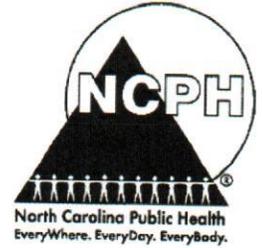




Wayne Raynor, MPH
Health Director

SCOTLAND COUNTY HEALTH DEPARTMENT

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BOARD OF HEALTH MINUTES Tuesday, November 17, 2015 6:30 P.M.

The Scotland County Board of Health met on Tuesday, November 17, 2015 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 Cordella Walker. Also in attendance were Wayne Raynor, Health Director, Tim Martin, Tina Clark, Brian Lowry, Deborah Rogers, Felicia Faison and Benita Mullis.

Call to Order

The meeting was called to order at 6:30 p.m. Mr. Davis 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 October 20, 2015 Meeting

On a motion by Dr. Labib and a second by Dr. Stroud the minutes of the October 20, 2015 meeting were unanimously approved as presented.

Public Comment

There was no public comment.

Administrative Reports

Fiscal Update

Tim Martin, Fiscal Management Supervisor reviewed the Financial Update for November 2015. Mr. Martin stated the SCHD expenditures are at 28.4% which is 5% under budget, while revenue collections are at 23.5% which is 9 % below budget. Mr. Martin also stated that Service Collections are at 19.2% which is 13.8% below budget. Mr. Martin explained that the Medicaid Cost Settlement money will be used to do upgrades and improvements at the Health Department if approved by the County Manager.

Monthly Activities Summary

The Activities Summary was included in the BOH packet; Mr. Raynor reviewed several areas of the report. Tina Clark explained that Child Health numbers are down due to Accreditation. Maria Roberts, Child Health Coordinator is also facilitating the Accreditation Activities. Upon question by Mr. Davis, Ms. Clark explained that Community Outreach numbers are high due to staff working several festivals and health fairs during the month of October.

Health Directors Report

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

Administration

- Bioterrorism Exercise
- Facility Needs Assessment
- Staff meetings regarding Accreditation
- After Acton Review (AAR) regarding BT Exercise

Personnel/Vital Records

- Research on Accreditation activities
- Reorganizing Personnel Files for Accreditation purposes
- Cleaned out several office and storage areas

Fiscal Management

- Received Medicaid Cost Settlement Workbook for FY 2014-2015
- Replaced furniture in Health Directors office
- Assisted in cleaning several offices and storage areas

Clinical

- Completed the SNS Exercise October 26, 2015
- All Clinics are performing well
- Opened up another day for Maternal Health Histories

Environmental Health

- Kisha Locklear passed her Authorization Test for Food and Lodging. She is now completing field work with regional representatives in order to get her authorization.
- Brian Lowry attended a Lead Authorization and Remediation Workshop and will be authorized in Lead Investigations in the near future.

Questions by the Board

There were none

Committee Reports

There were no Committee Reports.

Unfinished Business

There was no Unfinished Business

New Business

- A. 2016 Board of Health Meeting Schedule-On a motion by Mr. Raley and a second by Dr. Stroud the 2016 Board of Health meeting schedule was unanimously approved.
- B. Board of Health to Consider Approval of Employee Retention Program-The Board of Health was presented a proposal by Wayne Raynor, Health Director in support of Employee Retention Incentives. Pursuant to accreditation activity 37.6 the Board of Health is required to discuss employee retention and show support for employee retention incentives on a yearly basis. The Board was presented two options: Option 1 was a gift card for each employee in the amount of \$25.00 and option 2 was to give each employee the opportunity to take their birthday off with pay. On a motion by Mr. Raley and a second by Dr. Labib the Board unanimously voted to approve option 2. Option 2 will cost the Health Department approximately \$5700.00 per year.
- C. Consider extended hours two evenings a month-Per the Customer Service Surveys that were conducted this year, the Board of Health was presented with a request to extend the hours of the Health department 2 evenings a month. On a motion by Dr. Labib and a second by Dr. Stroud the Board unanimously approved the request to extend the operating hours of the Health Department 2 days a month.

Informal Discussion

Mr. Davis thanked the Board for their commitment. He also thanked the staff for their hard work.

Adjourn

On a motion by Dr. Stroud the meeting adjourned at approximately 7:13 p.m.

Bob Davis 12-15-15
Bob Davis, Chair Date

Wayne Raynor 12-15-15
Wayne Raynor, MPH Date