

Madison County Board of Health Meeting
Thursday, January 28, 2015 6:30 pm
Health Department Board Room
Members Present

Dr. Meg Pressley, DVM and Chair
Dr. Reese Steen, DDS
Debbie Ponder, Public
Larry Peek, Engineer
Mike Stevenson, Public

Clayton Rice, Commissioner
Andrew Thomas, Public
Loretta Leake, NP
Dr. Marianna Daly, M.D. Ex Officio

Members absent Dr. Karen Le Hew MD, Janet Adams, Pharmacist

Regular Meeting Special Meeting

MEETING MINUTES

- I. Welcome, Call to Order and Introductions** Chair Pressley
Chair Pressley called the meeting to order at 6:30 PM
- a. Welcome to Janet Adams Crowe. -Janet Crowe was not available for this meeting.
 - b. BOH nurse vacancy nomination to occur at the next County Commissioners meeting.
 - c. Board Chair and Vice-Chair:
Chair Pressley asked for nominations for the BOH Chair position. **Chair Pressley nominated Mike Stevenson and motioned to elect Mike Stevenson as Chair, Dr Steen 2nd the motion, all approved, motion passed unanimously. Debbie Ponder nominated Loretta Leake as vice chair and asked for a motion to approve, Dr Steen 2nd the motion, motion passed unanimously.**
- II. Consent Agenda** - Approval of Board Chair
- a. Agenda
 - b. Board of Health Minutes, October 22, 2015
Meg Pressley asked for a motion to approve the agenda and minutes. **Clayton Rice made the motion to approve the agenda and BOH minutes, Mike Stevenson 2nd the motion, motion passed unanimously.**
- III. Public Health Training** Dr. Robert Blackburn
The training by Dr Blackburn must be rescheduled as Dr Blackburn could not make it.
- IV. Public Input Session** No public input
- V. Announcements**
- a. Community Health Assessment update Tammy Cody
The CHA is completed. Deana Stephens and Jodi Brazil did a great job and lot of work.
 - b. Full Scale Exercise February 26, 2016 Shelia Metcalf was introduced as the Preparedness Coordinator. We are required to do a full scale exercise this year. We will execute this on Feb 26th between 10 AM and 12 PM with a hot wash from 12 – 1 PM. Our exercise is Anthrax exposure where we must demonstrate how we can dispense medication to all county residents. We will be evaluated. The BOH is invited to attend and participate. The public will be notified of this event and the fact that it is an exercise and not a real outbreak. We had a tabletop exercise last week to prepare, but EMS & Sheriff were involved in snow event.
- VI. Administrative Reports**
- a. Expenditure/Revenue Report Becky Webb
The revenue and expenditure reports were presented. There are some shortfalls in a grant & cost settlement due to contract delays and CMS discussions. These should correct within this fiscal year.
 - b. Medical Director's Report Dr. Daly
 - Dr Daly discussed several grant opportunities including treatment of pre-diabetes, infant mortality rate, and medication disposal.
 - There may be a pilot program in WNC to address Hepatitis C and the treatment done locally.

- Dr Daly and Tammy Cody attended State Health Directors' conference in Jan. They, along with Teresa Strom also met with Dr Randall Williams, the NC State Health Director in December to share struggles and successes in Madison County.
 - Discussed a DNR policy for the schools. We do not currently have one in Madison and there are diverse policies across the state. Our policy will likely be that DNRs will not be honored in the schools, but unique situations will be evaluated on a case to case basis.
- c. Deputy Director's Report Tammy Cody
- Tammy reviewed various activities in which the Health Department has recently participated in.
 - RHA merged and created a new legal name, RHA Health Services, LLC. Our contract for Triple P services has been updated to reflect the change. Sherry Holder was hired as the full time coordinator in November. She is working on getting group parenting classes scheduled.
 - The Rural Health Grant was revised to allow us to make better use of funds to meet our target goals.
 - We have experienced IT issues with our internet services. We cancelled our contract with NC Telehealth Network and ACC Business and are now on the county internet service with Charter Fiber.
 - We have also had issues with our Electronic Health Record. The company is working with us to resolve.
 - Blue Ridge Emergency Preparedness group was contracted to assist us with the Full Scale Exercise.
 - Medication Substance Awareness Coalition continues working well and has strong community support
 - Will be requiring Kith & Kin participants to be current on immunizations.
 - Through internal audits discovered an opportunity for improvement in billing.
 - Some employees are working 10 hr days.
 - On-going Environmental Health issues
 - Shelter plans were made last week during the snow event in case they were needed.

VII. Other Business

- a. Environmental Health water sample fees Tammy Cody
 Tammy brought more information regarding EH fees, the number of tests, and cost per test for the Health Department. **Dr Steen made a motion to change all fees to the proposed amount on the fee schedule presented, Mike Stevenson 2nd motion. Motion passed unanimously.** Must go before BOCC for final approval.

VIII. New Business

- a. Health Director and Deputy Health Director evaluations Tammy Cody
 Dr Daly and Tammy Cody must have 6 month evaluation. Concern was expressed about how the Board would have insight. Tammy will get a copy of the DSS form for the BOH and send it to all members for feedback. The BOH prefers electronic format. Dr Daly and Tammy will complete a self-evaluation and have five random staff members complete an evaluation.
- b. BOH meeting times (days, time and frequency)
Debbie Ponder made a motion that the BOH meet every other month and have email update monthly when not meeting. Dr Steen 2nd the motion, motion passed unanimously. The 4th Thursday of the month remained.
- c. Personnel Updates
- i. Environmental Health Tammy is working to have the indoor air quality testing performed.
 - ii. School Nurses -The nurses transitioned from school employees to HD because it seemed a better fit to be supervised by healthcare and the money for three of their positions comes directly to the health department. There was a discussion around salaries and tuition reimbursement.
 - iii. Lab specialist position Vacant position which is posted
 - iv. Dental Update on staffing
 - v. Staff Raises. Will be reviewed with upcoming budget preparation.

IX. Adjournment

Board Chair

Debbie Ponder made a motion to adjourn, Loretta Leake 2nd the motion, motion passed unanimously. Meeting adjourned at 8:00 PM

X. **Next Meeting:** March 24th @ 6:30