



Kristen Patterson, MHA
Health Director

SCOTLAND COUNTY HEALTH DEPARTMENT

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BOARD OF HEALTH MINUTES

Tuesday, August 16, 2016

6:30 P.M.

The Scotland County Board of Health met on Tuesday, August 16, 2016 at 6:30 p.m. in the Education Room, Scotland County Health Department. All members were present. Also in attendance were Ms. Patterson, Brian Lowry, Tina Clark, Deborah Rogers, Felicia Faison, Kathie Cox and Tim Martin

Call to Order

The meeting was called to order at 6:30 p.m. Mr. Davis led the prayer. Mr. Davis also welcomed Kristen Patterson as the new Health Director for Scotland County.

Discussion/Revision of Agenda

There was no discussion of the Agenda.

Adoption of Agenda

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

Approval of Minutes of the June 21, 2016 Meeting

On a motion by Mr. Matthews and a second by Dr. Labib the minutes of the June 21, 2016 meeting were unanimously approved.

Public Comment

There was no public comment.

Administrative Reports

Fiscal Update

Tim Martin, Finance Officer reviewed the Financial Update for July and August. Mr. Martin stated the end of year SCHD expenditures are at 96.4% which is 3.6% under budget, while revenue collections are at 88.8 which 12% below budget. Mr. Martin stated the July expenditures are at 4.9% which is 3.1% under budget while revenues are at 1.4% which is 6.6% under budget. Mr. Martin also presented information on the Flu Vaccines with percentages of 77% for Insurance/Medicare reimbursement, 17% Medicaid reimbursement and 6% self-pay.

Monthly Activities Summary

The Activities Summary was included in the BOH packet. Ms. Patterson gave a brief overview of the report.

Health Directors Report

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

Administration

- Adolescent Pregnancy Prevention Grant meeting with staff-July 12th
- Hurricane Season Preparedness meeting at EOC-July 15th
- APPP Grant preparation meeting-July 19th
- Health Department Open House-July 21st
- Hosted the Region VI Local Health Directors group meeting-July 27th
- Community Health Needs Assessment meeting with Community Partners-July 29th

Personnel/Vital Records

- Assisted the BOH with Health Director interviews, extended and offer on their behalf and the offer was accepted.
- Assisted with Open House
- Assisted with National Night Out
- Orientation for new employees
- Started a tracking system for employee training
- Scheduled interviews for the Nutritionist I and Nutritionist II positions
- Posted and received applications for Public Health Educator II, PHN I, and Medical Office Assistant. Chosen applicants have been sent to Raleigh for qualification
- Attended Accreditation Training July 5th through the 8th

Health Education/Health Promotion

- Media/Social Media Outreach included topics: Summer Safety Tips and Heat related illnesses in older adults.
- Health related Outreach/Presentations to two local churches for children/youth and adults/older adults on summer safety issues: Heat related illnesses; food safety; storm and preparedness safety; water safety; mosquito and tick safety; falls prevention; adult immunizations.
- Hosted/Facilitated a combination CHNA/AHLP meeting to discuss CHA survey results and choose top three health priorities to focus on the next three years (Obesity and two NEW EMERGING issues-Mental Health (Substance Abuse) and Dental Health
- Provided an article for the NCPHA Fall Newsletter on Promoting Public Health in Scotland County
- Participated in SCHED 1st Annual Open House providing education and information about the many disciplines involved in public health

Fiscal Management

- Obtaining quotes for new laptops for Clinical area
- Corrective Action Plan was submitted and approved from State monitoring visit

- Shelving units purchased for storage rooms for easier access

Management Support

- Started second phase of record scanning
- Removed all cabinets in the Medical Records area

Clinical

Clinical Updates

CC4C/PCM

- All social workers completed the Baby's Easy Safe Sleep Training (BESST) this week and scored 100%
- OBCM/CC4C performance measures/data dashboard numbers have been released and Scotland County Continues to meet and/or exceed requirements established by the State and CCNC.
- Brenda Sedberry, Regional Child Health Consultant, will visit Scotland County on Wednesday, August 17, 2016 to review the CC4C program

Communicable Disease/STD/TB

- With the resignation of one of two, STD ERRN's (Expanded Role Registered Nurse) STD clinics have been temporarily limited to 5 one-half day clinics with the option to put patients on the provider schedule.

On August 24th the NC State TATP (Technical Assist and Training Program) Consultants will be here at the health department to conduct a review of the CD/STD Programs. Next month the board will be presented the Annual CD/STD Update.

Lab

- We have reviewed the applications for the Medical Office Assistant position and have several that will be interviewed once qualified by the State Office of Personnel.
- SCHD Lab passed CLIA recertification with only one minor deficiency, response was to the deficiency was accepted.

WIC

- Attended the WIC Vendor Training
- Participated in the Open House event by distributing fruits and vegetables to participants as well as informational packets

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 to approve the Health Director Job Description- after a brief discussion concerning the details of the job description to include: specific duties, a motion was made by Dr. Stroud, seconded by Dr. Labib and a unanimous vote by the board, the job description was accepted and approved as presented.

Informal Discussion

- Upon question by Dr. Carter, Ms. Patterson explained that she is looking at all medical schools for physician recruitment to include Moorehouse College. Ms. Patterson further explained that she is looking for certain criteria in a physician to include retention and someone on a level playing field with our clients.
- Beth Hobbs commended staff on the open house held in July.

Adjourn

On a motion by Dr. Stroud the meeting adjourned at approximately 7:30 p.m.

Bob Davis
Bob Davis, Chair

9-20-16
Date

Kristen Patterson, MHA 9/20/16
Kristen Patterson, MHA Date