

**Madison County Board of Health Meeting**  
**Thursday, April 10, 2014 - 6:00 pm**  
**Health Department Board Room**  
**Members Present**

**Dr. Meg Pressley, DMV and Chair**  
**Sue Vilcinskis, Commissioner**  
**Melanie Kraft, Public**  
**Cynthia Yancey, MD**  
**Tony Payne, Engineer**

**Loretta Leake, NP**  
**Mike Stevenson, Public**  
**Susan Coates, RPH**  
**Marianna Daly, M.D. Ex Officio**

**Regular Meeting**       **Special Meeting**

**AGENDA**

- I. Welcome, Call to Order and Introductions** Meeting was called to order at 6:29      Chair Pressley
- a. *Welcome Melanie Kraft* the newest BOH member.
  - b. *Board of Health Chair Report*
- II. Consent Agenda** - Approval of      Chair
- a. *Agenda*
  - b. *Board of Health Minutes* (February 27, 2014)  
Chair Pressley asked if there was a motion to approve. **Motion to approve Mike Stevenson , Motion seconded by Dr Yancey. Motion carried.**
- III. Public Input Session**
- Chair Pressley asked if there was any public input. There was no public input.
- IV. Public Health Highlight**
- a. *QI Presentation*      QI Team  
Savannah Kent, Robin Wallin, and Kim Kelly presented the QI project. Project was to reduce amount of Family Planning no show patients. During the project clients were surveyed via phone to find out why they could not make their appointments. The reasons varied from patient to patient with lack of transportation and inclement weather being the top two while the hours of operation were not seen as a significant barrier.
  - b. *County Health Rankings*      Jan Shepard  
Jan presented the County Health Rankings Report. Madison County ranked 38 out of 100 counties in NC. Health outcomes & health factors are broken out. Some areas we don't do well in are environmental factors, rate of infant mortality, and number of pregnant women who smoke. We use this report along with the community health assessment to rank our priorities. A discussion around air quality and the reasons why our county is affected followed.
  - c. *Accreditation Report*      Jan Shepard  
The Health department has been recommended for reaccreditation. There is a lot of staff that has never gone through an accreditation process. Jan provided the summary report of the accreditation to the BOH. Jan brought forth that the process showed us opportunities for improvement.
  - d. *Child Abuse Month*  
The Health Department is partnering with DSS for Child Abuse Month. Jan brought attention to the Triple P information provided.

## V. Announcements

*BOC update- Contract Execution* - The county attorney instructed the BOC that the Health Department has the authority to enter into contracts. The Health Department enters into hundreds of contracts each year. Some are state contracts, services for specific fees (PML, Mission) where we get signatures on each side of the contract. These are operated on a financial basis. Some direction the attorney provided is that once the BOH and BOC approves the budget then BOC doesn't need to approve the execution of the contract since the money has been approved. The county attorney assists the BOH and Health Director to enter into contracts and the wording of said contracts. Jan requested the ability to bring contracts to the BOH for approval. Sue said the BOH does have the authority to enter into contracts as long as there is money in the budget. Mike made the point that a more focused approach would occur within the BOH body. Language within the contract should be reviewed by the county attorney prior to bringing before the BOH for approval. This affects all but the state contracts which are between DHHS and the health department. Approximately 35 contracts would be up for review each year. There are some contracts we could have automatically renewed after the attorney reviews. Conversation centered around who would oversee the contracts and if there are templates the county uses. **Jan asked for a motion that the BOH would adopt the process of having contracts brought before the BOH for review and acceptance. Mike made a motion the BOH would accept the process of bringing contracts before the BOH for review and approval. Melanie seconded , motion passed.** The decision for contract review is after the county attorney has approved the language and Jan will present a summary of the contract

*Contract 1-* Lease agreement for Triple P and Innovative Approaches office space. This is grant funded and the grant is monitored by the state. This lease has been seen by the attorney who wants to make a few changes. The lease is \$600/month at the SECU. This is for 1 year and the end date would be at the end of the grant cycle. **Jan asked for a motion to approve the lease.**

*Contract 2-* Mission Hospital BCCCP Contract. This contract was approved at beginning of fiscal year through Hope. However, since Mission Hospital has absorbed Hope the contract must be signed again.

*Contract 3-* Pathologist Medical Lab contract is up for renewal at this time.

**Mike Stevenson made a motion to approve the contracts with Mission and PML upon review by the attorney. Melanie seconded. Motion passed.**

## VI. Administrative Reports

- a. Expenditure/Revenue Report - Jan Shepard  
Jane delivered the expenditure and revenue updates. Legal fees have far exceeded the budgeted amount for this fiscal year. We are still experiencing issues with Medicaid reimbursements. In addition there are issues with Medicaid EHR Incentive money due to attestation. Units of service are down in all categories except dental.
- b. Director's Report Jan Shepard  
Jan presented the Health Director's report with personnel updates, unit counts, and grants. Jan requested additional funds for legal fees from the BOCC. County support was granted for the county to absorb the additional cost. Dr. Adams has been recruited to supervise the dental hygienist during the dentist's time away.

## VII. Other Business

- a. Submit Orientation / Training Flash Drive for update and review Jan Shepard  
Jan offered to update the flash drives for the BOH members and delivered a flash drive to Melanie Kraft.

## VIII. New Business

- a. Budget Review

Jan presented a summary of the budget to the BOH. A quorum was not met to approve the 2014-2015 fiscal year budget. Jan will email the vote to all BOH members. (note: Sue Vilcinskas had to leave prior to the end of the meeting.)

Jan has not been able to meet with any municipality leaders about the tobacco use.

Jan communicated a desire to meet with a group of local physicians and School Board for the purpose of discussing a school telehealth opportunity.

**For Your Information and/or Additional Comments:**

**IX. Adjournment**

Chair

**Mike moved for meeting to adjourn . Dr Yancey seconded the motion meeting was adjourned at 8:20 by chair Pressley.**

**X. Next Meeting: July 10, 2014**

Respectfully submitted by