

Cherokee County Health Department BOH Meeting Minutes
Monday November 10, 2014
5:30 p.m. – Health Department Conference Room

Members Present: Alan Keith, Curtis Brown, Chris Dickey, Dr. Amanda Gambil, Ron Taylor, Audrey Hughes, Mike Davis

Absent: Dr. Don Ambler, Dr. Mark Gilbert, Dr. Holly Gutierrez and Steve Jordan

Staff Members Present: Nicky Stalcup, Kim McLean, Philip Anderson, Trevor Peterson and Towanna Roberts

Press: No press was present

Public Present: CB McKinnon (Cherokee County Commissioner), Scott Lindsey, Cherokee County Attorney

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

Invocation: Commissioner McKinnon gave the invocation

Public Comments: Commissioner McKinnon told the board that in all probability he will become the official Board of Commissioner Representative on the Board of Health after either the 1st or 2nd Commissioner meeting in December.

Introduction and Swearing In of New Member: Scott Lindsey swore Mike Davis in as the newest BOH member. Alan Keith welcomed him to the board. Mr. Davis told the board that he is here because he wants to be here to serve. He said “I have no political agenda”. Mr. Davis also shared that he is a retired lawyer and CPA and that he wanted to move to Cherokee County.

Approval of minutes: Towanna Roberts read the minutes as request by Alan Keith. Two errors were noted; one being a name correction in the attendance and the other typographical. Amanda Gambil made the motion to accept the minutes with corrections as noted. Curtis Brown seconded and the motion passed unanimously.

Environmental Health Reports:

On-Site: Trevor Peterson gave the Environmental Health On-Site Reports (see attached). Some discussion followed regarding fixed and unfixed cost, the request for a comparison of permits in Cherokee and other comparable counties from Commissioner Steve Jordan. Commissioner McKinnon recommended the time to present possible price changes will be at the time of the official budget approval. Trevor and Towanna will prepare further information regarding the amount which the county is subsidizing Environmental Health and the amounts which other counties are subsidizing i.e. Swain and Haywood Counties.

Food and Lodging: Kim McLean gave the Food and Lodging reports (see attached).

Rabies Prevention and Control: Philip Anderson gave the Rabies Prevention and Control Report (see attached). He also informed the board of the new state requirements for an RN to follow up with each dog bite victim regarding PEP.

Clinical Report: Towanna Roberts gave the clinical report (see attachment) in the absence of Maria Ward, RN Clinical Supervisor.

Financial Report: Towanna Roberts gave the financial report in the absence of Nicky Stalcup. Additional Funding for Immunizations from the state have been awarded to CCHD. These funds are to be used to enhance education and increase immunization compliance.

Health Director Comments:

Accreditation: Visit completed. The recommendation by the survey team was for Full Accreditation. (See attachment). One hundred twenty eight of 138 standards were met. The Accreditation team also made several recommendations for performance improvement.

Ebola Preparedness: The health department has participated with MMC to prepare staff for donning and doffing PPE. Additionally, all providers are meeting weekly at the Health Department to listen to information provided by the state. The health department has completed 4 table top scenario. The county including MMC has also completed a table top exercise. Trainings for health department staff to trace Ebola patients have been completed. The health department has a plan and a policy to provide for an Ebola or potential Ebola patient if necessary. The Emergency Response trailer has been parked in the employee parking lot and will be utilized if necessary.

New BOH Member Orientations: New BOH Member Orientation is required to be completed within one year of appointment to the Board of Health by all new members. Currently, Audrey Hughes, Dr. Gambil, Mr. Mike Davis, and the pharmacist member (October 2014) need to complete orientation. In addition, the newly appointed (December 2014) Board of Commissioner Representative will need orientation. As soon as the last two appointments due in 2014 are made, Towanna will arrange for an orientation session.

Application for Funds for Case Management: We have applied for funding to provide case management services to uninsured patients who need help in obtaining whatever services are available to help them with problems like no primary physician, diabetes services, hypertension problems, weight reduction and healthy living. These funds are provided by Health Net of NC. If funding is obtained, Julie Weaver, Clerk at Andrews will be trained to provide these services. This will help to offset some of her salary.

CAP Advisory Board Information: The CAP Advisory Board met in November. The program currently has 136 Allocations with 133 allocations filled. The program is having lots of issues with approvals of patients because of billing related to the state's new billing system. They also have seven (7) CAP-C clients.

Hiwassee Dam Health Center Responsibility/Billing: The Cherokee County Health Department is responsible for everything that is done at the Hiwassee Dam Health Center because the Cherokee County Health Department is the sponsoring agency for the Hiwassee Dam Health Center. The practice there has been to charge cash patients \$30.00 and bill Medicaid patients the usual and customary payment from Medicaid. This is not consistent with Medicaid Billing Requirements. The state has been notified of this error. Actions have been taken to cease this practice immediately at both School Based Health Centers.

BOH Sub-Committee Report: Towanna reported on behalf of the BOH Sub-Committee (see attachment). Much discussion followed. Several members including, Alan Keith, Ron Taylor and Commissioner CB McKinnon noted that the original reason for the school based health center being located on school property was in order for the school nurse to work out of that facility. Audrey noted that the school nurse hours in Andrews require the one nurse to cover all three schools. Towanna will follow up with the school to check on the possibility of the school nurse in Andrews providing nursing services at the center.

Executive Session: Curtis Brown made the motion to go into Executive Session. Motion seconded by Ron Taylor. After discussion regarding employee changes, Curtis Brown made the motion to end Executive session. The motion was seconded by Amanda Gambil and approved.

Other Comments: Commissioner McKinnon informed the board of a proposed change in the Cherokee County personnel policy. He noted that the BOC will most likely approve these changes in December 2014. He asked that the board consider adopting this policy for the health department. Alan Keith requested Towanna send a copy of these changes to all board members.

Next Board Meeting: The next BOH meeting is scheduled for Monday January 12, 2015 at the Murphy Health Department Conference Room.

With no further business, Alan Keith announced "At 7:45 pm, we are adjourned". All agreed.

Towanna Roberts, RN
Health Director

Dr. Carlton Van Horn
Board Chairman