

**Cherokee County Health Department BOH Meeting Minutes**  
**Monday July 11, 2016**  
**6:30 p.m. – Health Department Conference Room**

**Members Present:** Curtis Brown, Dr. Amanda Gambill, John Hyer, Brett Nourrcier, Chris Dickey, CB McKinnon, and Lisa Williams, RN

**Absent:** Mike Davis and Dr. Holly Gutierrez

**Public Present:** No public present

**Public Comment:** None

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

**Invocation:** CB McKinnon gave the invocation.

**Approval of minutes:** Members reviewed and approved the minutes for the March 28, 2016, April 11, 2016 and May 9, 2016 meetings. The June 13, 2016 meeting minutes were not approved pending further review and documentation. Chris Dickey made the motion to approve the minutes with the noted deferral on approval of the June 13, 2016 meeting minutes. CB McKinnon seconded the motion. The motion carried.

**Health Director Comments:**

- a) The departmental reports for Clinic, FLI and Environmental Health were provided to the Board for review. David Badger commented on the manageable growth for Environmental Health permitting and that all programs have maintained services levels and are functioning well.
- b) David Badger reported that beginning August 1, 2016 the lab will reopen at 7AM to provide better access for consumers before typical working hours.

**Policy Amendments Approval:** Amendment's to The Children at the Workplace Policy were presented for approval.

(See policy attached). The amendments were presented to relax the policy adopted on November 10, 2015 that made it unacceptable to bring children into the workplace. The amended policy allows for children in the work place between the hour of 0700-0800 and hours after 1700 to accommodate working parents and the demands of the workplace. The policy requires that all children must remain under their parent's supervision and stay in their parent's personal office or the public conference room and under no circumstances are children to be allowed into areas that contain Medical information or general client areas. A motion to approve the proposed policy changes as presented was made by CB McKinnon and Seconded by Curtis Brown. The motion carried.

- c) David Badger gave an update on his first week on the job and his assessment that we have a good working group of employees that are dedicated to providing services to the

community. A few notable items that need to be addressed in the near future are the implementation of an Electronic Medical Record (EMR) which staff will be setting up meetings with vendors to get pricing and move forward with implementation in advance of the 2017 deadline. An EMR should provide for more efficient utilization of staff time, enhanced reporting both internally and externally and enhanced cash flows due to electronic billing as opposed to paper charting and claims.

We also discussed the goal to become more community oriented with staff looking for ways to deliver services in new and different ways. The health department wants to seek ways to develop community connections and generate positive public relations through our daily work habits.

Finally we discussed the increase in Hepatitis C cases as an emerging health issue currently impacting Cherokee County and the work our communicable diseases nurse and health educator are doing around reporting and monitoring those cases and educating the public. We informed the Board that we will be seeking ways to communicate the issue to the public to make them aware the resources available and are working closely with the State and CDC where appropriate to identify cases, deliver care and educate the public.


**Executive Session:** None

**Other Comments:** None

**Next Board Meeting:** The next board meeting will be held on September 12, 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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Curtis Brown  
Board Chairman