

SCOTLAND COUNTY HEALTH DEPARTMENT

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Wayne Raynor, MPH
Health Director



BOARD OF HEALTH MINUTES

Tuesday, April 21, 2015

6:30 P.M.

The Scotland County Board of Health met on Tuesday, April 21, 2015 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present with the exception of Dave Raley. Also in attendance were Wayne Raynor, Health Director, Tim Martin, Kathie Cox, Brian Lowry and Tina Clark.

Call to Order

The meeting was called to order at 6:30 p.m. Chairman Davis lead the prayer. New Board members Beth Hobbs and Tiffany Graves were sworn in. Reappointed Board members, Dr. Kelvin Raybon and Dr. Ray Chavis were sworn in as well.

Discussion/Revision of Agenda

There was no discussion or revision of the Agenda.

Adoption of Agenda

On a motion by Dr. Labib and a second by Mr. Matthews, the agenda was unanimously adopted as presented.

Approval of Minutes of the March 17, 2015 Meeting

On a motion by Dr. Raybon and a second by Dr. Labaib the minutes of the March 17, 2015 meeting were unanimously approved as presented.

Public Comment

There was no public comment

Administrative Reports

Fiscal Update

Tim Martin, Fiscal/Management Supervisor presented the fiscal update. Mr. Martin explained that expenditures should be at 75% however, we are currently at 65.4 % which is 9% under budget. He also explained that revenue collections should be at 75% but are currently at 59.2%.

Monthly Activities Summary

Mr. Raynor reviewed the Monthly Activities Report.

Health Director's Report

Mr. Raynor presented the Division reports as follows:

Administration

- CureMD mock clinics held 3/24
- CureMD went live in the clinic area 3/25
- Animal Services Committee met on 4/1
 - Reviewed Animal Control Ordinance
 - Considered Civil penalty citations and fines per ordinance
 - Reviewed Animal Services Agreement from 1996-Shelter will take the lead on updating.
 - County Health Rankings released 3/25

Personnel/Vital Records

- Working on Accreditation
- Updated BOH Handbook-needs approval
- Performance evaluations are 100% complete
- Updated BOH Policies and Procedures Manual-approval pending

Fiscal Management

- Agreement Addenda for all programs completed and sent to the state for review
- New computers have been ordered for Admin, Fiscal Mgmt and Environ Health
- May 31st deadline for spending state funds

Support Services

- In the process of purging old records and charts
- Process of scanning current charts into Cure MD has begun

CLINICAL

Child Health

- Standing Orders and Policies are being completed.
- Child Health Agreement Addenda has been completed and sent to NC DHHS- Child Health Division for review and approval.
- Appointments for physical exams will begin on May, 18th.

Preparedness & Response

Since March 2015 the preparedness coordinators have been working on several projects for the health department:

- **Response Plan Revision:** They are working on revising the Scotland County Health Department response plan that is already in place. We are working to shorten the length of the

document, make the document operational instead of narrative, and to create an all-inclusive infectious disease annex. This will increase the readability of this document and abide by new

- standards that are being put in place by the State (e.g. the state is now requiring the Strategic National Stockpile annex be operational).
- **SNS FSE:** They are also working to plan the SNS full scale exercise that is required by the state to be completed before April 1, 2016. We have already met twice with community partners that are going to play a role in the exercise and are planning our next midterm planning meeting. The exercise date has been scheduled for October 26, 2015. The Master Scenario Events List (MSEL) and Exercise Plan (ExPlan) have already been developed and disseminated by the preparedness coordinators; these are just two of the several documents that are required to be submitted at the conclusion of the exercise.
- **Rabies Policy:** They developed a Rabies Control Policy which meets the State's new requirements and that can be used by the health departments Animal Control Officers along with Communicable Disease nurses.
- Staff attended an SNS Mobile Preparedness Training sponsored by CDC to learn techniques to set-up a LRS (Local Receiving Site) and POD (Point of Dispensing) Site in Garner.

Family Planning:

- Continuing to work on Women's Health Audit, and Family Planning In House Audit.
- Family Planning Agreement Addenda has been completed and sent for review by NCDHHS-Women's Health Branch.
- Michealle Haynes, PA-C will be attending SAPA conference Society of Army Physician Assistants.

Immunizations:

- Alisa Freeman, BSN and Tina Ellis, RN hosted a Community In-service on March 26th for partnering agencies that work with Childhood Immunizations. A power-point presentation was shown on the new Immunization Rule changes coming into effect in July. Multiple agencies participated to include the school nurses, medical provider offices, day care operators, etc.
- On April 28 there will be a Staff In Service on Immunization changes that become effective in July 2015.

Cure MD:

- Still getting comfortable with system. More appointments are added to the schedule as staff are getting more familiar with the EHR.

CC4C program:

- Care Managing Children in Foster Care. We will start working closely with DSS and the children in Foster Care between the ages of 0-5 years old. This will be a big change for us but the good relationship already in place will benefit this process. Emergency department visits are still on the rise.

OBCM/PCM:

- Dashboard data has been released and we are meeting and exceeding measures in all areas. Please see the information forwarded by Mr. Raynor. Excited about Maternity clinic returning and the health department becoming a Pregnancy Medical Home again.

Maternal Health:

- Dr. Freeman will be seeing patients on the provider schedule on 4/22/15 & 4/23/15 while Michealle is at her SAPA conference, for maternal health and family planning.
- MH Budget has been submitted for the NCDHHS- Women's Health Branch review & approval.

Communicable Disease:

- Two memos referencing needed changes to the STD Expanded Role Nurse (ERN) practice has been sent this past month. Changes will be made in standing orders to reflect these changes.
- All Agreement Addenda's for CD/STD/TB have been completed and forwarded to NC DHHS for approval.

Health Education

- Healthy Communities #866 Strategies/Outreach focusing on promoting healthy eating, physical activity, smoking cessation and Smoke Free/Tobacco Free public places and government grounds, diabetes education and community plans include health considerations
- Basic PIO Training (April 15-17)
- Accreditation Activities

Environmental Health/Animal Control

- Staff met to discuss changes to the Animal Control Ordinance
- Humane Society Staff met with Health Director & Adam Liles to discuss the ordinance
- Brian Lowry attended Regional Environmental Health District meeting

WIC

- March was quarterly WIC outreach month. Information was distributed to daycares, OBGYN's and pediatric offices.
- National Nutrition Month-"Bite Into A Healthy Lifestyle"

Questions by the Board

Committee Reports

There were no Committee Reports.

Unfinished Business

There was no Unfinished Business

New Business

Child Abuse and Neglect Presentation- DSS Director, April Snead delivered a presentation on Child abuse and Neglect. Mrs. Snead discussed the difference between abuse and neglect, explained who should report abuse/neglect, our responsibilities as citizens to report abuse/neglect etc.

Budget Presentation

- Tim Martin, Fiscal Management Supervisor presented the proposed 2015-2016 Budget. Per the Budget Summary the goal for this year is to:
 - a. Keep County Appropriations as low as possible, while still maintaining an accredited Health Dept. that serves the needs of the citizens of Scotland County.
 - b. Budget projected expenses and revenues with the start of the new Child Health Clinic.
 - c. Budget the expense of replacement of old equipment and furniture.
 - d. Budget the expense of remodeling exam rooms.
 - e. No new positions Budgeted.
- Mr. Martin also explained the differences in proposed funding from the 2014-2015 and 2015-2016 budgets stating an increase in Maternal Health and Family Planning funds and a decrease in funding for STD and Immunization and a complete cut of Environmental Health State Funding.
- The budgeted revenue comparison of the 2014-2015 and 2015-2016 budgets show a decrease in Administration, Communicable Disease, HIV, TB, Primary Care, Child Health, Family Planning, Pregnancy Care Management, Environmental Health, and CC4C.
- After a brief discussion, a motion was made by Dr. Stroud, seconded by Dr. Labib and the Budget was approved by a unanimous vote.

Review and Approve the BOH Handbook

- On a motion by Mr. Matthews and a second by Dr. Stroud, the Board approved the updates to the BOH Handbook by a unanimous vote.

Informal Discussion

Discussion ensued concerning the applicants for the Health Director position. Chairman Davis asked for volunteers to sit on the interview panel. The volunteers were as follows; Dr. Kelvin Raybon, Mr. Raynor, Mrs. Cordella Walker, Mr. William Matthews and Dr. Stroud.

Adjourn

On a motion by Mr. Matthews the meeting adjourned at approximately 8:00 p.m.

Wayne Raynor, MPH

Date

Bob Davis, Chair

Date