

Cherokee County Health Department BOH Meeting Minutes
Monday March 9, 2015
5:30 p.m. – Health Department Conference Room

Members Present: Alan Keith, Curtis Brown, Mike Davis, Dr. Amanda Gambill, Chris Dickey, Audrey Hughes, and CB McKinnon

Absent: Dr. Mark Gilbert, John Hyer, Holly Gutierrez and Dr. Don Ambler

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

Press: No press was present

Public Present: No public was present

Public Comment: None

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

Invocation: Commissioner C B McKinnon gave the invocation

Public Comments: No public comment

Approval of minutes: Members reviewed the minutes from the January meeting. Two errors were noted by Alan Keith. A name error for Holly Gutierrez was 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 Report. See attachment. Some discussion followed regarding the need to increase some charges and decrease some charges. CB McKinnon recommended that this be tabled for now. He suggested no increase or decrease in charges at this time.

Food and Lodging:

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.

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Financial Report: Nicky Stalcup presented the budget proposal that will be turned into the county office next Monday. Mike Davis moved to accept the budget as is. Amanda Gambil seconded and the motion was approved.

Health Educator Comments: Sara Wilson gave an overview of the SOTCH and likened the document to a strategic plan. After questions and discussion, Curtis Brown made the motion to approve the document. This motion was seconded by Mike Davis and the motion carried.

Health Director Comments:

Ebola Preparedness: The Cherokee County Health Department has been monitoring a man and his wife who may have been exposed to EBOLA. This was only for a short period of time as they were traveling and traveled on to another state.

New BOH Member Orientations: Towanna asked if new members would prefer orientation during the day or evening. The majority preferred day with a preference of Thursday or Friday suggested.

School Based Health Centers: We were awarded the grant for both school based health centers. The total amount was \$91,104.00 with \$45,552.00 going to each 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 contributed to no grant funds received 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.

Fee Change Request: Towanna requested a fee change for immunizations. All immunizations and their cost have been analyzed and the proposed prices are attached. After review and discussion, Mike Davis made the motion to accept the new fees as proposed. Curtis Brown seconded and the motion was carried.

Credit Cards: From the time credit card training was held in mid-March to date, we have run \$4,588.00 charges through the system.

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

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State Immunization Requirements Projected Cost: The projected cost of the Menectra immunization is \$16,287.00. We plan to purchase 150 vaccines for private pay and 100 state vaccines. The projected revenue from this project is 16,287.00. This request will be taken to the Cherokee County Commissioners at their next scheduled meeting.

Policy Approval:

State of Vehicles: Out of the 11 vehicles that are assigned to the health department, we only have one (2014) that can be taken out of town related to poor working order. The Trail Blazer has had more than \$1,200.00 work done this year to date. We planned to park the Taurus station wagon at the end of the last fiscal year, but WIC continues to drive it back and forth to Andrews. The other problem we have is the fact that only 3 vehicles can carry more than 2 people. The small Ford Ranger Trucks are not conducive to our needs. Usually 2 to 4 or 5 people will go on an out of town trip together. It does not make sense nor is it a good use of county taxpayer dollars for them to have to drive 2 trucks. Our budget proposal requests the purchase of 3 new vehicles' I plan to propose to give the County 3 Ford Ranger Trucks and 1 Taurus Station Wagon that can possibly be used by another department or sold.

Executive Session: No need for an Executive Session

Other Comments: Alan Keith informed the Board that Towanna was performing a salary study comparing Health Department employee's salaries in western North Carolina. Towanna and Alan will be meeting with the county manager, human resources director, finance director and commissioners to discuss the findings in an effort to improve lower salaries at the Cherokee County Health Department. Even though there is a "Salary Freeze" in effect due to tight budget, the Board will maintain their position that compensation, salary or otherwise, is imperative to assure personnel quality and retention.

Being no further business, Chris Dickey made the motion to adjourn, seconded by Mike Davis. Alan Keith dismissed the group at 7:20 pm.

Next Board Meeting: The next board meeting will be held on Monday May 11th at 5:30 pm at the Murphy Health Department Conference Room.

Towanna Roberts, RN
Health Director

Alan Keith
Board Chairman