



Bengie Hair, BSPA
Health Director

SCOTLAND COUNTY HEALTH DEPARTMENT

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BOARD OF HEALTH MINUTES

Tuesday, August 18, 2015

6:30 P.M.

The Scotland County Board of Health met on Tuesday, August 18, 2015 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present with the exception of Tiffany Graves and Dr. Kelvin Raybon. Also in attendance were Bengie Hair, Health Director, Tim Martin, Tina Clark, Carlotta Rivers, Brian Lowry, Deborah Rogers, Judy McMillan, Benita Mullis, Kathie Cox, and Abby Hackmann from the Laurinburg Exchange.

Call to Order

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

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 Dr. Chavis, the revised agenda was unanimously adopted as presented.

Approval of Minutes of the June 16, 2015 Meeting

On a motion by Mr. Raley and a second by Dr. Labib the minutes of the June 16, 2015 meeting were unanimously approved as presented.

Public Comment

There was no public comment. Mr. Davis did welcome Abby Hackmann with the Laurinburg Exchange.

Administrative Reports

Fiscal Update

Tim Martin, Fiscal Management Supervisor presented the financial update by reviewing the year end reports showing a \$385,000.00 deficit due to the non-receipt of \$220,000.00 Medicaid Cost Settlement monies, leaving a deficit of \$142,915.00. Mr. Martin also stated the County appropriations for this year were \$1,463,695.00. Upon request by Dr. Stroud and Mr. Raley, Mr. Hair explained the purpose of the Medicaid Cost Settlement adjustments. Mr. Martin also reviewed the July 2015 financials

stating that expenses should be at 8% but currently is at 3.9% while revenue is at 3.9% and should be at 8% as well.

Monthly Activities Summary

Mr. Hair reviewed the Monthly Activities Report reminding the board that Child and Maternity Health Clinics are fairly new, therefore the numbers are low. He explained that numbers for the new fiscal year should be higher. Upon question by Dr. Stroud, Mr. Hair explained he will be auditing these numbers in order to validate the data.

Health Director's Report

Mr. Hair presented the Health Director's Report indicating that this is a summary of his first two weeks as the Health Director.

Management Support/Registration

- Week of August 10 – 14, 2015: Rate of no-show patients was 18%. On Wednesday August 12th, the Department had 100% attendance for all clinics (STD, Family Planning, Maternity, Child Health, and Drug Screen and Paternity Testing walk-ins).
- Month of July 2015: Rate of no-show was 18%.
- Persons with repeat no-show will be contacted by the Health Director to discuss options to ensure clinic attendance, with a focus on Maternity Clinic patients.

Fiscal Management

- The Department has started the process to prepare data reports in CureMD to validate eligibility for the Medicaid Meaningful Use Incentive Funds of \$21,250 with implementation of the Electronic Health Record system. Prior data in the State HIS program was unreliable and we need at least 30% Medicaid patients during a consecutive 90-day period to qualify.

Health Education

- Information from the Department will promote Flu Shots in a "private" and "confidential" setting, whereby consumers can discuss any concerns with our clinical care team in privacy.
- Department promotion has begun on childhood immunizations with the news article that appeared in the Laurinburg Exchange on Friday August 14, 2015.

Clinical Services

- The Child Health Program "Deliverable" Worksheet has gone through several State revisions since April 2015. Thus, Maria Roberts and the Health Director have revised the entire document for re-submission in an effort to obtain the Child Health Funding of \$21,000 for FY 2016. The FY 2016 Worksheet proposes to create and implement an air quality alert system, in collaboration with the school system for children and adolescents with asthma conditions.

Management Team

- The Health Director requested at the August 7, 2015 Management Team meeting that each member complete a 12-Part listing of their Duties and Responsibilities. This information is due at the August

21, 2015 meeting. This will be used to balance some work assignments as the Department completes the Accreditation process by the due date of November 1, 2015.

Personnel

- Since August 1, 2015, four (4) staff positions have been filled.
- August 1: Social Worker II/Michirena Lowry
- August 15: WIC Processing Assistant/Amanda Quick, Public Health Nurse 1/Brittany Lowery, and Public Health Nurse 1/Elizabeth Barton
- Position Open: WIC Director (several recent applications pending review), Felicia Faison serving as the Acting WIC Director.

Staffing Plan

- The Health Director has begun a review of current staffing plan and the need for possible revisions/updates. An example is the Director of Nursing serving as the Emergency Preparedness Director with new nurses recently hired and a pending Emergency Preparedness event scheduled for October 26, 2105.
- Review of the staffing plan relates back to the Management Team members listing their 12 key job duties and responsibilities.
- Major Department activities pending staff participation include State Accreditation, October Emergency Preparedness event, Department Marketing Plan for all services (focusing on Maternity and Child Health clinics), and seasonable Flu Shot clinics.

Social Work/ CC4C

- Recently the Scotland County Health Department conducted an internal audit of the Care Coordination for Children (CC4C) program. The total score was 98.3% with no deficiencies noted.

Questions by the Board

There were none

Committee Reports

There were no Committee Reports.

Unfinished Business

There was no Unfinished Business

New Business

- Request to add Fern Test to fees-Motion was made by Dr. Stroud, seconded by Dr. Labib. Fern Test fees were approved by a unanimous vote.
- Ebola Preparedness Grant-\$20,000-Motion was made by Dr. Stroud, seconded by Dr. Labib. Ebola Preparedness Grant funding was approved by a unanimous vote.
- New Lab Services-Motion was made by Dr. Stroud, seconded by Dr. Labib. New Lab Services were approved by a unanimous vote.

- LabCorp Services-Motion was made by Mr. Raley, seconded by Dr. Stroud. LabCorp services were approved by a unanimous vote.
- Carlotta Rivers presented the Child Fatality Team's Annual report.
- Animal Control-Chairman Davis discussed the recent request by the Sheriff's Office to acquire the Animal Control Unit. Mr. Davis explained the statutory requirements of the Health Director related rabies as well as the staff's desires to remain at the health department. After a brief discussion, Mr. Davis requested that the Sheriff of Scotland County be invited to the next BOH meeting to provide a presentation on his plans for the Animal Control Department.

Informal Discussion

There was no Informal Discussion

Adjourn

On a motion by Dr. Stroud the meeting adjourned at approximately 7:15 p.m.

Bob Davis
Bob Davis, Chair

9-15-15
Date

Bengie M. Hair 09-15-2015
Bengie M. Hair, BSPA Date