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BOARD OF HEALTH MEETING MINUTES

August 20, 2024

6PM

The Scotland County Board of Health met on Tuesday, August 20, 2024 at 6:00 p.m. at the Emergency Operations Center and the following Board members were in attendance: Dr. Bear Hughes, Diann Beane, Dr. Freda Singletary, Amanda Deaver, Nicole Monroe, Ian Yancey, Charles Todd, Commissioner B.J. Gibson and Stephanie Littles. There were no absent board members. Staff present were: [Tim Martin](#), Alisa Freeman, [Kathie Cox](#), Dr. Rowson, [Sharon Alford](#), [Carlotta Rivers](#), [Betsey Ellerbe](#) and Janna Blue.

Call Meeting to Order

Dr. Singletary, Chair, called the meeting to order at 6:02 pm. Invocation was led by B.J. Gibson.

Discussion

There was no discussion about the current agenda.

Adoption of Agenda

Commissioner B.J. Gibson made a motion to adopt the agenda. Dr. Bear Hughes seconded that motion.

Approval of the June 18, 2024 Minutes

Stephanie Littles made a motion to approve the minutes. Commissioner B.J. Gibson seconded the motion.

Public Comment

There was no public comment.

Program Reports & Administrative Matters:

Fiscal Management

Tim Martin went over the financial updates as of Jul 31, 2024. Packets were distributed to board members with detailed financial data. Tim stated that we are 90.5% expended so we are operating at 9.5% under budget. As far as our revenues, we are at 87.8% collected as a whole. Tim commended his Fiscal Management and Clinical staff members as they have all worked together for the agency to be able to bill everyday now. There is no longer a wait for billing which has made our revenues climb higher daily. Tim also stated that we have reduced our expenditures by reducing costs in supplies as well as training and travel. We have two grants that we were able to include in this year's budget that consisted of \$320,000. Our revenues have decreased some because of the current Medicaid expansion. [Ian Yancey](#) asked, what do we attribute for the big change in administration? Tim responded that last year we received two federal grants (infrastructure grant and (2) \$50,000 additional grants that can be used for starting new programs). We did not budget for this last year, however, we did budget to spend the funds this year.

Clinical Update

[Amanda Deaver](#) went over the clinical updates as Donna Page was unable to attend and present the clinic updates. [Amanda Deaver](#) stated that we are currently working on improving our no-show appointment rates. [Tim Martin](#) is working with the front desk staff to make contact with the no-show patients and trying to reschedule their missed appointments. Amanda stated that we are working hard on getting our clinical numbers back up. Donna submitted several great updates for the clinic as follows:

- The SCHD Mobile Unit participated in the Scotland County Library Community Day on June 5, 2024 at IEJ and back to school immunizations were offered.
- SCHD began hosting Richmond Community College nursing students for summer clinical rotations.
- Miriya Bryant, Social Worker, attended Child Passenger Training in Moore County on June 26, 2024.
- SCHD participated in National HIV Testing Day on June 27th. 14 participants were tested.
- Scotland County Health Department Maternal Health/Child Health/Social Work/WIC Staff participated in the annual Scotland Healthcare Pregnancy Fair.

Human Resources Update

[Sharon Alford](#) presented the Human Resources updates for June and July. Sharon stated that there were no employee separations during these two months, keeping our monthly turnover rate at zero percent for these two months. Our turnover rate for our second quarter stands at 2.3%. This rate reflects the one separation that occurred in May.

Health Director's Report

Strategic Plan Goal 1: Invest in community led solutions to advance health equity

The Mobile unit is currently scheduled for outreach events. The mobile unit will be used to provide immunizations, Labs to Go, WIC services and educational events in the areas of the county where transportation may be a barrier. The mobile unit will be at Wagram Center on September 12th for back to school immunizations and then on September 26th for WIC services. We plan to continue with having the mobile unit at the Wagram Center the second Thursday of the month for Clinical services and the fourth Thursday of the month for WIC services. This will assist with the transportation barrier that many of our citizens experience.

The Women's Health Grant in partnership with St. Andrews will be rolled out to the students beginning September 11, 2024.

We held a back to school event and vaccines were given, shot records were reviewed and gun locks and education were provided.

Strategic Plan Goal 2: Promote healthy behaviors to enhance an individual's health and wellness.

- IP address is now approved and active. Everyone has their original computers back. Secondary computers such as laptops are still being scrubbed.
- Items such as signature pads, label makers, scanners and network issues are still being tweaked.
- Everyone that needs access to the H Drive for accreditation purposes now has access.
- Microsoft Suite is slowly being added based on needs
- Printers: County is considering a contract with UBEO for network printers across the county. Amanda met with the County Manager and we are requesting another quote. Not everyone will have printers at their desks. Network printers are more cost efficient and come with updated software for reporting of usage per department.

Unfinished Business: Dr. Singletary and Amanda Deaver gave an update regarding the IT meeting with the County Manager.

New Business:

Amanda Deaver gave an update on the COVID 716 funds. She requested updates from the Board of Health on ways to use the funding. Modular trailer, overtime pay for staff, staff training, exam renovations and no show mailers were recommended.

[Amanda Deaver](#) and [Robert Sampson](#) worked up a proposal with the County Manager regarding the mobile unit shelter. The proposal was that we use our COVID funds to pay for the shelter and Robert uses his funds to pay for the fencing, gravel, electric water hookups, etc. This will allow Robert's trailer as well as our mobile unit to be stored out of the sun. The County Manager has approved this proposal and the county maintenance workers have already begun working on the shelter. Our portion was between \$19,000-\$20,000 and will be covered by the 546 grant. The EOC is also spending about the same amount of money on this project.

Action Items

Rollover funds for FY 25 budget:

- AA546 Communicable Disease Recovery: \$60,024
- AA716 Vaccination Program: \$104,871.78
- AA719 CDC Bridge Access Program: \$46,951
- NACCHO PAVE Grant: \$13,500

Nicole McRae made a motion to move the rollover funds for the FY25 budget. [Stephanie Littles](#) seconded the motion. Motion carried.

The meeting was adjourned at 6:44pm.

