

Cherokee County Health Department
Monday September 9, 2013
5:30 p.m. – Health Department Conference Room

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

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

Press: Joe Martin, The Cherokee Scout

Public Present: CB McKinnon (Cherokee County Commissioner)

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

Invocation: Dr. Ambler gave invocation

Public Comments: CB McKinnon reported on the state of mental health services in Cherokee County stating that he had served on the Smoky Mountain Mental Health board for a short period of time. Currently, the Cherokee County Commissioner's seat on the board has been lost. The Graham County seat has also been deleted. Janice Patterson from Clay County Health Department remains on the board. There will be an opportunity for each county to have a county committee and one member from that group will be allowed to serve on the overall board.

Approval of minutes: The Board reviewed the minutes. Kim Williams made the motion to accept the minutes as presented. Chris Dickey 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 the possibility of 137 applications coming this fall as there are 3 sub-divisions opening up.

Food and Lodging: Kim McClain presented the food and lodging report (see attached). She also presented a customer survey and explained the process planned for surveying customer satisfaction. Kim also presented the mandate for our agency to survey Limited Food Services Establishments (LFSEs). She will start permitting these establishments and the cost of the permit is \$75.00. There was some discussion over the need to charge these facilities. The board recommended that Kim find the most economical, legal way to accept application for and charge these facilities. Kim will check with consultant and present proposed policy if needed at next Board of Health meeting.

Clinical Report: Ronnie Harris gave the clinical report (see attachment). She also presented the Communicable Disease Report (see attached) for July 1, 2011 through June 30, 2012.

Health Director Comments:

Construction and Grants:

Construction is completed. Everything that was recommended by the architect except for the sidewalk repair at the end of the entrance building was approved. There is still a need for a sidewalk for the back entrance door before winter. Commissioner Stiles concurs but there is no money left in the contingency funds for the building. An estimate has been requested from Wells and West for the job. Signage is still needed for the privacy fence out front and the estimate for that charge is \$235.00.

Grants: The Health Dept. was awarded the Medication Assistance Grant in the amount of 57,598.00 to cover August 2013 through July 2014.

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

Lab Fees Review: Data from the lab shows a 33% increase in the last month for out of county lab test being performed.

Advertising: September advertising will focus on Flu Vaccines at \$20.00 each with a reminder that we have Pneumonia and Shingles Vaccines available also. The Cherokee Scout continues to run bi-monthly free education articles and also ran an article this month on our current Waste Water Project. The billboards remain up at the Peachtree site as well as between Andrews and Murphy at no current charge.

Electronic Health Records: No Update

Grand Re-Opening/Open House: The open house was well attended with approximately 150 attendees. Support was shown from Murphy Medical Center, Cherokee County Chamber of Commerce, The Cherokee County Commissioners and the Board of Health.

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 continues to work on the necessary documentation for the February report. We are lacking documentation in Personnel/human resources and other areas. Currently trying to obtain a private consultant to guide us in this process.

Ladies Night Out: We continue to support this community health education endeavor with staff, attendance and door prizes.

Staff Picnic: The staff picnic is planned for Friday September 13th at 5 pm at Pavilion #3 at Konnaheeta Park.

Budget Matters: To date we have had 2 Resignations and the staff was not replaced. We are advertising for a LPN at the Andrews Health Center. Bottled water has been removed from all facilities. Staff has been asked not to run heaters while the Air Conditioning is on and to turn off lights every night before leaving.

Compliance: Diane Edwards, NC Financial Consultant continues to work with us on a weekly basis. She has helped us complete the Medicaid Cost Report, Grant Reports, Monthly Time Studies and The NC WIRM reports.

Kid's Fair: The Kid's Fair will be held on Saturday September 21 from 10 am until 4 pm. The Health Department has a game planned with a Peanuts' Theme. We will provide prizes and health information.

Insurance/Credentialing: Mary Ruth Keller is working as a private consultant to help us obtain contracts and credentialing with private insurance companies.

Fundraiser for Car Seats: Another Car Seat Fundraiser will be held on October 8th at the Burger Boy. They will provide 20% of all sales to the Health Dept. Car Seat Fund which will be matched by Modern Woodmen.

Andrews Health Clinic: Requested advice toward meeting with Andrews High School and County Commissioners re Dispensing Contraceptives on School Property. Scott and Margaret Freel would like to sell their property which is adjacent to Andrews High School property for \$98,000.00.

Executive Session: Allen Keith made the motion to go into Executive Session, Dr. Ambler seconded the motion. Motion passed unanimously.

Other Comments: Curtis Brown suggested that we provide employment drug screens and CDL health exams. Both of these services are currently being offered.

Next Board Meeting: Monday, [November 4](#), 2013, 5:30 pm at the Cherokee County Health Department.

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

Cherokee County Health Department
Board of Health
July 22, 2013

Towanna Roberts, RN
Health Director

Dr. Carlton Van Horn
Board Chairman