: Andrew Gibson, The Cherokee Scout

Public Present: Linda May, Gail Taylor and John Hyatt

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

Invocation: Dr. Ambler gave invocation

Public Comments: John Hyatt introduced himself as the new pharmacist working with King's Pharmacy in Murphy. He stated that he would be providing compound drugs, have an accredited lab and a vaccination program. His purpose for attending the meeting was to meet the board and learn more about the community.

Special Presentation: Joy Bryant and Maria Ward gave a brief presentation on our new Car Seat program. The health department has purchased 24 car seats with money provided by Farm Bureau. They also discussed the possibility of forming a Safe Kids Coalition with participants from law enforcement, fire and rescue, and local car dealerships. The coalition would be eligible for help from Mission Hospital. Steve Jordan volunteered to bring this information before the county commissioners. Dr. Ambler recommended we do public service articles for the paper. Allen Keith recommended we ask car dealerships to donate \$50.00 from each car sales to this program. Linda May from Modern Woodmen of the World shared how Modern Woodmen could help this program with a matching fund raiser. The fundraiser would match dollar for dollar (up to \$2,500.00) what the health department is able to raise within a specified period of time. A motion was made by Ron Taylor and seconded by Steve Jordan to approve the program coalition and fundraiser. Dr. VanHorn gave \$100.00 donation. Steve Jordan gave a \$40.00 donation.

Approval of minutes: The Board reviewed the minutes. Corrections needed were recommended by Allen Keith and he made the motion to accept the minutes with corrections recommended. Ron Taylor seconded and the motion passed unanimously.

Environmental Health Reports:

On-Site: Trevor Peterson presented May and June well and septic productivity numbers. The Board requested to see a comparison of same information from the same period last

year in future meetings. Trevor also presented and facilitated discussion on proposed Environmental Health Record Management Policy.

Food and Lodging: Kim McClain presented food and lodging productivity numbers for year to date. Kim also presented 2 proposed policies for Environmental Health titled Complaints/ Disposition and Quality Assurance. Kim stressed that all complaints are public knowledge. Dr. Ambler requested that in the future Kim report results of satisfaction surveys to the board. Kim also expressed her interest in making a proposal for the county commissioners to establish a charge for Child Care Facilities.

Clinical Report: Ronnie Harris gave a clinical report for year to date including graphs. Ron Taylor requested that future reports include year to date actual numbers for each clinic program with comparison to last year's year to date actual numbers. He also stated he would like to just see reports on the top 5 clinical programs. Allen Keith interjected his interest in and the importance of Ronnie's reports and graphs.

Health Director Comments:

Construction/Grant Update: The building is completed. Staff is in the process of moving in. There is still some work recommended by architect. Towanna has requested estimates from Wells and West for grab bars, pipe insulation under sink and higher toilet seat in lobby restrooms. Estimate also requested for 1 inch concrete variation in the walk at the corner of the building heading from front walk toward the electrical room and checking support of flooring in office # 15. Towanna will request approval from commissioners.

Grants: The Health Dept. was notified on 7/12/2013 that the Medication Assistance Program Grant was due on 7/23/2013. Funds for the grant are still unsure by the state. Application is 90% complete and will be submitted on 7/23/2013. The Grant Committee has completed some grant webinars and will look at pursuing grants in the future from K B Reynolds and The Duke Endowment.

Cost Analysis: All charges have been reviewed, cost analysis completed and adjustments made as indicated following policy.

Lab Fees Review: Recommended rescinding the \$10.00 additional charge for out of county lab. Cost analysis have been completed on all health department charges. Staff feel strongly this decrease in charges will increase lab utilization. After discussion, Ron Taylor made the motion to rescind the \$10.00 charge. Steve Jordan seconded the motion. Motion passed unanimously. Laboratory manager will keep track of zip codes for all labs performed for the next year and this will be reported to the board.

Prenatal Contract with Clay County: Towanna met with Janice Patterson from Clay County. Janice reported that the Clay County Health Department provides dental care to Cherokee County residents. Sixty percent of the care they provide is to residents of Cherokee County. No action was recommended by the board.

Billboards/Advertising/Articles/Community Involvement: Phase 1 of billboards have been up for two months. Phase 2 will be up by August 1, 2013. The contract with The Cherokee Scout has been approved by Candy Roberts, signed and returned. We will have one ad per month in the Cherokee Scout and the Andrews Journal. Free article space in the Cherokee Scout has included educational articles by Health Dept. staff including Sun Exposure, Food Preparation, Wells, WIC, and Breastfeeding. The Health Dept. Team raised \$3,153.00 for Relay for Life. Towanna attended the Cherokee County Chamber of Commerce Biz to Biz meeting at Murphy Medical Center. Nurses are working with MMC to do SIDS education with parenting classes.

Electronic Health Records: NC Health Directors Association recommends waiting for state progress. Some supervisors have completed analysis for EMR. The EMR team will wait another 45 to 60 days before reconvening.

Grand Re-Opening/Open House: The event will be held on August 30, 2013. Towanna has prepared a letter to the editor to thank the community for their support during the renovations. Ron Taylor has written a similar letter for our first ad to be run one week before the event. The Health Dept. can join the Chamber for \$35.00 since the county is already a member. The consensus of the board was to pursue this membership as well as a membership with the Andrews Chamber.

Accreditation: Our accreditation visit is due in June, 2014. All paperwork for our self assessment is due in February 2014. An Accreditation committee has been established and weekly meetings/work sessions are scheduled to begin the first week in August.

Ladies Night Out: The educational programs established by MMC and co-sponsored by us have been a great success. The first program on stress was attended by over 200 ladies. The second on colon cancer prevention was attended by over 100. Sara Wilson serves on the committee. We had six staff members who attended the second program.

Staff Picnic: The staff was polled to see how many would be willing to attend a picnic on a Friday night in August after work. Out of 34 staff, 16 employees with family members to total 37 will participate. Eleven responded no and 8 did not respond. After discussion, the board's consensus was to hold the picnic on a Friday in September. Director will determine a date. Board members will cook and serve staff. The architect and the builder have agreed to donate \$600 to sponsor the picnic.

Credit Card/Debit Card Update: This issue is under the control of the County Finance Dept. The county will not allow us to accept credit cards until we can charge the customer a fee for using the card (UCB law is postponed until August or September). County may not allow us to accept debit cards because we can not pass on a fee to the consumer for using a debit card. Candy Roberts is still researching this matter.

Compliance:

HIPAA: Computers are now secured and have screen protectors. A breach of information occurred in the last month. The patient was notified. A report was filed and will be reported to OIG later in the year.

State Consultants: We have had 3 visits in the last 6 months. The Women's Health Consultant came to complete the director's orientation. The Lab Consultant came for her annual review. The review was very good. The Immunization Consultant came for her annual visit.

Staff Request: Staff continue to believe the reason for the decline in utilization of lab services is directly related to the additional \$10.00 charge for out of county residents.

Executive Session: Dr. Ambler made the motion to go into Executive Session, seconded the motion.

Other Comments:

Nomination for Board Chairman: Ron Taylor reported that the nominating committee recommended re-appointment of Dr VanHorn as chairman of the board. Dr. Ambler made the motion to accept this nomination. The motion was seconded by Shannon Helton. Dr VanHorn was unanimously voted to continue as board chair.

Approval of Policies:

Allen Keith made a motion to approve all policies as presented tonight. Kim Williams seconded and the motion carried unanimously.

Next Board Meeting: Monday, September 16, 2013, 5:30 pm at the Cherokee County Health Department.

With no further business, Ron Taylor made the motion to adjourn the meeting, Dr. Ambler seconded the motion; it passed unanimously.

Towanna Roberts, RN
Health Director

Dr. Carlton Van Horn
Board Chairman