

Cherokee County Health Department BOH Meeting Minutes
Tuesday September 8, 2014
5:30 p.m. – Health Department Conference Room

Members Present: Dr. Donald Ambler, Alan Keith, Curtis Brown, Chris Dickey , Steve Jordan, Dr. Amanda Gambil, Dr. Mark Gilbert, Dr. Heather Gutierrez, Shannon Helton, and Audrey Hughes

Absent: Ron Taylor

Staff Members Present: Nicky Stalcup, Sara Wilson and Towanna Roberts

Press: No one from the press was present

Public Present: CB McKinnon (Cherokee County Commissioner) and Gail Crawford, RN and Master's Program Student working with Towanna Roberts

Meeting Call to Order: Chairman Alan Keith called the meeting to order

Invocation: Heather Gutierrez gave the invocation

Public Comments: There were no public comments

Approval of minutes: The Board reviewed the minutes. Curtis Brown made the motion to accept the minutes. Dr. Ambler seconded and the motion passed unanimously.

Environmental Health Reports:

On-Site: Towanna Roberts shared the Environmental Health Reports in the absence of Trevor Peterson. See attached. She also shared a study which Environmental has completed comparing charges of adjoining counties' fees. Some discussion followed related to charges including the fact that some counties charge for repairs while Cherokee county does not. This study was done in response to the Board of Commissioner's request to review fees. Towanna shared with the group that the budget for the year has been approved based on current fees. If fees are to be changed the optimal time would be at the beginning of the next budget year. The board requested that Trevor continue this survey/comparison with the other counties that the Cherokee county manager typically uses for comparison and report back to the board after he returns from his paternity leave.

Food and Lodging: Towanna Roberts shared the Food and Lodging Reports in the absence of Kim McLain. See attached. Dr. Ambler asked what the Compliance Percentages meant. Towanna was not able to answer that question but will check with Kim for the answer.

Rabies Prevention and Control: Towanna Roberts shared the report (see attached) in the absence of Philip Anderson.

Clinical Report: Towanna Roberts gave the clinical report in the absence of a clinical supervisor. She announced Pansy Sudderth and Ronnie Harris's retirement. Laurel Marshall RN has been hired as the new Immunization Nurse. Resignations have also been received from Kim McPherson, RN and Diane McClain, LPN.

Financial Report: Nicky Stalcup gave the financial report. She presented the patient aged receivables report (see attached) and requested to write off \$38,827.05 or 4% of the total charges for 2010-2014. After discussion and questions, Mark Gilbert made the motion to write off the amount of \$38,827.05. The motion was seconded by Curtis Brown and the motion carried.

Health Director Comments:

Accreditation: Our Accreditation survey begins tomorrow, September 9th and last through September 11th. Alan Keith and Dr. Ambler will be interviewed by the surveyors on day 2 regarding the Board of Health benchmarks.

Change in Fee Approval: The state is now charging local health departments \$65.00 for the materials needed to complete an Inorganic Panel for water testing. In addition to this cost, it cost approximately \$5.00 for each sample for courier fees. This makes the cost \$70.00 before any staff fee and indirect fees are included. Curtis Brown made the motion to charge \$85.00 for each Inorganic Panel. The motion was seconded by Shannon Helton. The motion carried. The charge for Inorganic Water Panel was raised from \$20.00 to 85.00.

MMC Refund: The health department received a check in the amount of \$ 2,400.00 from Murphy Medical Center. This amount was paid by the health department several years ago for a delivery of a child who was not born at MMC. Mary Ruth Keller who has been doing some consulting work for the health department found this error and pursued obtaining the refund for the health department.

Grant Dollars for Project Lazarus: The health department has received a grant in the amount of \$2,500.00 to help Project Lazarus with their mission to decrease the use/abuse of prescription medications in Cherokee County. We have been and will continue to work in collaboration with Project Lazarus. Sara Wilson represents the health department on the Consortium. She gave an in-depth explanation of Project Lazarus to the board.

Executive Session: Alan Keith made the motion to go into Executive Session. Second was made by Curtis Brown. Employee issues were discussed. Executive Session ended and the meeting resumed.

Other Comments: Towanna informed the board that with no mid-level provider full time at the Andrews Health Center, the number of services being provided there are very limited. For instance one day there were only 7 patients seen all day and 5 of those were seen before 9 am. She reminded the board that the county commissioners did not approve the \$70,000.00 salary in the budget for a mid level provider at Andrews. This means that the mid-level provider from Murphy is now working 3 days a week in Murphy and 2 days in Andrews. The only other services offered in Andrews are WIC and Laboratory on Wednesday. On Monday and Friday, the Andrews office is open but there are no clinicians on staff. The dilemma is whether or not to fill the open position for an LPN replace that position with a lab person or not hire anyone at all. Much discussion followed. Dr. Gilbert would still like to see the health department provide primary care services since so many people in our county do not have a primary care provider. The question of "How can we salvage the Andrew's Clinic was raised? An ad in the Andrews Journal was suggested as well as flyers being placed in church bulletins and sent home with students. Sara will follow up on advertising and flyers. Alan Keith appointed a sub-committee of Mark Gilbert, Audrey Hughes and Towanna Roberts to study the possibility of providing primary care in the Cherokee County Health Departments by looking for a reasonable model that other counties are providing. Steve Jordan commented that he would like for this to come up before the county commissioners again before he finishes his term.

Next Meeting: The next meeting will be Monday November 10, 2014 at 5:30 pm

Adjournment: Being no further business, Curtis Brown made the motion to adjourn the meeting. Dr. Ambler seconded the motion. Motion passed unanimously.

Towanna Roberts, RN
Health Director

Alan Keith
Board Chairman