

**Cherokee County Health Department**  
**Tuesday May 13, 2014**  
**5:30 p.m. – Health Department Conference Room**

**Members Present:** Dr. Donald Ambler, Alan Keith, Kim Williams, Curtis Brown, Chris Dockery, Dr. Carlton Van Horn, Dr. Amanda Gambil, Dr. Mark Gilbert, Dr. Holly Gutierrez

**Members Absent:** Steve Jordan, Shannon Helton, Ronald Taylor

**Staff Members Present:** Ronnie Harris, Kim McClain, Trevor Peterson, Nicky Stalcup, Sara Wilson and Towanna Roberts

**Press:** No press was present

**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 shared information about Steve Jordan resigning today from his position as Cherokee County Commissioner member of the Board of Health.

**Nomination for new Chair:** Curtis Brown and Dr. Gutierrez gave their nomination for Alan Keith as the new Board Chair. The nomination was seconded by Kim Williams and carried. Alan Keith accepted the chair. Towanna Roberts and the board thanked Dr. Van Horn for his many years of service. Dr. Van Horn left the meeting.

**Approval of minutes:** The Board reviewed the minutes. Dr. Ambler made the motion to accept the minutes with one correction of Chris Dickey's name. Kim Williams 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 activities are up with April being their best month since last October. Curtis Brown mentioned the June 14<sup>th</sup> Harshaw Road Event Sale and the potential for more business. Trevor updated everyone on the status of the Waste Water Grant being extended for an additional year. After discussion it was determined that the Health Department should try advertising this grant to the targeted population.

**Food and Lodging:** Kim McClain presented the food and lodging report (see attached). She reported that everything is going well with the TFEs. All sites have been paid for by the county. **Kim also presented the Cherokee County Health Department Environmental Health Section Fee Schedule for Services Effective October 21, 2008 for review. After much discussion, it was determined that the current fees would**

**remain in place. Kim was asked to do a survey of other county fees and present back to the board for further analysis.**

**Rabies Prevention and Control:** The report was given by Towanna in the absence of Philip Anderson (see attachment).

**Financial Reports and Bad Debt Write Off:** Nicky Stalcup presented the **Fees for all Clinical Services for review and approval of the board (see attachment). She also explained the Health Department's process for Debt Write Off and the reasons why this process has not been completed annually as required per policy (see attachment).**

**Clinical Report:** Ronnie Harris gave the clinical report (see attachment). She also informed the board that we are in the process of doing TDAP clinics for all county schools and has given 110 TDAPS in the month of May.

**Health Educator's Report:** Sara updated the board on the Cherokee County Tobacco Use Project. She also told them that a community health survey will soon be on the Cherokee County Web Site.

**Accreditation:** Our accreditation paperwork (HDSAI) is due on June 1, 2014. We continue to work on this project and plan to submit paperwork on May 30, 2014.

**Policy Review:**

Sara and Towanna discussed the following policies with the board. Alan Keith, Board Chair signed off on these administrative policies.

**Workforce**

**Policy on Policies**

**Customer Satisfaction and Community Health Improvement**

**Public Health Law**

**Staff Development**

**Health Director Comments:**

**Medicaid Cost Reimbursement:** Check received this month for \$282,937.00

**Budget Review and Acceptance:** Towanna and Nicky presented the proposed budget for fiscal year 2015. (See attached) After questions and discussion, Dr. Ambler made the motion to accept the budget proposal as presented. This motion was seconded by Dr. Gilbert and carried.

**Budget Hearing Dates:** The health department is scheduled for a budget hearing tomorrow, Wednesday May 14, 2014 at 10 am at the court house. All board members were invited to attend. Kim Williams asked if the health department was able to accept credit cards yet. CB McKinnon replied that this is in process and the first county entity to start using them was the Pool. The health department is scheduled to be the next county entity to accept credit cards.

**Cherokee County Transportation Committee:** Updates from committee meetings attended by Towanna Roberts were shared. The Transportation program has received a grant to purchase software which will allow them to keep up with where all vehicles are and dispatch in a more efficient way. They will also be participating in the Appalachian Health Care project by providing transportation to the sites at a discounted price of \$5.00.

**Nurses Week:** The health department celebrated our nurses with a cake and ice cream social and a small gift for each last week.

**Rabies Clinic:** The county rabies clinic is planned for Saturday May 17<sup>th</sup> at several locations (See Attachment).

**Cross County Race Event:** The Compound in Andrews will be holding an event on Saturday May 17<sup>th</sup>. Dennis Curz, PA will be helping by providing First Aid as needed.

**Walk for Children:** The Cherokee County DSS will be holding this event on May 31, 2014. The health department has a team. Everyone was invited to participate. (See attachment).

**Executive Session:** Curtis Brown made the motion to come out of executive session, seconded by Kim Williams and approved.

**Other Comments:** The need to elect a vice-chair was noted. Chris Dickey nominated Curtis Brown, seconded by Dr. Gilbert, motion carried. Curtis Brown is the new vice-chair.

It was also noted that in the past the BOH has given a written recommendation to the Board of Commissioners for reappointment of that person to the BOH if applicable. This practice will continue. Alan Keith will make a recommendation for Chris Dickey before the next Board of Commissioners meeting.

Being no further business the meeting was adjourned at 8:00 p.m.

**Next Board Meeting:** Monday July 14, 5:30 pm at the Cherokee County Health Department.

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Towanna Roberts, RN  
Health Director

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Alan Keith  
Board Chairman