

**Cherokee County Health Department BOH Meeting Minutes**  
**Monday September 12, 2016**  
**6:30 p.m. – Health Department Conference Room**

**Members Present:** Curtis Brown, Dr. Amanda Gambill, John Hyer, Brett Nourrcier, Lisa Williams, RN, and Dr. Holly Gutierrez

**Absent:** Chris Dickey and CB McKinnon

**Public Present:** Dwight Otwell, Cherokee Scout

**Meeting Call to Order:** Chairman Curtis Brown called the meeting to order.

**Invocation:** Lisa Williams gave the invocation.

**Public Comments:** None

**Chairman Comments:** Chairman Brown updated the Board on the settlement agreement between Cherokee County and former Health Director Towanna Roberts. Chairman Brown expressed concern over the lack of guidance around procedural requirements that are necessary to be followed under the State Personnel Act, which are the primary issues considered by the County and legal counsel when agreeing to settle the matter. Chairman Brown expressed concern over this and that these issues should largely be avoidable should adequate guidance be provided.

**Approval of:**

- a) **Approval of minutes:** Members reviewed and approved the minutes for the June 13, 2016 and July 11, 2016 meetings. Holly Gutierrez made the motion to approve the meeting minutes Curtis Brown seconded the motion. The motion carried.
- b) **Lab Fee Schedule:** Members reviewed and discussed the proposed fees for nail samples a motion was made by Amanda Gambill seconded Lisa Williams. The motion carried.
- c) **Review of Health Directors Job Description:** This is an annual review for both accreditation and to make sure the Board is aware of the Directors responsibilities. The Board reviewed and discussed the statutory requirements of the position. John Hyer made the motion to approve the job description Holly Gutierrez seconded the motion. The motion carried.
- d) **Adoption of Board Operating Procedures:** The board reviewed the operating procedures and discussed the revision to require all board members to vote unless a conflict of interest existed. The prior version allowed Board members to not vote. John Hyer made the motion to approve the Operating Procedures Amanda Gambill seconded the motion. The motion carried.
- e) **Appointment of Clinical and Environmental Health Sub-Committees:** As part of the operating procedures the Board has established a Clinical and Environmental Health sub-committees. It was recommended that Lisa Williams, Holly Gutierrez and John Hyer be appointed to the Clinical Sub-committee and the Chris Dickey, Amanda Gambill, CB McKinnon and Brett Nourrcier be appointed to the Environmental Health sub-committee.

Lisa Williams made the motion to approve the appointments seconded by Brett Nourcier. The motion carried.

- f) **Purchase of Electronic Health Record:** The board reviewed the proposals submitted by CureMD and Patagonia Health. Discussion was had around the staff's review of these two solutions, the pricing and the reporting mechanisms that the solution will provide. Based on staff review of the systems it is recommended that CureMD be purchased. The County has already budgeted the funds that will come from State appropriations due to the abandonment of HIS and the one-time cost settlement appropriation that has to be used for clinical needs. Lisa Williams made the motion to approve the appointments seconded by John Hyer. The motion carried.
- g) **Approval of Flu Shot Fee:** The board reviewed and discussed the proposed fee of \$25 based on current market rates and cost of shots and administration a motion was made by Amanda Gambill seconded Lisa Williams. The motion carried

**Health Director Comments:**

- a) The departmental reports for Clinic, FLI and Environmental Health were provided to the Board for review. Two additional reports were an annual Rabies report and a new report that breaks down lab services separate for the Clinic reports. No questions were noted around the discussion of the productivity numbers presented.
- b) David Badger discussed the continued improvement in the working environment within the department. We discussed our efforts to create a culture of trust between all staff and an environment that supported communications at all levels of the department. David is confident that staff are truly committed to putting the past behind us and working together to create a positive work environment.
- c) David Badger reported that in the coming months we will schedule a Board orientation after we have filled some of the 3 vacancies that currently exists. It was also noted that we have lost a member of the Board of Health due to the unexpected passing of Mike Davis which currently leaves three vacancies on the Board of Health.

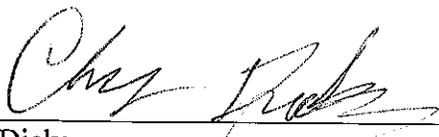
**Executive Session:** None

**Other Comments:** None

**Next Board Meeting:** The next board meeting will be held on November 14, 2016 at 6:30 pm at the Cherokee County Health Department Conference Room.

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David Badger  
Health Director, Clerk to the Board



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Chris Dickey  
Board Chairman