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## BOARD OF HEALTH MEETING MINUTES

Feb 20, 2024

6PM

The Scotland County Board of Health met on Tuesday, February 20, 2024 at 6:00 p.m. at the Emergency Operations Center and the following Board members were in attendance: Amanda Deaver, Dr. Freda Singletary, Diann Beane, Ian Yancy, Nicole Monroe, Dr. Hughes and Stephanie Littles. Board members absent were Betty Gholston, Dr. Sarah Johnston and Commissioner BJ Gibson. Staff present were: Christine Russell, Tim Martin, [Sharon Alford-Leach](#), [Donna Page](#) and [Kathie Cox](#).

### Call Meeting to Order

Dr. Singletary, Chair, called the meeting to order at 6:01 pm. Invocation was led by Diann Beane.

### Discussion

There was no discussion about the current agenda.

### Adoption of Agenda

Diann Beane made a motion to adopt the agenda. Nicole Monroe seconded that motion.

### Approval of the December 12, 2023 Minutes

Stephanie Littles made a motion to approve the minutes. Dr. Hughes seconded the motion.

### Public Comment

There was no public comment.

### Administrative Reports:

- Fiscal Update and Fee Schedule Update-Tim Martin
  - Scotland County expenditures as of Jan 31, 2024 should be seven months expended which is 58% used. Tim stated that we are currently at 47.2% spent so we are currently under budget. We were over expenditures with immunizations, however, we have exceeded in revenues.
- Revenue Collections:
  - We should be at 58% collected and we are at 45% collected. Tim stated that we are always a month behind with posting our revenues.
  - We have collected revenue from our PAVE Grant and the Infant Mortality Grant didn't start until November so we just now collected revenue from that grant as well.
- COVID Funding:
  - The 543 Grant is used for basically anything for detection such as masks, lysol, cleaning supplies, etc. There is \$107,000 left in this grant when we take out the \$83,000 payment that we paid to complete the purchase of our new Mobile Unit. The balance remaining for the 716 Grant is at \$124,000. These grants will end on May 31st so we have to expend those funds by May 31st.

- The 546 Grant for the Communicable Disease Recovery will run through December 2024.
  - Tim stated that we are also changing out our water fountains to touch-free. Each water fountain cost around \$6,000 so we're looking at a total of around \$18,000 to replace each one.
  - These grants have also helped us with our lab renovations as well as the purchase of a cover to park our Mobile Unit under.
  - The 716 Vaccination Program Grant-Tim is looking into suggestions on how to use this grant. He has looked into getting two A-frame digital signs for the mobile unit so we can advertise while we are out in the community. These digital signs are roughly \$5,000 a piece.
  - Tim asked the Board members for ideas and suggestions on how to spend the remaining funds left over from these grants. Dr. Singletary asked how we could use these funds in our Health Department to help us better serve our citizens while relating the expenses to COVID-related needs.
  - Dr. Singletary expressed that she would like to see about purchasing a new Mobile Unit that would accommodate more services to our patients such as sports physicals, physical exams, mammograms and immunizations. Tim responded that the cost of the new Mobile Unit that we have now was \$166,000. Amanda noted that we have to use the funds by May 31st and it took three years to complete our Mobile Unit purchase. Tim stated that he and [Donna Page](#) have looked into getting a storage trailer to haul behind our unit. This would help storing the needed equipment. Dr. Singletary liked the idea and asked Tim to come back with a quote for this so we can look into it at our next meeting.
  - Stephanie Littles asked Tim, "What supplies were we able to purchase for the mobile unit?". Amanda responded that we were able to purchase our supplies through the regional ARPA funds such as microscopes, lab equipment and vaccination supplies.
  - Dr. Hughes asked if the 543 Grant covered at-home COVID testing kits. Amanda responded that we receive those test kits for free at this time.
  - Tim stated that he mentioned to [Janna Blue](#) that he would like to look into making our own COVID kits to hand out to our community that would include masks, sanitizers, Lysol and other helpful preventatives. Diann mentioned that passing out these kits to churches would be very helpful to our community. She said we could also distribute these to the food banks to help our citizens as well. Tim also mentioned that we could get with [Janna Blue](#) and [Kathie Cox](#) and they could assist with distributing these kits to the community as Public Health Educators.
  - Tim stated that the Fiscal Management department had their audit three months ago. There were two errors that were fixed and his department is pleased to announce they passed their audit. For accreditation purposes, Tim is required to give the Board, once a year, three financial reports. At this time, Tim gives a financial report every month. Tim asked the Board what other reports would the Board like to see. The Board requested that Tim bring suggestions to the next meeting. Tim agreed.
- **Monthly Activity Summary Report**-Amanda Deaver:
    - The monthly activity reports were included in the packets for each Board Member to review. There were no questions.
    - Amanda stated that the only changes in Administrative Support is that our Management Support Supervisor has retired after thirty years of working with us.

- **Health Director's Report-Amanda Deaver**

- The lab renovations have started and are halfway complete. The renovations should be completed within the next few weeks. She invited all Board members to come by and check it out.
- Our Mobile Unit was delivered on February 6th. Our ribbon cutting ceremony will be held on February 29th and Amanda invited all members to attend.
- The mobile unit idea was created when Dr. Caldwell was the Health Director. Amanda stated she had a different vision for the needs of the unit as to Dr. Caldwell's. However, she stated that she is looking forward to utilizing the rooms for immunizations. Our WIC Director, [Shakiyla Colden](#), is very excited about going out into the community to sign our citizens up for WIC services. We are also looking forward to using our Mobile Unit at the outreach events we participate in as well.
- Amanda mentioned that we are still dealing with the cyber incident that took place in December. We were informed on Dec 22, 2024 that there was a cyber incident that had occurred so to be proactive, our server was taken down. This caused issues within the agency because our data/documents/reports were not accessible during that time. Amanda is working with our County Manager on trying to get a license from Microsoft so we can draw down those forms that we need from the state. Half of our staff has access to computers at this time so we are having to share computers. Amanda stated that at the last meeting she had with the County Manager, she was informed that they are looking to scrub all of our computers within the next month and try to get us back online. The county has developed a computer replacement plan so the health department's computers will be replaced in 2026.
- Dr. Singletary asked Amanda if she would talk to the County Manager about getting laptops for the mobile unit and having VC 3 program the software. Amanda stated that she would bring this to her attention and see what we can do. Dr. Singletary also suggested using the grant funding that we have left to purchase IT equipment needed for our mobile unit such as Hot Spots, WiFi, printers, etc.
- Amanda stated that this is budgeting time so Department Heads had to submit any capital requests to the County Manager so she could forward it to the Commissioners. Amanda requested to have an office added to our registration area where we have a lot of wasted space. She also requested new carpet for the HR Administrator's office and that was approved.
- Amanda mentioned that we need to replace at least one Animal Control truck. Both trucks are approaching 200,000 miles and have been in and out of the repair shop. The cost of replacing one of these trucks would be about \$75,000.
- Amanda has asked to reclass our current Public Health Nursing Director I position from a grade 77 to a grade 80 due to internal equity concerns that exist. She has also requested a new position, Public Health Educator/Grant Writer. Currently, Amanda has written our grants with the help of Janna and Donna. Amanda stated that if we had a Grant Writer on staff, we could possibly get additional funding for our agency. This person would also serve as a Public Health Educator to make sure when we receive the grants, the grants are being promoted out into the public to be used for what they are intended for.
- Amanda mentioned that we have been having issues with the Humane Society. They receive county funding as well as the city of Laurinburg. Amanda stated that we are responsible for the rabies control in the county. If we don't have anywhere to take the

animals, we cannot set traps to pick them up. Amanda will be meeting on March 11th with the County Manager, Shelter Director and City Manager. There are thirty dog kennels and they are always full. Animal Control is supposed to be actively canvassing the county for stray animals that do not have a rabies tag. If the animals do not have a tag, they are supposed to bring them into the shelter. However, the shelter is full at this time so Animal Control is unable to bring them in to do their process of adopting/rehoming these animals once they are vaccinated.

- Staffing Issues:
  - We recently sent out an Employee Morale Survey to all staff members. Some of the concerns that we received were salary increases and different health insurance since we have a high deductible. Amanda stated that those concerns were not something she could change herself but she did want to focus on the issues she can address such as employee recognition and better communication. Amanda stated that we are currently working on ways to improve employee morale.
- Career Opportunities:
  - We have hired a part-time HIV Case Manager, Jade Oxendine. This position was funded with the 546 Grant with COVID funding.
  - We've hired a new Medical Biller, Demetria Pate, because our previous Medical Biller moved up to a new position.
  - We've also hired a part-time temporary Public Health Educator that is working on the Infant Mortality Grant with Janna, her name is Doris Jones.
  - We still have a Communicable Disease Nurse position open as well as a part-time Equity Nurse that we are in the process of interviewing.
  - Our Environmental Health Specialist position was reposted as well as it has not been filled yet and will close on February 26th.
  - The Nutrition II position has been open for several years now. We have reposted this position because we didn't have any qualified candidates to apply.
  - We made an offer to a qualified candidate for the Processing Unit Supervisor position but the offer was turned down because of the pay so we reposted that position as well.

### **Unfinished Business**

There was no unfinished business to report at this time.

### **New Business**

- Dr. Singletary mentioned that we swore in our returning Board member, [Diann Beane](#) and we also welcomed our newest member, [Ian Yancey](#). Ian thanked the Board for being able to serve.
- Dr. Singletary recognized several previous Board members for their years of service with an award. Dr. Bowling was in attendance. The other Board members were absent so we will mail their awards to them.

### **Department Focus**

Healthy Communities Health Educator:

Kathie Cox introduced herself to the Board and stated that one of her main priorities as a Health Educator has been Health Promotion. She also mentioned being responsible for the community health needs assessments as being one of her biggest endeavors that she takes on. Kathie also collaborates with other agencies working towards our initiatives. Kathie said once we turn in the health assessment to the state, they will review it and make sure we meet all of the requirements for accreditation. Afterwards, the state will send a letter to our Health Director with an approval or to let us know what needs to be worked on. Kathie mentioned that there is a lot of collaboration between the agency and the hospital when putting the assessment together as well as completing our community health improvement plans afterwards. She stated this assessment is based on our community's assets, strengths, resources and needs. Health departments across North Carolina are mandated to complete a comprehensive community health needs assessment. This is a requirement of the consolidated agreement between health departments and the North Carolina Division of Public Health. Diann asked Kathie how we could access the survey to complete it. Kathie responded that there are several ways to complete the assessment including going online, coming to the agency to receive a hard copy of the assessment as well as reaching out to other agencies (hospitals, doctor's offices, churches) in the county that Kathie collaborates with to receive a copy of the assessment as well. Dr. Singletary asked if there was a certain time we collected these assessments. Kathie responded that we do this within a specific timeframe such as a couple of months at a time. Dr. Singletary asked if our next one would be in 2025 and Kathie responded that it would be. Kathie informed the Board that she would send out an assessment to anyone that would like to complete the assessment. Dr. Singletary asked if this assessment would be included in the new strategic planning and Kathie responded that it is definitely part of the strategic planning. Ian asked where our county stood statistically with this assessment. Dr. Singletary gave Ian a brief overview of our county and its needs. She explained that our county is at a lower rate than where it needs to be so this is why we are trying to use all funds for the health of the county. Amanda stated that this is one of the reasons why she has asked for a Grant Writer position at our agency, to help fund the resources needed to fix these issues. [Stephanie Littles](#) stated that she hopes the new Mobile Unit will help eliminate and address some of the issues that our county is facing.

**Approval of New Funding:** \$24,299 Additional funding for Reducing Infant Mortality Grant

Amanda stated that we needed the Board's approval for the new funding. Nicole made a motion to approve the new funding. Stephanie seconded the motion.

**Required Training for the Board and Tour of Health Department:**

Amanda informed the Board members that she put a sheet with the training link inside of their packet so that they can access the training sessions. Amanda asked all Board members to send all of the completed training certificates to her so we can put it in the file for accreditation. Amanda also invited all Board members to reach out to her if they would like to take a tour of our health department.

**Informal Discussion**

There was no informal discussion at this time.

Dr. Singletary adjourned the meeting at 7:10 pm.

Health Director's signature \_\_\_\_\_

Chair to the Board of Health's signature \_\_\_\_\_