

SCOTLAND COUNTY HEALTH DEPARTMENT

1405 West Boulevard • Post Office Box 69
Laurinburg, North Carolina 28353-0069
Phone (910) 277-2440 Fax (910) 277-2450



Wayne Raynor, MPH
Health Director



BOARD OF HEALTH MINUTES

Tuesday, May 19, 2015

6:30 P.M.

The Scotland County Board of Health met on Tuesday, May 19, 2015 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present with the exception of Dave Raley and Tiffany Graves. Also in attendance were Wayne Raynor, Health Director, Tim Martin, Kathie Cox, Debbie Maske, Marc Brown, Felicia Faison, Susan Butler and Benita Mullis and Abbi Overfelt from the Laurinburg Exchange.

Call to Order

The meeting was called to order at 6:30 p.m. Chairman Davis lead the prayer.

Discussion/Revision of Agenda

There was no discussion or revision of the Agenda.

Adoption of Agenda

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

Approval of Minutes of the April 21, 2015 Meeting

On a motion by Mr. Matthews and a second by Dr. Labib the minutes of the April 21, 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 80% however, we are currently at 72.8 % which is 7.2% under budget. He also explained that revenue collections are currently at 64.9%.

Monthly Activities Summary

Mr. Raynor reviewed the Monthly Activities Report.

Health Director's Report

Mr. Raynor introduced Felicia Faison as the interim WIC Director/Nutritionist II and then presented the Division reports as follows:

Administration

- Revised Animal Control Ordinance-Discussion ensued concerning changes made to the ACO. Dr. Labib questioned fees required by owners should their dog bite someone. Mr. Brown explained that this is a case by case decision. Stating that pets that are partial to one owner versus the other (husband and wife) and happen to bite one out of jealousy are not considered "dangerous dogs". The BOH chose to vote on the ACO during this discussion. A motion was made by Dr. Labib and seconded by Dr. Stroud. The revised ACO was approved by a unanimous vote and will be forwarded to the County Commissioners for approval.
- Scotland Community Health Clinic Grant Award
- Practice Management Team Meeting

Personnel/Vital Records

- Working on Accreditation-ongoing
- Completed updates on Animal Control Ordinance
- Posted several positions to include WIC Director/Nutritionist II, Nutritionist I and PHN I
- Updated BOH Policies –will have printed and ready to distribute next week.

Fiscal Management

- Received our first payments for the new Maternal Health Clinic.
- End of year purchase orders have been submitted.
- Child Health billing codes and fees are now in place for the new clinic.

Support Services

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

CLINICAL

Laboratory

- The lab has a phlebotomy student, Jamie Boone, from RCC doing her clinical rotation with us. Jamie must have at least 100 successful veni-punctures and 25 capillary (finger sticks).
- The lab has also begun scanning all laboratory results received from outside labs into CureMD.

Family Planning

- Advertising in the Laurinburg Exchange will be done this summer highlighting our new Child Health Clinic, the re-opening of the maternity Clinic and the changes to Immunization Rules which are effective July, 2015.

- Women's Health Audit will take place on May 27, 2015 per the NC Women's Health Consultants. Policies have been reviewed and updated as needed to comply with state requirements.

Child Health

- Child Health Clinic opened Tuesday, May 18th. Two (2) patients were scheduled and kept their appointments. Maria Roberts, RN, CH-ERRN, BSN completed the assessments as well as the physical exams.
- The waiting area and exam rooms 1 & 2 have been made child friendly with bright colors, Dr. Seuss Characters and updated equipment.
- Maria has attended Kindergarten Orientations and Head Start Programs to promote the program as well as advertising with flyers for the program. The Health Department electronic sign has been updated to reflect the clinic's opening, and look for advertising in the Laurinburg Exchange.

Communicable Disease

- North Carolina continues to experience an increase in early syphilis infections across the state therefore the Communicable Disease Branch is asking all medical providers to enhance sexually transmitted infection (STI) prevention services to all patients. An advisory letter was sent to all physicians: it was also forwarded to the Infection Control Nurse at SMH for distribution to all local providers.
- Debbie Maske, RN, ERRN (Lead CD Nurse) will be presenting a CD Summary Report for 2013 and 2014 to BOH members.

Maternal Health

- Maternal Health Policies and Procedures will also be audited at the Women's Health Audit on May 27th. Carlotta has updated and revised policies to reflect new guidelines.
- Maternity Clinic has 20 patients enrolled.

Immunizations

- Continuing to share information related to the new changes to Immunization Rules coming in July 2015. Flyers, magnets, radio PSA's and newspaper advertisement is helping to accomplish this promotion.
- A PHN I position is still available in this program.

Health Education

- Reviewing all policies associated with the Health Education Department.
- Accreditation Benchmarks and Activities associated with the Health Education Department.- ongoing
- Creating Health Education PSA's for radio media.
- Healthy Communities Action Plans in progress (health considerations in community plans, Smoke Free/Tobacco Free government grounds and buildings, EBS Falls Prevention implementation)

Environmental Control/Animal Control

- Kisha will be attending CIT on-site training in Raleigh the first two weeks of June. This training is essential for her to become authorized as an Environmental Health Specialist.

- The state has reviewed and approved plans for a new Zaxby's restaurant to be built in the Wal-Mart shopping center.
- Environmental Health is staying busy issuing public swimming pool operation permits and working towards completing cafeteria inspections before the end of the school year.
- Marc Brown will update the BOH on recent Animal Control issues

WIC

- Scheduled to attend an all day training Wednesday, May 20th concerning Crossroads scheduling.
- Crossroads software update went well and will allow us to better assist our clients.
- Working on Local Agency Self-Assessment

Questions by the Board

Committee Reports

There were no Committee Reports.

Unfinished Business

There was no Unfinished Business

New Business

- Child Health Fees-Motion was made by Dr. Stroud and seconded by Dr. Labib. Child Health fees were approved by a unanimous vote.
- Environmental Health Temporary Food and Lodging-State funding \$2415.00. Motion was made by Dr. Stroud and seconded by Dr. Labib. The Environmental Health Temporary Food and Lodging State funding was approved by a unanimous vote.
- Revised Animal Control Ordinance-mentioned previously, the revised Animal Control Ordinance was approved as stated above.
- Debbie Maske presented the 2013 and 2014 Communicable Disease statistics to the Board. Discussion ensued concerning HIV and education. Dr. Raybon suggested PSA's concerning HIV awareness. Kathie Cox requested BOH members to allow the Health Department to post HIV literature in their offices, churches etc. Dr. Raybon suggested presenting the literature during the staff meeting as Scotland Memorial.

Informal Discussion

There was no Informal Discussion

Adjourn

On a motion by Dr. Stroud the meeting adjourned at approximately 8:15 p.m. The Health Director Interview team was asked to remain after the meeting.

Wayne Raynor, MPH

Date

Bob Davis, Chair

Date