

Cherokee County Health Department BOH Meeting Minutes
Monday January 12 2015
5:30 p.m. – Health Department Conference Room

Members Present: Alan Keith, Curtis Brown, Mike Davis, Dr. Don Ambler, Dr. Holly Gutierrez John Hyer, and CB McKinnon

Absent: Dr. Mark Gilbert, Chris Dickey, Dr. Amanda Gambil, Audrey Hughes

Staff Members Present: Nicky Stalcup, Kim McLain, Philip Anderson, Trevor Peterson, Maria Ward, Gail Hodge, Sara Wilson and Towanna Roberts

Press: No press was present

Public Present: No public was present

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

Invocation: Dr. Don Ambler gave the invocation

Public Comments: No public comment

Introduction and Swearing In of New Member: CB McKinnon, Cherokee County Commissioner was sworn in as a Board of Health Member by Scott Lindsey, Cherokee County Attorney. John Hyer, Pharmacist/Owner King's Pharmacy was sworn in as a Board of Health Member by Scott Lindsey, Cherokee County Attorney.

Approval of minutes: Members reviewed the minutes from the November meeting. Two errors were noted by Mike Davis. A name error was also noted by Holly Gutierrez. Errors were noted and will be corrected by Towanna Roberts. Motion made by Mike Davis and seconded by Curtis Brown to accept minutes as corrected.

Environmental Health Reports:

On-Site: Trevor Peterson gave the Environmental Health Reports including Backlog of Applications, 2014-2015 On Site Activities, On Site and Well Productivity, County Contribution vs. Fee Revenue, On-Site Water Protection Activity Reports by County, County Population Comparison vs Environmental Health Employees, and NC Dept of Health and Human Services DPH On-Site Water Protection Branch clarification of Construction Authorizations and Improvement Permits (see attached). Discussion of all reports, possibility of changing fees for services, 11% County Contributions to Environmental Health Services, and request to change Construction Authorizations and Improvement Permit Laws.

Food and Lodging: Kim McLean gave the Food and Lodging reports (see attached). Kim also reported that she is currently reviewing the plans for the Casino food and drink sections and the hotel. She reported that there is one shared kitchen with two Bars, and a food

court consisting of Papa John's, Earl of Sandwich, Nathan's Hot Dogs, Panda Express, and an employee dining area. Additionally, the hotel is under review. The question of our jurisdiction on Indian-owned property was raised. Kim explained that the Cherokee County Health Department together with the health departments in Graham, Swain, Jackson and Haywood counties, and the state health director have a contract/MOU to provide environmental services on the Eastern Band of Cherokee Indian's property in our counties. This document was initiated and signed several years ago by Jim Higgins, former health director. CB McKinnon questioned the rates charged for these services. The same state-mandated Environmental Health fees are charged on Indian property as well as on all other property in Cherokee County. CB McKinnon requested a copy of the MOU. Towanna will forward a copy to him.

Rabies Prevention and Control: Philip Anderson gave the Rabies Prevention and Control Report (see attached). He stressed that dog and cat bite incidents are up from last year.

Clinical Report: Maria Ward, RN introduced herself as the new clinical supervisor. She gave the report of services provided (see attached). She was welcomed aboard by Alan Keith.

Financial Report: Nicky Stalcup gave the financial report including our year-to-date budget. She also mentioned the new law requiring Menactra vaccines for all rising 7th graders in the county. We will need to request additional funding from the commissioners. We are planning with the school to administer these vaccines in April and May at the same time we give TDAP vaccines. We will be reimbursed for these vaccines by private insurances. The state will provide for Medicaid and uninsured children. Our cost is anticipated to be \$118.00 wholesale. There are 250 students. We are projecting to purchase 150 private vaccines. We will also need to request extra funding for purchasing more TDAP vaccines. Numerous questions and clarifications were asked. Clinical staff and Nicky answered these questions. Health Dept. staff will also do a cost study and look at proposing a new cost for the Menactra vaccine. A long discussion followed re: ability to use state vaccines, purchasing from a local pharmacy and other options for reduced pricing. Additional explanations regarding MD offices providing vaccines, qualifications to receive free vaccines if not insured and underinsured.

Health Educator Comments: Sara Wilson gave a brief update on the Health Department's 2013-2014 Strategic Plan. She shared the progress on the Strategic Action Programs in the three Priority Areas selected, which include: Healthy Eating/Active Living, Tobacco Use, and Chronic Disease. The programs described included increasing access to safe places to be physically active, increasing access to healthy foods, decreasing exposure to second-hand smoke and increasing health literacy. Sara noted that many of these plans had been delayed because of decreased or eliminated funding from a major partner on the projects, but that there were plans to revise the works and, hopefully, continue on a smaller scale. She is planning on tackling tobacco policy once again in the county this spring and working to make Cherokee County a healthier work environment.

Health Director Comments:

Accreditation: Towanna and Sara sat before the NC Board of Health Accreditation on December 12, 2014, in Raleigh, NC. Numerous questions pertaining to the standards that were not met were asked and answered by Towanna. She also reported how Cherokee County Health Department plans to keep the standards up during the next three years.

Ebola Preparedness: There have been no recent activities. State conference calls have moved to monthly as opposed to weekly. Cherokee County's plan remains in place if needed.

New BOH Member Orientations: Will talk with new members to set up a time.

Flu Update: Towanna reported the recent flu outbreak in Cherokee County schools and the need to close the Andrews Schools. This decision was jointly made by the health director and the school superintendent. The flu strain this year is mutated, and the vaccine is not covering. Flu testing is not showing positive. The health department had ten absent employees on December 29 and 30, eight absent employees on December 31, and six absent employees on January 2.

School Based Health Centers: Our grant team has completed the grant application for state funding for both health centers. We requested \$60,000.00 for both centers. Health department staff has also met with school officials to work toward solving issues and providing the school nurse office space in the Andrews Center. The school nurse will also be available to work with any students who present to the center.

Andrews School Based Center: Cherokee county has contributed 47% year-to-date for expenditures. During the last fiscal year, the county contributed 4.6%. The difference is attributed to not having received grant funds from KB Reynolds this year. Towanna is talking with Kate B. Reynolds to obtain the remaining funding not utilized from this grant for the current year. The Case Management grant was awarded and will supplement the clerk's salary.

Cherokee County Transportation Committee Report: Towanna reported from the Cherokee County Transportation Committee meeting on December 17, 2014. The staff has worked toward an efficiency goal which they have met by combining some trips and being able to notify the drivers of add-on pickups. They rotate drivers to keep them all competent in driving all routes. In November they had the most rides for the year. The good month was reached with the many trips that were made at the Folk School's Fall Festival. This high was followed by the lowest number of rides in November. This low number represents their improvement in efficiency.

Fee Change Request: Towanna requested a fee change for Inorganic Chemistry water testing related to the new state charge for supplies to us of \$65.00 for the water testing kit. Additionally, Inorganic Chemistry cost is now \$65.00 for chemical analysis and \$25.00 for Nitrate/Nitrite. Organic Chemistry test cost to us has increased to \$74.00. In-house cost for these tests is \$19.50

each. Towanna asked to increase the fees by \$20.00 each in order to cover the cost of the test. After discussion, Alan Keith made the motion to increase the fee as requested the motion was seconded by Curtis Brown and approved. The fees are now as follows:

Inorganic Chemistry

Chemical Analysis	\$85.00
Nitrate/Nitrite	\$45.00

Organic Chemistry

Pesticides	\$94.00
Petroleum	\$94.00
Volatile Organic Chemicals	\$74.00

Credit Cards: The machines were received before Christmas. Training for staff was postponed and is re-scheduled for next week. Dr. Ambler shared that he presented using credit cards at the health department 4 years ago.

New State Immunization Requirements: In May, 2014, NC Commission for Public Health approved new vaccine requirements and changes to NC Administrative Code 10A NCAC41A.0401 Dosage and Age Requirements for Immunization. This new requirement is effective on July 1, 2015. We were notified of this new requirement on July 21, 2014. New requirements will be applied to the following immunizations: Pneumococcal conjugate vaccine, Meningococcal conjugate vaccine, Polio vaccine, Varicella vaccine, Tetanus, diphtheria, and Pertussis (whooping cough) TDAP. The impact of these requirements include all students must have one dose of Meningococcal conjugate vaccine before entering the 7th grade or by 12 years of age. This vaccine must be followed by a booster dose before entering the 12th grade beginning in 2020. Cherokee County Schools have 242 students scheduled to enter the 7th grade in the fall of 2015. Meningococcal conjugate vaccines will cost CCHD \$108.58 each. We have estimated private pay students who need the vaccine. The estimated cost of the vaccine is 16,287.00. We will be reimbursed for these private pay vaccines. This was not included in the budget, and we will have to make a request for the additional funding.

Staff Update: Our staff worked with The Salvation Army again this year to provide Thanksgiving dinners and Christmas gifts for 165 families in Cherokee County. Some employees also participated in volunteering to ring the bell for The Salvation Army. We also sponsored a child from the Angel Tree. Janet Barton worked with The Murphy First Baptist Church to raise money for the Shop with a Cop Program.

Executive Session: No need for an Executive Session

Other Comments:

- Alan Keith shared information with the board regarding the need for Health Department employees' salaries to be raised.

- CB McKinnon explained his reasons for wanting to serve on the Board of Health.
- Alan Keith informed the board of Roy Dickey being appointed as a Cherokee County Commissioner. He is also the Cherokee County Maintenance Manager.
- Alan Keith and CB McKinnon told the board about the new employee policy for Cherokee County. Dr. Ambler interjected the board's goal of keeping politics out of the board. Towanna will email board members a copy of the new policy as soon as it is sent out to the department heads.
- Dr. Ambler questioned the absence of the press.

Being no further business, Dr. Ambler made the motion to adjourn, seconded by Curtis Brown. Alan Keith dismissed the group at 8:50 pm.

Next Board Meeting: The next board meeting will be held on Monday March 9th at 5:30 pm at the Murphy Health Department Conference Room.

Towanna Roberts, RN
Health Director

Alan Keith
Board Chairman