

Cherokee County Health Department BOH Meeting Minutes
Monday November 14, 2016
6:30 p.m. – Health Department Conference Room

Members Present: Chris Dickey, Dr. Amanda Gambill, John Hyer, Lisa Williams, RN, and Dr. Holly Gutierrez, CB McKinnon, Mike Bradberry, Jerry Townson

Absent: Brett Nourrcier, Holly Gutierrez

Public Present: None

Meeting Call to Order: Vice-Chairman Chris Dickey called the meeting to order.

Invocation: CB McKinnon gave the invocation.

Swearing in of BOH Members: County attorney Scott Lindsay administered the oath to newly appointed members Mike Bradberry and Jerry Townson.

Public Comments: None

Chairman Comments: Vice-Chairman Chris Dickey updated the Board on the resignation of Chairman Curtis Brown.

Approval of:

- a) **Approval of minutes:** Members reviewed and approved the minutes for the September 12, 2016 meeting. CB McKinnon made the motion to approve the meeting minutes Amanda Gambill seconded the motion. The motion carried.
- b) **Communicable Disease Update:** Communicable Disease nurse Shanda Cheeks and Director of Nursing Candace Baldwin presented the 2012-2016 data of rates of STDs, Hepatitis C and Gastro Intestinal illnesses. Cherokee County has seen a drop in Chlamydia and Gonorrhea but has experienced an increase in both Chronic and Acute Hepatitis B and C. Staff discussed with the Board the emergence of Acute Hepatitis C, its primary causes and treatment options. We discussed the need for harm reduction practices such as needle exchanges but are waiting further clarification from the State on this issue. Discussion also was had on available providers and access to medication for the treatment of Hepatitis C.
- c) **Delegation of Authority:** The Board reviewed and discussed the delegation of authority in the event the Health Director is away to support the continuity of operations. Delegation was approved for Candace Baldwin, Director of Nursing to act in place of Health Director when authorized to do so by the Health Director. Mike Bradberry made the motion to approve the delegation of authority John Hyer seconded the motion. The motion carried.
- d) **Electronic Health Records Policies:**
 - i. **Medical Records Retention Schedule:** CB McKinnon made the motion to officially adopt the Local Health Department Records Retention schedule as

- published by the North Carolina Department of Cultural Resources; Mike Bradberry seconded the motion. The motion carried.
- ii. **Electronic Health Records Policy:** The Board reviewed the policy on creating and maintaining electronic health records used in patient care and serve the business and legal needs of the CCHD. The Board discussed that the policy is linked to the implementation of an Electronic Health Record and updating our policies to reflect the changes in the method with which records are maintained and transmitted. Lisa Williams made the motion to approve the Electronic Health Record Policy; Amanda Gambill seconded the motion. The motion carried.
 - iii. **Electronic Records and Imaging Policy:** The Board discussed the policy on Electronic Records and Imaging and the NC Dept. of Cultural Resources recommendations on the maintenance and disposition requirements of electronic records. Staff discussed that once approved the policy would be submitted to the State for final approval before implementation. Amanda Gambill made the motion to approve the Electronic Records and Imaging Policy; Lisa Williams seconded the motion. The motion carried.
 - iv. **Designated Record Sets Policy:** The Board discussed the Designated Record Sets policy which establishes based on HIPPA requirements the categories of records that are maintained by CCHD and its business associates that contain protected health information, where that information is maintained and how that information can be utilized. CB McKinnon made the motion to approve the Designated Record Sets Policy; Lisa Williams seconded the motion. The motion carried.
- e) **Diabetes CPT Fee Schedule:** The Board reviewed and discussed the proposed Diabetes program fee schedule. Discussion was had on the importance of keeping services affordable and how the fees are on a sliding fee schedule based on 200% of the poverty level that would enable those without documented income to slide as low as \$0. We discussed that since we bill Medicaid/Medicare we had to charge a uniform fee based on our cost to provide the service, but that the CCHD will never withhold services based on a patient's ability to pay. All fees must also be adopted by the Board of Commissioners prior to implementation. Lisa Williams made the motion to adopt the fee schedule as presented; Amanda Gambill seconded the motion. The motion carried.
 - f) **Car Seat Policy:** The board discussed the changes to the car seat policy that reduced our goal from 200 to 138. This reduction is due to the fact that we are distributing 3 in 1 seats that will suffice through the 8 years or 80 pound thresholds instead of giving 3 separate seats depending on the stage of the child. CB McKinnon made the motion to approve the Car Seat Policy; Mike Bradberry seconded the motion. The motion carried.
 - g) **Fee, Eligibility & Billing Policy:** The board reviewed and discussed the updates to the policy as it clarified our current process and detailed which programs charge fees and how income is determined for sliding fee scale purposes. The policy update makes sure that all policies are consistent. CB McKinnon made the motion to approve the Fee, Eligibility and Billing Policy; Lisa Williams seconded the motion. The motion carried.
 - h) **Bad Debt Setoff Policy:** The Board reviewed and discussed the updates to the Debt Setoff policy. The changes clarified the date after the close of the fiscal year and the dollar threshold that would be presented to the Board for submission to the debt clearing

house and write-off. Mike Bradberry made the motion to approve the Bad Debt Setoff Policy; CB McKinnon seconded the motion. The motion carried.

- i) **Election of Board Chairman:** Due to the resignation of Chairman Curtis Brown and the annual requirement for the Board of Health to self-select a Chairman CB McKinnon made a motion to nominate Chris Dickey as Board Chairman; John Hyer seconded the motion. The motion carried.

Chris Dickey made a motion to nominate John Hyer as Vice-Chairman; Amanda Gambill seconded the motion. The motion carried.

Health Director Comments:

- a) The departmental reports for Clinic, Lab, FLI and Environmental Health were provided to the Board for review. 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. Updates were provided on our rabies clinic held November 12; flu vaccinations, 1142 have been administered at our clinics, in the schools, senior centers and businesses to date; initiatives on public messaging and distribution of N95 masks due to air quality concerns from wildfires; status of CureMD implementation; and acute Hepatitis C.
- c) David Badger reported that in December we will schedule a Board orientation for the four new Board members who have not gone through the orientation.

Executive Session: None

Other Comments: None

Next Board Meeting: The next board meeting will be held on January 9, 2017 at 6:30 pm at the Cherokee County Health Department Conference Room.

David Badger
Health Director, Clerk to the Board

Chris Dickey
Board Chairman