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Health Director

## SCOTLAND COUNTY HEALTH DEPARTMENT

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### BOARD OF HEALTH MINUTES Tuesday, February 16, 2016 6:30 P.M.

The Scotland County Board of Health met on Tuesday, February 16, 2016 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present with the exception of Tiffany Graves and Mr. Matthews. Also in attendance were Kathie Cox, Deborah Rogers, Felicia Faison, Benita Mullis, Tim Martin, Alisa Freeman and Brian Lowry.

#### **Call to Order**

The meeting was called to order at 6:30 p.m. Mr. Davis led the prayer. Mr. Davis also announced that Mr. Raynor was absent due to his wife being in a car accident. He also announced that Dr. Ralph Carter will be filling Dr. Kelvin Raybon's seat on the Board.

#### **Discussion/Revision of Agenda**

There was no discussion of the Agenda.

#### **Adoption of Agenda**

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

#### **Approval of Minutes of the January 19, 2015 Meeting**

On a motion by Dr. Stroud and a second by Dr. Labib the minutes of the January 19, 2016 meeting were unanimously approved with a correction to the time of adjournment. The minutes stated the meeting adjourned at 8:45 p.m. and the correct time was 7:45 p.m.

#### **Public Comment**

There was no public comment.

#### **Administrative Reports**

##### Fiscal Update

Tim Martin, Finance Officer reviewed the Financial Update for January 2016. Mr. Martin stated the SCHD expenditures are at 49.9% which is almost 8% under budget, while revenue collections are at 42.4% which is 15.6% below budget. Mr. Martin also stated that Service Collections are at 35.7% which is 22.3% below budget.

### Monthly Activities Summary

The Activities Summary was included in the BOH packet. There were no questions concerning the report.

### Health Directors Report

Tim Martin presented the Health Directors report as follows with staff updating the Board on their respective departments.

### **Personnel/Vital Records**

- Received notice from the State on qualified applications for the Health Director position
- Scheduled Firearms Training for Animal Control Officers
- Updated all job descriptions for 2016
- Two PHN I nurses have turned in their resignations so we are in the search for nurses again. Mrs. Walker stated that Public Health Nurses work independently and some nurses are not geared towards that.

### **Fiscal Management**

- Training on NCHIE (North Carolina Health Information Exchange) complete. Awaiting training on Scotland Memorials HIE (CareConnect) next week
- Medicaid Cost Settlement Report FY 14-15 due to Medicaid by February 29<sup>th</sup> was completed and sent two weeks ago.
- Accreditation site visit was February 2<sup>nd</sup> and 3<sup>rd</sup>. Mr. Martin discussed the responses by the team on the updates in the health department.
- Attended a meeting with Mr. Raynor at the Robeson County Health Department concerning an infant mortality grant. We will apply in conjunction with Robeson and Bladen counties.
- Animal Control vehicles have been ordered, delivery date unknown.

### **Health Education/Health Promotion**

- Completed SOTCH (State of the County) 2015 Report to be sent to the NC DHHS by March 1, 2016
- Programs on public health related topics on WLNC and WEWO radio
- Prep for Women's Health Event-Saturday Feb 6<sup>th</sup> (SCHD exhibit, clinical for health screenings and staff presenters)
- Scotland Diabetes Support Group Education Program (staff presenter) monthly
- Met with Judah International Ministries (rural church) to begin work on policy/environmental changes, programming and technical support
- Attended SMH (Scotland Memorial Hospital) Annual Community Meeting
- Attended Safe Kids Mid-Carolina Regional meeting to discuss upcoming Operation Medicine Drop (March 20<sup>th</sup>-26<sup>th</sup>)
- Began work meetings for the upcoming Community Health Assessment due March 1, 2017

### **Clinical**

#### **Family Planning/STD/Child Health/Maternity**

- Continuing to have increase in Family Planning numbers due to having a full schedule

### **Immunizations**

- Continuing to give Flu vaccine occasionally to the public and also to Health Department Maternity patients
- Immunization Consultant visited on January 28<sup>th</sup> and reported the immunization rates for SCHD increased from 63% in 2014 to 73% in 2015. Staff was encouraged to continue the work and increase numbers even more. Discussion ensued concerning Public Health Nurses.

### **PCM/CC4C (Pregnancy Care Managers/Care Coordination for Children)**

- Budgets were completed and submitted
- Performance Assessment and Goal Setting was completed and submitted

### **Child Health**

- Child Health Clinic is once again fully operation

### **Communicable Disease/STD/TB**

- The NC Communicable Disease Branch is now holding telephone conferences with local health directors and communicable disease nurses to make them aware of the Zika Virus, its etiology and the guidelines for testing, management and reporting in NC. Information on the virus has been shared with local providers.
- No new cases of TB. The original patient is now at the point of completing her treatment

### **Laboratory**

- Judy McMillan retired in January

### **Management Support**

- Advanced Imaging Services has taken a box of miscellaneous records to scan and set up the format. Second phase of scanning will begin soon

### **Questions by the Board**

There were none

### **Committee Reports**

There were no Committee Reports.

### **Unfinished Business**

There was no Unfinished Business

### **New Business**

- A. Request approval to add a new LabCorp Test-Neisseria Gonorrhoea #188086-\$15.00. On a motion by Dr. Stroud and a second by Dr. Labib, the vote was unanimous to add the new LabCorp Test.
- B. Request approval to accept increased Medicaid funding of \$10,000.00 for Pregnancy Care Management. On a motion by Mr. Raley and a second by Dr. Labib, the vote was unanimous to accept the Medicaid funding of \$10,000.00.
- C. Request to accept increased Medicaid funding in the amount of \$5,000.00 for Care Coordination for Children. On a motion by Dr. Labib and a second by Mr. Raley, the vote was unanimous to accept the Medicaid funding of \$5,000.00.
- D. Request to approve the Reduction in Force Policy. On a motion by Dr. Labib and a second by Dr. Stroud, the vote was unanimous to approve the Reduction in Force Policy.

