

Cherokee County Health Department
Monday November 4, 2013
5:30 p.m. – Health Department Conference Room

Members Present: Shannon Helton, Alan Keith, Kim Williams, Curtis Brown, Chris Dickey, Holly Gutierrez, OD, Mark Gilbert, MD, and Dr. Carlton Van Horn

Members Absent: Steve Jordan, Ron Taylor and Don Ambler

Staff Members Present: Ronnie Harris, Kim McClain, Trevor Peterson, Philip Anderson and Towanna Roberts

Press: None

Public Present: None

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

Invocation: Chris Dickey gave invocation

Public Comments: None

Approval of minutes: The Board reviewed the minutes. Allen Keith made the motion to accept the minutes as presented. Curtis Brown seconded and the motion passed unanimously.

Environmental Health Reports:

On-Site: Trevor Peterson presented a 2013-2014 to date report of on-site activities (see attached). He also reported that two systems have been installed under the Waste Water Grant program and one more person has qualified for the program. A total of five applications have been received to date.

Food and Lodging: Kim McClain presented the food and lodging report (see attached). She also presented a customer survey report card for the previous month (see attached). Limited food services establishments were discussed. Kim informed the group that the mandatory charge for registration is \$75.00. Kim will work to include like sites under an umbrella registration if possible and approved by the state.

Rabies, Animals and Emergency Preparedness Report: Philip Anderson gave the report (see attached). He also commented on the Isolation Room being inspected by Keith Roland last week. The room turns over 3 times the minimum air requirement. Annual fit testing was completed last week. Twenty nine staff members were fit tested and one was not related to medical issues

Clinical Report: Ronnie Harris gave the clinical report (see attachment). Ronnie also reported flu clinic activities and on site administrations. The total flu shots given to date were 1,600.

Satisfaction Survey report card was also presented and discussed for clinical services for the last three months (see attachment).

Health Director Comments:

Construction/Grant Update: Remaining building needs have been given to Abena Asante from Kate B. Reynolds Foundation with the hope of completing more construction with carry over funding for year 2 and possibly by applying for another grant in the next cycle. Needs for countertops, cabinets, popcorn removal from ceiling and replacement, back door canopy and a sidewalk to employee's parking lot are still needed.

Advertising/Articles/Community Involvement: Monthly advertising continues in the Cherokee Scout and the Andrews Journal. Bi-weekly articles continue in the Cherokee Scout. Volunteers from the Health Department worked to provide a booth/game and handouts for the participants of the Kid's Fair in Murphy and the Fall Festival at Andrews Elementary School.

Electronic Health Records: No update.

Accreditation: Our accreditation self assessment is due in June, 2014. Our visit can be anytime beginning 2 weeks after our self assessment is due. An Accreditation committee has been established. Sara Wilson is our accreditation leader. Assignments have been made and everyone is working toward meeting the Standard Benchmarks. Ellen Shope has agreed to do private consultation for a fee of \$35.00 per hour plus mileage. She has made one visit and we hope to have her return in December.

Ladies Night Out: The educational programs established by MMC and co-sponsored by us have been a great success. Tomorrow's program will be on Menopause and will be presented by Dr. Phillips, the new OB/Gyn at Murphy Medical Center. Sara Wilson serves on the committee.

Staff Picnic: The staff thanks everyone for the picnic. The food and fellowship was appreciated by all who attended.

Budget Issues: We are currently experiencing some problems with the fact that enough money was not budgeted to each department to purchase the supplies and vehicle maintenance which is needed. Some revenue lines that were budgeted are highly over estimated. Nicky and I are to meet with Randy and Candy tomorrow to discuss and ask for budget revisions.

Compliance: We received two Funding Conditions from our State Financial Consultant.

1. The monthly expenditure reports were not balanced with the General Ledger on a monthly basis. A review of July, August, and September of 2012 indicated that the two were not in balance during the three month period. A review should be done each month to ensure that the Monthly Expenditure Report and the General Ledger balance. Any discrepancies should be addressed and corrective action should be taken so that the two are in agreement.
2. A Bad Debt Write off Policy was in place; however it was not followed for the fiscal year in review 12/13.

Insurance Credentialing: Mary Ruth is continuing to work 2 days a week toward credentialing us with Aetna, Med Cost and Crescent. We are still waiting on Credit Card Acceptance from Cherokee County.

Personnel Update: We are in the process of hiring Dennis Kurz, PA-C to work in the Andrews Health Center. Dennis will be coming to us from Florida where he has worked many years as a PA in Emergency Medicine. He is retired from the Navy. Dennis and his wife have wanted to move to Murphy for 16 years. He is happy to accept the salary and sign on bonus as is. Dennis will begin as soon as he receives his North Carolina license.

Cynthia Lovingood, LPN has been hired to work in the Andrews Health Center. She has experience with blood draws and will be able to give vaccines and assist with the PA.

Review and Approval of Health Director's Job Description: The health director's job description was reviewed, questions and comments made and approved unanimously.

Board Member Term: Holly Gutierrez OD's term on the Board of Health expires in December 2013. Holly has agreed to serve a second term. She has put her intentions in writing and given them to Towanna to be presented to Maria Hass, Asst. County Manager.

Issues from Commissioner McKennon: Towanna presented issues from Commissioner McKennon regarding the process of receiving Environmental Health customers at the Health Department with the security door and the use of privacy glass at the reception sites in the lobby. Chris Dickey shared his concerns about the waiting process in the lobby which means Environmental Health customers must stop at the reception area, wait in line and then wait to be let in the privacy door to the EH department. He also shared the need for a sign regarding Environmental Health Services. After discussion it was agreed that Towanna will put up a directional sign for the EH department and install a door bell with instructions as to how these customers can push the door bell for access to the EH department. The privacy glass cannot be cut again because it is tempered glass. After discussion it was determined to leave the privacy glass as is for now. Both the glass and the security door were put in place to protect staff and provide HIPAA privacy to our clients.

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Car Seat Fund Raiser: The CCHD staff raised 1,000.00 for the car seat fund. This amount was matched by the Modern Woodmen of the World and the CCHD received \$2,000.00 for this program.

Executive Session: Curtis Brown made the motion to go into Executive Session. It was seconded by Allen Keith. Curtis Brown made the motion to come out of Executive Session. Kim Williams seconded the motion.

Other Comments: There were no other comments.

Next Board Meeting: Monday, January 13, 2014, 5:30 pm at the Cherokee County Health Department.

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

Towanna Roberts, MHS RN NEA-BC
Health Director

Dr. Carlton Van Horn
Board Chairman