

Cherokee County Health Department Board of Health Meeting Minutes
Monday March 10, 2014
5:30 p.m. – Health Department Conference Room

Members Present: Kim Williams, Curtis Brown, Chris Dickey, Holly Gutierrez, OD, Mark Gilbert, MD, Don Ambler, DDS and Dr. Carlton Van Horn

Members Absent: Steve Jordan, Ron Taylor, Alan Keith, and Shannon Helton

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

Press: None

Public Present: Amanda Kirl, BSN RN (Master's Student from WCU working with Towanna this semester)

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

Invocation: Don Ambler gave invocation

Public Comments: None

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

Environmental Health Reports:

On-Site: Towanna Roberts presented the report attached in Trevor Peterson's absence. The board noted that services were trending back up and Curtis Brown added that a large track of land will be up for sale at the end of the May on Harshaw Road.

Food and Lodging: Kim McClain presented the food and lodging report (see attached). She also reported that all of the Recreation departments and schools are on board with required inspections.

Rabies, Animals and Emergency Preparedness Report: Towanna Roberts shared Philip Anderson's report in his absence (see attached). Dr. VanHorn brought the group up to date on the effectiveness of the bate drop program.

Clinical Report: Ronnie Harris gave the clinical report (see attachment). Ronnie pointed out that some productivity numbers have risen at the Andrews site while declining at the Murphy site. Some of this is thought to be related to the sharing of a mid level provider at both sites.

Financial Report: Nicky Stalcup gave the year to date revenue report. She noted the areas where we are at the projected rate of 75% and more as well as the many areas where we are under 75% the budget projections for the current year budget were highly over projected in

certain areas i.e. Medicare projected at \$42,000.00. The only Medicare service we have been able to bill for is flu vaccines at \$20.00 each for total revenue of 2,645.006. Nicky is currently working with our state consultant, Diane Edwards on budget projections. The goal is to have a more realistic budget projection for the coming year.

Health Educator's Report:

Sara reviewed the CHIP. After discussion, Curtis Brown motion approval of the CHIP as presented. Dr. Mark Gilbert seconded and the motion was approved.

Strategic Plan 2013-2014 The Strategic Plan which was distributed to the BOH at the last BOH meeting was reviewed. Dr. Mark Gilbert made the motion to accept the plan. Curtis Brown seconded and the motion was approved.

Cherokee County Tobacco Use Update: Sara updated the BOH on the recent presentation to the BOC and the vote to make the courthouse steps and sidewalk tobacco free. She also reported that the BOC meeting scheduled for March 17, 2014 will be a time for public comments on the proposed no tobacco use at all county buildings. BOH members were asked to make public comment to the BOC. After discussion regarding a formal written communication to the Board of Commissioners, Curtis Brown made a motion to strongly support the need for a tobacco free ordinance in Cherokee County. The motion was seconded by Dr. Mark Gilbert. The motion was unanimously approved.

Health Department Salary Performa: Towanna introduced Amanda Kirl, BNS RN. Amanda is a student at Western Carolina University working toward a Master's Degree in Nursing Administration and is spending the semester at CCHD with Towanna as her mentor. Amanda and Towanna have been working on research toward a comparison of CCHD salaries with other NC health department salaries and national salaries. Towanna prefaced Amanda's presentation by stating that our staff is very much below the market ranges for salaries. Our two health educators with a job requirement of a 4 year degree and a national certification are the lowest paid health educators in the state of NC with a salary of \$27,408.00. Amanda presented rates and graphs showing how Cherokee county compares with others (see attached). Towanna also noted that our RNs are below state, national and local counties. Towanna plans to use this information to propose an increase in scale for CCHD staff. Curtis Brown requested some additional comparison with other counties in the state similar in our size as well as the ones already completed in our job market area.

Health Director Comments:

New Mid-Level Provider: Towanna introduced Dennis Curz, PA-C as the new mid-level provider at the Andrews site. Dennis shares his background information as well as his hopes for the Andrews clinic with the board.

Commissioner Concern: Towanna reported that she checked with Wells and West on purchasing a speaker for one of the clinical windows. The cost of the speaker is 698.99. The speaker would increase the chance of a HIPAA violation as others in the lobby would be able to hear what the clerk says to the patient. In an effort to resolve this issue, clerical staff have moved down one window and are no longer utilizing the first window. Janet reports that this is working

much better for her and she believes it has enhanced communication for the patients. Towanna will report this change to Mr. McKinnon.

Construction and Grants Update:

Wells and West completed the outside awning and sidewalk on February 14, 2014

Insurance Credentialing:

- Med Cost
- Crescent
- Blue Cross Blue Shield
- Medicaid

Operating Procedures: The operating procedure for the board was reviewed. Curtis Brown made the motion to accept the operating procedure as presented with the correction of on typo on page 1 (spelling of committee). Don Ambler seconded the motion and the motion was approved.

BOH Guidebook for 2014:

The guidebook was reviewed. Don Ambler made the motion to approve the guidebook as presented. Curtis Brown seconded the motion and the motion was approved.

Approval of Community Committee Representative:

Towanna Roberts, Health Director currently serves on the Cherokee County Community Alternatives Program (CAP) Advisory Committee and the Cherokee County Transportation Advisory Committee. . She has served on the CAP board in other capacities since it's' inception in 1995.

Don Ambler made the motion that the health director is the best representative from the Board of Health to serve on these committees since she has served them for many years and is familiar with these programs. Kim Williams seconded the motion and the motion was approved.

Immunizations of Health Care Providers Policy:

Ronnie presented a new policy titled Immunizations of Health Care Providers. A copy of this policy was sent electronically in the board packets. Dr. VanHorn has already made some revisions. After discussion, Curtis Brown made the motion to approve the policy with one typo correction on page 3. Dr. Mark Gilberts seconded and the motion carried.

Appalachian Care Mission: The Appalachian Care Mission will be held the first two weeks in June. I will be the clinical coordinator for the Andrews care site. Sara, Breeze, Dennis and 1 RN will be working there daily.

Budget Process The annual budget process is underway. Towanna requested the BOC to provide \$s to cover the pharmacy contract with Parker's for the last 3 years, 7,500.00 was approved.

Onsite Training for the BOH: Onsite training will be held on March 27, 2014 at 5:30 pm at the Health Department. Dr. Ambler noted with apologies that he will be unable to attend due to a prior work commitment.

Executive Session: There was no need for an executive session.

Other Comments:

Board Member Term: Some board members terms will be up this year including Dr. VanHorn, Kim Williams, Dr. Mark Gilbert and Chris Dickey. Towanna requested those interested in continuing to serve give their intent to Maria Hass or her in writing as soon as possible.

Dr. VanHorn noted that he will not be eligible to serve again and there will be a need for a committee to nominate a new chair for the board. Curtis Brown and Holly Gutierrez agreed to serve on the appointment committee.

NEXT Meeting: Monday May 12, 2014

With no further business, Curtis Brown made the motion to adjourn the meeting, Dr. Don Ambler seconded the motion; it passed unanimously.

Towanna Roberts, MHS RN NEA-BC
Health Director

Dr. Carlton Van Horn
Board Chairman