

**Madison County Board of Health Meeting**

**Thursday, Oct 9, 2014 - 6:00 pm**

**Health Department Board Room**

**Members**

**Sue Vilcinskis, Commissioner**  
**Melanie Kraft, Public**  
**Tony Payne, Engineer**  
**Loretta Leake, NP**  
**Mike Stevenson, Public**

**Dr. Meg Pressley, DVM and Chair**  
**Cynthia Yancey, MD and Vice Chair**  
**Susan Coates, RPH**  
**Ronda Hensley, NP**  
**Marianna Daly, M.D. Ex Officio**

**Regular Meeting**

**Special Meeting**

**AGENDA**

**I. Welcome, Call to Order and Introductions**

Chair Pressley

Call to order at 6:15

a. Board of Health Chair Report

- i. Anticipated Open Positions – Some seats on BOH are going to become vacant as terms are completed.. Tony Payne would prefer not to serve another term which means an engineer will be required.
- ii. Loretta Leake will let BOH chair know.
- iii. Debbie Ponder will let the BOH know
- iv. Sue Vilcinskis holds the commissioner seat and the BOCC will choose someone to serve the next term.
- v. Meg Pressley asked the BOH members to bring suggestions forward at last meeting of the year.

**II. Consent Agenda** - Approval of

Chair Pressley

- a. Agenda
- b. Board of Health Minutes (July 10, 2014)
- c. Board of Health Minutes (August 28, 2014)

***Sue Vilcinskis motioned to approve, Mike Stevenson seconded, no opposed, motion passed.***

**III. Public Input Session**

There was no public input.

**IV. Public Health Highlight**

a. Mommy Monday and Pregnancy Care Management Update

Stephanie Carter and Guest

Mommy Mondays is a Peer support group. A presentation by Stephanie Carter, program coordinator informed the BOH about the 1 year anniversary of Mommy Mondays. Parents, children and 25 agencies came to the celebration which had over 285 in attendance. Triple P has been very helpful and financed the parenting classes which included families who were referred by DSS and families who chose to come by hearing about Triple P. This has created a network of parents in the community that have reached out to help others in various ways such as contributions. Stephanie's guest came to the Health Department for prenatal care, WIC, tobacco cessation, and Mommy Mondays. She expressed her sincere satisfaction with all the support she received and she is still tobacco free.

Pregnancy Care Case Management and Triple P are touching families in our county and making a difference

b. Strategic Plan Update

Jan Shepard

The Health Department is required to have plan tied to the Community Health Assessment. We do continuous review throughout the year. We are on track for a second full year with the goals we set for this year. A recruitment & retention plan is being formulated. According to the Department of Public Health people are moving in about 5 yr cycle. Positions within HD are more complicated levels of knowledge needed in public health arena. We need to anticipate this in our budget. Suggestions were made that this is a county wide problem and perhaps there is a way to have a committee to include schools, DSS, Health Department and some commissioners to review this issue and get solutions. Furthermore, the committee should also look at companies that do not have turnover .If more money is not accessible for salary then flexibility may be a perk. The issue with salary is amplified for us since there is a county close by where employees can increase their salaries.

**V. Announcements**

a. Preparedness and Accreditation Request to BOC

Jan Shepard

Jan Shepard did a lot of research across the state regarding the preparedness coordinator and accreditation coordinator positions. One model is to utilize the lab manager as preparedness coordinator since so much of the surveillance involves the lab. Jan suggests creating a position that utilizes our current lab manager to oversee the

lab and preparedness, hire an MLT to do daily lab tasks and utilize the substance abuse coordinator to take on the accreditation piece. This person would move from part time contract to full time employee. These moves would save money

***A motion was made by Sue Vilcinskis to approve Jan's proposal, seconded by Ronda Hensley, no opposed, motion passed.***

## VI. Administrative Reports

- a. Expenditure/Revenue Report Jan Shepard  
Jan presented the financial report. Units of service will be reported in January.
- b. Director's Report Jan Shepard  
Innovative Approaches has been successful in getting a day treatment center for the schools. We have no behavioral health provider, but are working with RHA on a contractual basis to serve the SBHC. The state is saying they are trying to absorb the reduced funding at the state level. We will still probably see a 3% reduction in Women's and Children's Health block grant.  
Open positions – The School Based Health center has an opening for a nurse practitioner. HSHP is providing a provider ½ day per week temporarily. This does not meet the deliverables for state nor does it serve the students.

## VII. Other Business

- a. New Policy or Existing with proposed changes: Jan Shepard
- i. Adjudication Policy – new due to accreditation piece.
  - ii. Determining Cost and Setting Fees Policy
  - iii. Bad Debt Write Off Policy
  - iv. Small Balance Write Off Policy

***Rhonda Hensley motioned to accept policies as written, Dr Yancey seconded, no opposed, motion passed.***

- b. Patriot Place and CRHI Contract Jan Shepard  
Dr Daly and Jan contacted the group and started to have contract conversations. It is believed that this will not be in the best interest of SBHC. Currently HSHP is looking into the possibility of them providing services
- c. EH Water Sample Update Jan Shepard  
EH staff investigated how the state lab vs certified labs with regard to water testing. The certified labs did not do the same combination of tests and were more expensive. Continuing to use the state will have a less negative effect on us financially. We will continue to have further discovery into doing in house. Jan requested the BOH to continue with using state lab for now and leave fees unchanged while allowing gathering information.  
***Mike Stevenson motioned to approve the request, Sue Vilcinskis seconded, none opposed, motion passed.***

## VIII. New Business

- a. Bad Debt Write Off Amount for Approval Becky Webb  
Becky Webb presented the amount for bad debt write off.  
***Mike Stevenson motioned to approve the Bad Debt Write Off, Melanie Kraft seconded, none opposed, motion passed.***
- b. Health Director Evaluation Discussion (closed session) Meg Pressley  
***A motion for a closed session to discuss the Health Director's evaluation and job description was made by Sue Vilcinskis, seconded by Ronda Hensley, none opposed, motion passed.***
- c. Health Director Job Description Discussion and Approval (closed session) Meg Pressley  
***Following the closed session the BOH returned and continued with new business.***  
The board asked for the Health Director Evaluation survey to be sent out again to obtain more responses. Then send the aggregate along with action plan from last year. Meg and Jan will follow up.

## For Your Information and/or Additional Comments:

None

## IX. Adjournment

***Mike Stevenson motioned for meeting to adjourn, Melanie Kraft seconded, none opposed, motion passed. Meeting adjourned at 8:15.***

Chair

## X. Next Meeting: January 8th