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**BOARD OF HEALTH MEETING MINUTES**  
**October 15, 2024**  
**6PM**

The Scotland County Board of Health met on Tuesday, October 15, 2024 at 6:00 p.m. at the Emergency Operations Center and the following Board of Health members were in attendance: Amanda Deaver, Dr. Freda Singletary, Diann Beane, Nicole Monroe, Charles Todd, Ian Yancey, Dr. Bear Hughes, Stephanie Littles, Commissioner BJ Gibson. There were no absent board members. Staff present were: [Christine Russell](#), [Alisa Dfreeman](#), [Erica Hall](#), [Betsey Ellerbe](#), [Tim Martin](#), Dr. Rowson, [Thomas June](#), April Snead, [Shelby Bullard](#), [Sharon Alford](#), [Janna Blue](#), [Kathie Cox](#), [Valentina Oxendine](#).

**Call Meeting to Order**

Dr. Singletary, Chair, called the meeting to order at 6:02 pm. The invocation was led by Diann Beane.

**Discussion**

There was no discussion about the current agenda.

**Adoption of Agenda**

Ian Yancey made a motion to adopt the agenda. Stephanie Littles seconded that motion.

**Approval of the August 20, 2024 Minutes**

Diann Beane made a motion to approve the minutes. Ian Yancey seconded the motion.

**Public Comment**

There was no public comment.

**Departmental Focus: Social Work**

- Amanda introduced [Betsey Ellerbe](#), Social Work Supervisor.
- Betsey Ellerbe has been with the health department for 26 years.
- Betsey Ellerbe mentioned we have two Social Workers who are currently working to obtain their Master's in Social Work.
- [Betsey Ellerbe](#) went over the Care Management for High Risk Pregnancies Program.
- [Betsey Ellerbe](#) also mentioned that we provide prenatal services to our mothers from the date of their first appointment while pregnant through their postpartum period. [Shelby Bullard](#) distributed brochures to show all of the services available through our Social Workers.
- [Betsey Ellerbe](#) introduced [Shelby Bullard](#). [Shelby Bullard](#) went over several details of our Care Management for High Risk Pregnancies Program and listed the services that come with this program to help their patients receive the best care possible.
- [Shelby Bullard](#) went over their daily tasks that they normally are required to perform such as home visits, hospital visits, phone calls, meeting their patients wherever they are and mailing letters.
- [Amanda Deaver](#) mentioned that each Social Worker has earned their certifications in car seat installations.

- [Diann Beane](#) mentioned the importance of meeting our patients where they are if they are unable to come to our agency.

## **Program Reports & Administrative Matters:**

### **Fiscal Management**

- Tim Martin mentioned that the Social Worker's program, Care Management for High Risk Pregnancies, is funded by Medicaid by 75%. The other 25% is funded by the county.
- Tim Martin went over the financial update as of September 30, 2024:
  - After Aug 31, 2024, the county ends their budget year.
  - Tim Martin went over the final numbers for fiscal year 2024 as follows:
    - Budget revenues are \$2.6 million and we've collected \$2.3 million.
    - Budgets to expenses were \$4.8 million and we paid out \$4.4 million.
    - We gave the county back just under \$39,000 for the county recreations.
    - The county recreation for the health department was a little over \$2 million.
  - As of Sep 30, 2024, we should be at 25% used for our expenses and we are at 19% for expenses so we are currently under budget.

#### ○ Financial Overview:

##### **Revenues:**

- Budgeted Revenues \$2,682,467
- Revenues Collected \$2,355,690
- Uncollected \$326,777
- Budgeted Expenses \$4,892,110
- Expenses Paid \$4,425,860
- Unencumbered \$466,250
- Uncollected Revenues \$326,777
- Unencumbered Expenses \$466,250
- Excess/Deficit \$139,473
- Total County Appropriations - FY24 \$2,070,170
- We should be at 25% collected and we are currently at 13.4% so we are a little behind on the revenues but [Tim Martin](#) also mentioned that revenues run a month behind.
- Ian Yancey asked Tim Martin if the uncollected revenues would be reconciled in the fiscal year 2025. [Tim Martin](#) responded that some of the revenues could be collected in FY2025 but the cut off date is August 30, 2025. But we can still collect revenues according to [Tim Martin](#).

##### **Expenditures:**

- [Tim Martin](#) went over the expenditures for the 2024 fiscal year:
  - 2024-2025 Budget: Grand Total: \$4,626,594.00
  - Year to Date Expenses as of 9/30/24: \$880,296.25
  - 19.0% used
- [Tim Martin](#) mentioned that we have had to purchase many vaccines for this fiscal year 2024.

### **Clinical Update:**

- [Amanda Deaver](#) went over the clinical updates that Donna Page shared with her.

- Our mobile unit has been active in the community. We went to the back to school event in August. We also went to St. Andrews University and Wagram Community Center in September. We received great feedback from the community.
- We've also provided services for our Family Planning Services as well as STD testing.
- We have been working with a staffing agency to help fill our positions in the clinic area as well as all other departments.
- Dr. Singletary commended the health department on our efforts to serve our community while being short staffed.

### **Environmental Health Update:**

- [Valentina Oxendine](#) went over the Environmental Health updates.
- Environmental Health has been working diligently with the community business owners to open up our new restaurants that we have coming to our county. They have been working hard to issue permits and inspections for these businesses. [Valentina Oxendine](#) stated that in the last six months, we have had four establishments to close. [Valentina Oxendine](#) stated that we have permitted two establishments to open in the last six months. We currently have six plan reviews for establishments to open at the moment.
- [Valentina Oxendine](#) introduced our new Environmental Health Intern, Thomas June, and welcomed him aboard. Thomas June will begin his training in Raleigh next week to begin obtaining his certifications.
- [Valentina Oxendine](#) stated that we are currently working with the animal shelter on the intake process for dogs and cats.
- [Valentina Oxendine](#) stated that we currently have two Animal Control Officers. One officer is responsible for the south portion of the county and the other officer is responsible for the north portion of the county. If one officer is out, the other officer is responsible for the entire county. The department is unable to return voicemails while working in the field but they do return all calls as soon as possible when they return to their offices.
- [Ian Yancey](#) mentioned that the euthanization rate is almost equal to the intake rate. [Valentina Oxendine](#) agreed. [Amanda Deaver](#) stated that she is working hard to gain better communication with the animal shelter.
- County Manager, April Snead, mentioned several issues with the animal shelter. Together, everyone will work towards making the intake of animals more efficient for the health department as well as the animal shelter.

### **Human Resources Update:**

- [Sharon Alford](#) went over the Human Resources updates:

## August & September Health Department Turnover Report

Month	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)	Quarterly Turnover Rates	Annual Turnover Rate
April	0	44	0.0%		
May	1	44	2.3%		
June	0	44	0.0%	<b>2.3%</b>	
July	0	44	0.0%		
<b>August</b>	<b>0</b>	<b>44</b>	<b>0.0%</b>		
<b>September</b>	<b>0</b>	<b>44</b>	<b>0.0%</b>	<b>0.0%</b>	
October			0.0%		
November			0.0%		
December	0		0.0%	<b>0.0%</b>	<b>2.3%</b>

- **Staffing Report Vacancies:**

Position	Status
Public Health Nurse I	Vacant
Nutritionist I (Frozen)	Frozen
Public Health Nurse III/CD (Frozen)	Frozen
Public Health Nurse I EIC Backup	Vacant (10/19/24)
Public Health Nurse III/STD	Vacant (11/2/24)

- **Filled Positions:**

Position	Status
Environmental Health Specialist	Filled (10/1/24)
Public Health Educator I (Community Health Worker)	Filled (10/1/24)

- [Sharon Alford](#) stated that [Amanda Deaver](#) has been working diligently with Human Resources to fill these open positions.
- [Sharon Alford](#) stated she is advertising on all available platforms to recruit employees.
- Diann Beane asked [Sharon Alford](#) if there was a reason we were having issues with our turnover rates. [Sharon Alford](#) responded that the main issue is due to salaries not being sufficient enough. [Diann Beane](#) also asked [Sharon Alford](#) if the salaries are determined by the state and Sharon responded that yes, the salaries are set by the state.

**Health Director’s Report:**

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

- The Mobile Unit has begun outreach at the Wagram Center. It will continue to provide clinical services on the second Thursday and WIC services on the fourth Thursday of each month. In September, Back to School Immunizations were provided in Wagram. We have also been receiving requests from Laurel Hill and will look at rolling the outreach services to Laurel Hill once we are fully staffed.
- The Mobile Unit provided Back to School immunizations on August 10th at the NAACP Back to School event.
- The Women’s Health Grant in partnership with St. Andrews was unable to roll out to the students in September due to the clinic room not being ready. The room has been set up and the first Family Planning Clinic will be October 9th.

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

- We are still holding Family Night on the first Monday of the month. Milk Mondays are going well. Every Monday, breastfeeding support is offered in the Health Education Room.
- Flu clinics are being scheduled for Scotland County Employees and also for the community. COVID clinics will be scheduled as well when we receive the vaccine.

**Strategic Plan Goal 3:** Ensure public health is prepared for emergency response in a disaster or communicable disease outbreak

- Amanda Deaver has participated in the emergency response statewide calls for the Western counties that have been impacted by Hurricane Helene. Please keep these counties in your prayers. They still have a long way to go.
- Animal Safety and Control is a concern during an emergency event. Amanda has met with Bruce Akers, DVM with the Department of Agriculture and Consumer Affairs. He is the Central Emergency Preparedness Veterinarian for this area. They discussed resources that are available to Scotland County in the event of an emergency such as a hurricane.
- Issues with the Humane Society are still an ongoing problem. Amanda Deaver has discussed these issues with the Director and a few of the Humane Society Board members and is working on resolutions.

**Strategic Plan Goal 4:** Continue to Support and Promote community wide mental health services

- Amanda Deaver met with Ms. Mary Baggett with Trillium to discuss services they can provide for our community and training for our staff.
- Kathie Cox, Health Educator, continues to participate in the County Opioid Collaboration.

**Strategic Plan Goal 5:** Enhance recruitment efforts, employee engagement, and succession planning initiatives that contribute to individual and organizational effectiveness

- Cyber Incident: All staff have their computers back and are working with the VC3 Technical assistance helpline to fix any issues.
- Nutritionist II: This position has been posted for over a year and is currently being filled by contract staff and the position is frozen.
- Environmental Health Specialist has been filled-Mr. Thomas June began work on October 1, 2024.
- The Community Health Worker has been filled-Ms. Samantha Falango began work on October 1, 2024.
- Public Health Nurse II (Enhanced Role Nurse for Communicable Disease): This position has been vacant since April 2023 due to candidates declining salary offers. This position was frozen and the Public Health Nurse I position will be filled.
- Public Health Nurse I: Vacant as of May 3, 2024. The position is being advertised.
- Public Health Nurse I: Vacant as of October 18th
- Public Health Nurse II (Enhanced Role Nurse for Communicable Disease (2)): Vacant as of November 1st.

#### **Unfinished Business:**

- AA 716 to be used for staff salaries at events:
  - [Amanda Deaver](#) met with April Snead to discuss these funds. Ms. Snead stated that she would discuss with Beth Hobbs before approving but that if all county employees could be offered the opportunity to make additional money to work the events then it should not be a problem. Amanda stated that generally events called for 2 nurses, 2 registration clerks and 1 person to direct traffic.

**New Business:**

- New fees added to Fee Schedule:
  - [Tim Martin](#) went over the new fees that needed to be added to the FY25 Fee Schedule:
    - CF Full-gene Carrier Screen \$175.00
    - Chromium & Cobalt \$113.00
    - Flaurix (Influenza) \$21.00
  - Diann Beane made a motion to approve the new services being added to the FY2025 Fee Schedule; Stephanie Littles seconded the motion.
- NCPHA Service Award:
  - [Janna Blue](#) presented the NCPHA Service Award to [Amanda Deaver](#) for her outstanding thirty years of service to Public Health. Everyone congratulated Amanda Deaver on her achievements.
- Strategic Plan Presentation and Approval:
  - Janna Blue went over our goals and accomplishments of our Strategic Plan Presentation.
    - Nicole Monroe made a motion to approve the Strategic Plan; Stephanie Littles seconded the motion.

The meeting was adjourned by Dr. [Freda Singletary](#) at 7:08pm. The board then went into Closed Session.

Health Director's Signature\_\_\_\_\_

Board of Health Chair's Signature\_\_\_\_\_