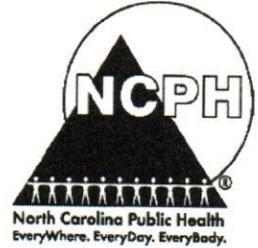




Wayne Raynor, MPH  
Health Director

## SCOTLAND COUNTY HEALTH DEPARTMENT

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### BOARD OF HEALTH MINUTES Tuesday, January 19, 2016 6:30 P.M.

The Scotland County Board of Health met on Tuesday, January 19, 2016 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present with the exception of Dr. Kelvin Raybon and Dave Raley. Also in attendance were Wayne Raynor, Health Director, Tina Clark, Kathie Cox, Deborah Rogers, Felicia Faison, Benita Mullis, Tim Martin and Brian Lowry.

#### **Call to Order**

The meeting was called to order at 6:30 p.m. Mr. Matthews led the prayer.

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

There was no discussion of the Revised Agenda.

#### **Adoption of Agenda**

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

#### **Approval of Minutes of the December 15, 2015 Meeting**

On a motion by Mr. Matthews and a second by Beth Hobbs the minutes of the December 15, 2015 meeting were unanimously approved as presented.

#### **Public Comment**

There was no public comment.

#### **Administrative Reports**

##### Fiscal Update

Tim Martin, Finance Officer reviewed the Financial Update for December 2015. Mr. Martin stated the SCHD expenditures are at 44.1% which is almost 6 % under budget, while revenue collections are at 36%% which is 14 % below budget. Mr. Martin also stated that Service Collections are at 30.2% which is 20% below budget.

### Monthly Activities Summary

The Activities Summary was included in the BOH packet; upon question by Mr. Matthews, Kathie Cox stated that we have nothing official concerning smoking in County parks however; signage is in place requesting no use of tobacco products in these areas.

### Health Directors Report

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

#### **Administration**

- Attended the south Central Health Directors Region Six meeting in Carthage N C
- Senior Management Team discussed FY 15-16 Hospital Contracts
- Dr. Randall Williams, Deputy Secretary for Health Services DHHS (Department of Health and Human Services) visited the department to discuss SCHD priorities
- Attended Maternal & Child Health Action Institute with other staff in preparation for infant mortality reduction project (January 6-7)
- Met with County Manager to discuss a proposal to establish a fund balance for the Health Department

#### **Personnel/Vital Records**

- Attended the Maternal and Child Health Action Institute January 6-7
- Contacted State OSP in regards to the Health Director applicants
- Revised Administrative Policy Book to reflect Mr. Raynor as Health Director

#### **Fiscal Management**

- Training on NCHIE (North Carolina Health Information Exchange) complete
- Awaiting training on Scotland Memorials HIE (CareConnect) next week.
- FY 2016-2017 Budget process has started
- Medicaid Cost Settlement Report FY 2014-2015 due to Medicaid by February 29<sup>th</sup>

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

- Work continues on the SOTCH (State of the County Report) 2015 Report due to NC DHHS March 1, 2016
- Preparing for Re-Accreditation Final Visit
- Healthy Communities Activities-focus on smoke free public places/government grounds and smoking cessation efforts; physical activity; nutrition; reporting to NC DHHS
- Outreach in rural churches, WEWO and WLNC Radio, Laurinburg Exchange, social media (focus on chronic disease prevention-heart, diabetes, blood pressure)
- Plans underway to begin developing CHA team and schedule meetings beginning this month-collaboration with Scotland Memorial
- Plans underway to schedule meetings with the "Active Healthy Living Partnership" late January or early February (focus on heart disease and obesity)
- Preparing for annual Women's Health Event-February 6, 2016

### **Clinical**

#### ***OBCM/CC4C Programs(Obstetrics Care Manager/Coordination Care for Children)***

- OBCM/CC4C Data Dashboard reports were released in January. Overall Scotland County meets standards in performance required, many are surpassing the states target

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

- The yearly trainings (Human trafficking, Mandatory Reporting of Abuse will be updated next year. Employees are up-to-date for 2015 in their Family Planning Trainings.

#### ***Immunizations***

- The holiday limited clinical schedules so numbers are down for last month
- Extended Clinics first evening was 1/7/2016 and was successful. Family Planning (1) STD (2) and General Clinic (2)
- Clinical staff participated in a NC Health Information Exchange Training (NCHIE) on December 11, 2015 to be able to access information on patients. We are scheduled to train with Scotland Memorial on February 8, 2016 with their HIE.
- Fifty additional doses of Flu Vaccine were purchased this month. All 300 doses of purchased vaccine were used from September-December.

### **WIC**

- Received participation numbers for August and September (see Activity summary graph)

### **Management Support**

- IT added memory to registration computers, looking to connect cameras to registration computers for patients who do not have ID

### **Questions by the Board**

There were none

### **Committee Reports**

There were no Committee Reports.

### **Unfinished Business**

There was no Unfinished Business

### **New Business**

- A. Swearing in of reappointed Board Members-Tiffany Graves, William Matthews and Dr. Labib were sworn in for their next terms on the Board of Health.
- B. Awarded State Funds of \$60,000 for Infant Mortality Reduction-On a motion by Dr. Stroud and a second by Mr. Matthews, the vote was unanimous to accept the funds of \$60,000.00 for Infant Mortality Reduction.
- C. Awarded State Funds of \$10,885 for Family Planning-TANF (Temporary Assistance for Needy Families)-On a motion by Dr. Labib and a second by Beth Hobbs, the vote was unanimous to accept the funds of \$10,885 for Family Planning.
- D. Awarded State Funds of \$13,676 for Breastfeeding Peer Counselor Program-On a motion by Dr. Labib and a second by Beth Hobbs, the vote was unanimous to accept the funds of \$13,676.00 for the Breastfeeding Peer Counselor Program

- E. Decrease in Federal Funds of \$18,265 for Family Planning –HMHC (Healthy Mothers Healthy Children Block Grant)-On a motion by Dr. Stroud and a second by Beth Hobbs, the vote was unanimous to accept the decrease in funds of \$18,265 for Family Planning
- F. Decrease in Federal Funds of \$5,530 for Maternal Health-HMHC (Health Mothers Healthy Children Block Grant)-On a motion by Beth Hobbs and a second by Dr. Stroud, the vote was unanimous to accept the decrease in Federal Funds of \$5,530 for Maternal Health
- G. Amendment to Local Health Department Records Retention and Disposition Schedule-Employee Eligibility Records-Review-On a motion by Dr. Labib and a second by Mr. Matthews, the vote was unanimous to accept the amendment to the Employee Eligibility Records Retention and Disposition Schedule
- H. Amendment to Local Health Department Records Retention and Disposition Schedule-Patient Clinical Records-Review-On a motion by Beth Hobbs and a second by Dr. Labib, the vote was unanimous to accept the Amendment to the Local Health Department Records Retention and Disposition Schedule-Patient Clinical Records.
- I. Amendment to Local Health Department Records Retention and Disposition Schedule-Tuberculosis Records-Review-On a motion by Dr. Stroud and a second by Dr. Labib, the vote was unanimous to accept the Amendment to Local Health Department Records Retention Schedule-Tuberculosis Records
- J. Increase in funding for Healthy Communities (Health Promotions)-\$4,160.00-On a motion by Dr. Labib and a second by Beth Hobbs, the vote was unanimous to accept the increase in funding for Healthy Communities (Health Promotions)
- K. Request the use of \$100,953.00 in Medicaid Cost Settlement Funds-On a motion by Dr. Stroud and a second by Dr. Labib, the vote was unanimous to allow the use of the \$100,953.00 in Medicaid Cost Settlement Funds for improvements throughout the Health Department
- L. Request approval to hire a physician when funds become available.- After a brief discussion on the benefits of hiring a physician, a motion by Dr. Stroud and a second by Dr. Labib, the vote was unanimous to approve the hiring of a physician when funds become available.
- M. Request to approve the Performance Appraisal Policy-On a motion by Dr. Labib and a second by Dr. Stroud, the vote was unanimous to approve the Performance Appraisal Policy. The policy was included in the packet that was mailed to the Board for review on their own time.

**Informal Discussion**

**Adjourn**

On a motion by Dr. Stroud the meeting adjourned at approximately 7:45 p.m.

Bob Davis  
Bob Davis, Chair

3-15-16  
Date

Wayne Raynor 3-15-16  
Wayne Raynor, MPH Date