



AMANDA DEEVER, MPA  
HEALTH DIRECTOR

SCOTLAND COUNTY HEALTH DEPARTMENT  
1405 WEST BOULEVARD ~~POST OFFICE BOX 609~~  
LAURINBURG, NORTH CAROLINA 28353-0069  
PHONE (910) 277-2440 FAX (910) 277-2486



**BOARD OF HEALTH MEETING MINUTES**  
**December 17, 2024**  
**6PM**

The Scotland County Board of Health met on Tuesday, December 17, 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, Ed O'Neal, Diann Beane, Stephanie Littles, Dr. Bear Hughes and Ian Yancey. Nicole Monroe was the only absent board member. Staff present were: Christine Russell, [Tim Martin](#), [Kathie Cox](#), [Janna Blue](#), [Valentina Oxendine](#) and [Donna Page](#)

**Call Meeting to Order**

Dr. Singletary, Chair, called the meeting to order at 6:01 pm. The invocation was led by Dr. Hughes.

**Discussion**

There was no discussion about the current agenda.

**Adoption of Agenda**

Diann Beane made a motion to adopt the agenda. Stephanie Littles seconded that motion.

**Approval of the October 15, 2024 Minutes**

Ian Yancey made a motion to approve the minutes. Diann seconded the motion. [Diann Beane](#) stated that there was one error in the closed session minutes. The error has been corrected. Ed. O'Neal asked a question on page two of the minutes when [Valentina Oxendine](#) stated that we're currently working with the animal shelter intake process. Ed O'Neal asked when we should have an update on that process. Dr. Singletary informed Ed O'Neal that the Humane Society met with the County Manager and [Amanda Deaver](#) and they revised the current contract because we were still paying money for services that were not rendered so we had to renegotiate the contract so that we are not paying for services not rendered. [Valentina Oxendine](#) said the relationship with the shelter has improved and our Animal Control officers call ahead of time and see whether or not they're able to bring a dog in and they'll work with them to place them until a rescue or adoption takes place.

**Public Comment**

There was no public comment.

Amanda Deaver administered the oath to Mr. Ed O'Neal to become the newest member of the Scotland County Board of Health.

**Program Reports & Administrative Matters:**

**Fiscal Management:**

- Tim Martin gave the financial update as of November 30, 2024. For Accreditation purposes, Tim Martin went over the ten essential services of Public Health.

- Expenditures: We should be at 42% expended and we are currently at 34.3% so we are currently still under budget where we should be.
- [Tim Martin](#) wanted to point out that the immunization budget is over expended because we are purchasing more private vaccinations but our revenue has increased in that area.
- [Ian Yancey](#) asked if the reason we are giving out more vaccines at this time is because of the flu/COVID season that we are currently in. [Tim Martin](#) responded that we have done more vaccines this year than in the past.
- Ed O’Neal asked [Tim Martin](#) to explain the terms of the fiscal year and Tim Martin responded that the fiscal year is from July 1st to June 30th for our county.
- [Amanda Deaver](#) stated that our WIC office runs off of a federal fiscal year which starts October 1st.
- Revenues: Revenues collected should be at 42% collected and we are at 27.2% collected. Tim Martin noted that we are a month behind so the data will not show up until a month after it is collected.
- [Tim Martin](#) also noted that we have given out a lot of school physicals than what we have done in the past.
- [Tim Martin](#) mentioned to Dr. Singletary that our kids’ physicals and adults’ physicals are considered adult only.
- Ed O’Neal asked if we give out any kind of work readiness physicals. Tim Martin said it has been discussed in the past but nothing has been set. [Amanda Deaver](#) responded that the DOT physicals require a certain eye exam and we are unable to give that eye exam. Dr. Singletary recommended that we get a Spot Vision to use for the DOT physicals. Donna Page responded that we have one. This will be something that will be looked into for further development.
- Ed O’Neal asked [Tim Martin](#) if he would talk a little more about the Women’s Health Grant at St. Andrews as he was not familiar with it. [Amanda Deaver](#) responded that she applied for a grant from the state that’s called Women’s Health and it’s an extension of family planning so we can provide family planning services either in a late clinic or outside satellite clinics such as St. Andrews. [Amanda Deaver](#) stated that we currently go to St. Andrews University on Wednesday afternoons. We receive \$150, 000 per year for this grant for at least three years. [Amanda Deaver](#) also explained that this grant will allow us to see male patients as well as far as STD testing, condoms and helpful information.

### **Clinical Update:**

- Donna Page gave the clinical update.
- Summary-STD
  - Chlamydia is the most prevalent STD with Gonorrhea second highest
  - STD rates are highest in: 15-39 age range
    - 15-24 is the highest rate
    - Black/African Americans
    - Females
  - HIV Prevalence
    - Black/African American
    - Males
  - Donna Page stated that in 2023 we had 59 cases of Hepatitis C.
  - 71% of our communicable diseases are Hepatitis C and the majority of these cases come from the prison that we have in our county.

- Ed O’Neal mentioned the growth of STD’s in our county. He asked Donna Page what preventative measures we have taken to try and eliminate the growth. Donna Page responded that we do a lot of public education especially if a patient comes in and is in need of treatment. Ed O’Neal mentioned that STD testing is now available at the VA and can be done annually.
- [Diann Beane](#) noticed that Herpes is not in our data. Donna Page responded that the reason being is because Herpes is not a reportable disease.
- Dr. Singletary mentioned that the stigma of health departments needs to improve and we are working towards that goal of being seen as a helper and a support team for our community to feel more comfortable coming to the health department for services.
- [Ian Yancey](#) asked Donna Page what she thought contributed to the increase in 2019 to now. Donna Page responded that, in her opinion, the issue was that not a lot of people were going to the doctor during this time because of COVID.
- Dr. Singletary asked Donna Page if these results are from patients coming in from other counties or from patients whose address is Scotland County. Donna responded that this data is collected from Scotland County residents.

#### **Environmental Health Update:**

- [Valentina Oxendine](#) gave the Environmental Health update. She stated that in 2024 she, as well as her coworkers, have covered about twenty events including permitting food vendors.
- [Valentina Oxendine](#) stated that now that it is towards the end of the year, they are focusing on our state compliance requirements which is our inspections for our food and lodging establishments.
- We also have three new restaurants that have opened in Scotland County and three restaurants that have closed.
- Environmental Health is currently working on three new plan reviews to open establishments.
- [Valentina Oxendine](#) also mentioned that they have been working closely with lead investigations.
- Harley Linton is now a Registered Sanitarian after completing her training and coursework.

#### **Health Director’s Report:**

- [Amanda Deaver](#) presented the Health Director’s report. She reminded all board members that there is ongoing training that needs to be completed. There is a free virtual training that is offered every other month on the fourth Monday night at 7pm. The next training will be January 27th and [Amanda Deaver](#) will send out the link as soon as she receives it. The last training link that was sent out by [Amanda Deaver](#) was on Emergency Preparedness. Once the board members trainings have been completed, they will need to send their certificates to [Amanda Deaver](#) or [Christine Russell](#).
- Ed O’Neal mentioned that he would like to ensure that all board members take the required training for Accreditation purposes as we need to make sure that someone from our board is at every meeting representing Scotland County. Ed O’Neal made a motion for board members to commit to do at least one of these training sessions each year.

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

- The Women’s Health Grant in partnership with St. Andrews held its first Family Planning Satellite Clinic on October 9, 2024. The Clinic has started off slow and we are still working

out the glitches but it is slowly growing. We are there every Wednesday from 1-5pm unless the students are on break. Due to the long Winter Break, we have added extended family Planning hours for one evening in December and will resume with a regular schedule at St. Andrews in January 2025.

- [Amanda Deaver](#) stated that one of our Nurse Practitioners are no longer with us so we are down to one Nurse Practitioner. We are currently working with a staffing agency to fill this open position.
- Mobile Unit: We have had to suspend the Mobile Unit providing outreach to the Community Centers due to lack of clinical staffing at this time.
- Dr. Singletary mentioned that she would like to see additional satellite clinics for those that are unable to attend the St. Andrews' clinic. [Amanda Deaver](#) stated that she will be working on collaborating with other agencies to see what we can do.

### **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. The Breastfeeding Peer Counselor is also visiting the new moms and babies at the hospital on Wednesday and Friday morning to encourage breastfeeding and to provide support.
- Flu and COVID Vaccines are still available by appointment.

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

- Amanda Deaver participated in the State Board of Health online training on The Role Of Local Public Health in Emergency Preparedness on November 18, 2024.
- Staff have completed their annual respiratory training and Fit testing.

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

- Kathie Cox, Health Educator, continues to participate in the County Opioid Collaboration.
- Janna Blue, Health Educator, partnered with the Scotland Community Collaborative to host a Family Movie Night that was funded by Trillium MCO. Approximately 50 people were present. The participants learned about stress management and the impact of overall mental health and wellness.

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

- The Employee Recognition Program that is sponsored by the Public Health Infrastructure Grant is going well. The Employee of the month and the Senior Management Employee of the month are nominated by their peers and voted on by the Senior Management Team. The winner receives a \$50 award in their paycheck as well as their photo on our Wall of Fame. We choose an Employee of the Month and if a Senior Management Team member is nominated, we choose a Senior Management's Employee of the Month as well. The Employee of the

Month's names are put into a hat for a drawing for the Employee of the Year. The Employee of the Year, Jordan Locklear, received \$100 on her paycheck. The Senior Management's Employee of the Year was [Tim Martin](#) and he received \$100 on his paycheck as well.

### **Vacancies:**

- Nutritionist II: This position has been posted for over a year and is currently being filled by contract staff and the position is frozen but we are able to contract an employee for three days a week.
- WIC Director, Nutritionist: Has been vacant since November 22nd and the request for posting has been sent to County Human Resources.
- Public Health Nurse III (Enhanced Role Nurse for Communicable Disease): Two positions are vacant. One has been vacant since April of 2023 and one became vacant November 1, 2024. We are searching for a qualified candidate to fill these positions
- Public Health Nurse I: Vacant as of May 3, 2024. The position is being advertised.
- Public Health Nurse I: Vacant as of October 18th. The position is being advertised.
- Advanced Provider: The position will be vacant as of December 27th.
- [Diann Beane](#) asked [Amanda Deaver](#) what she thought was contributing to employees leaving. [Amanda Deaver](#) and [Donna Page](#) both responded that income has been the main source of the problem.
- Dr. Singletary asked if the staffing agency would pay the recruited employees more than we could pay them. [Amanda Deaver](#) responded that it is based on what the staffing agency is offering at the time the position is open and employees have to consider their benefits being offered.
- [Amanda Deaver](#) also mentioned that we have reached out to the nurse that left in October and she has finished her orientation at the hospital that she currently works at. The County Manager has agreed to let her come back and work part-time.
- Dr. Singletary requested that we do a salary study on our current open positions and focus on getting these positions filled that have been open for over a year.

### **Old Business:**

- Dr. Singletary went over the business that still needed to be discussed. We previously were discussing ways to utilize our COVID funding. We are now using our mobile unit to utilize our services. We have also been using new techniques to lower our no-show rates for our patients. We have also started a pregnancy clinic as well as other classes at St. Andrews University to be able to see more patients. Dr. Singletary stated that everyone has been working hard to increase our expenditures as well as our revenues. We also have utilized our Infant Mortality Grant to fund our Milk Mondays for mothers. We received an award for this program and it is growing. We have also started offering paternity testing for our DSS cases and will be partnering with DSS offering foster care children exams as well.
- We have also been working with Animal Control to eliminate expenses for the year.

### **New Business:**

- Dr. Singletary announced that our new Chair to the board of health will be [Ian Yancey](#) and our Vice Chair will be Dr. [Bear Hughes](#) for the 2025-2026 year beginning Jan 1, 2025.

- Approval of the Board of Health meeting schedule for 2025: Diann Beann made a motion to accept the new meeting dates for 2025 and Dr. Hughes seconded the motion.
- New fees added to the fee schedule: [Tim Martin](#) went over the breakdown of the fees. [Diann Beane](#) made a motion to approve the fee schedule and Stephanie Little seconded the motion.
- Ed O’Neal made a motion to open the Optometrist position to be available for a public member. Ian Yancey seconded the motion. If anyone is interested in filling the position, [Christine Russell](#) can send out the link for the application to apply.
- Our current open positions are Veterinarian, Optometrist, Community Member and Pharmacist.

The meeting was adjourned by Dr. [Freda Singletary](#) at 7:41pm. The board then went into Closed Session.