

Madison County Board of Health Meeting
Thursday, November 21, 2019, 6:00 pm
Health Department Board Room
Members

Dr. Robert Adams DDS, Chair
Dr. Suzanne Sheldon, DVM
Andrew Thomas, Public
Dr. Melissa Robinson MD
Larry Peek, Engineer
Crystal Webb, Public

Rachel Smith, RN, and Vice Chair
Matthew Wechtel, Commissioner
Loretta Leake, NP
Diana Rogers, RN, Public
Hanna Hardin, Pharmacist
Dr. Marianna Daly, M.D. Ex Officio

Regular Meeting Special Meeting
Members Absent

Dr. Melissa Robinson MD
Loretta Leake, NP

Minutes

I. Welcome and Call to Order

Chair Adams called the meeting to order at 6 p.m.

Chair, Adams

II. Consent Agenda - Approval of

a. **Agenda**

Chair, Adams

Chair Adams asked for a motion to approve the agenda. There was a request made to move the order of agenda items around. Chair Adams asked for a motion to move the order of the agenda items, Rachel Smith made the motion to approve the reordering of agenda items, and Diana 2nd the motion. Motion passed.

b. **Board of Health Minutes, September 19, 2019,**

Chair, Adams

Chair Adams asked for a motion to approve the September minutes. Matthew Wechtel made the motion to approve the minutes, 2nd by Diana Rogers. Motion passed.

III.

Bad debt write-off- Becky Webb presented the bad debt write-off figures to the Board. The BOH (Board of Health) reviewed and discussed. After an explanation of the process and amounts, permission was requested to be submitted to the state. Chair Adams asked for a motion to allow us to submit debt set off, as presented. Motion to approve was made by Larry Peek and Matt Wechtel 2nd motion. After no further discussion, a motion was passed.

IV. Public Input Session

Community

No public input

V. Case Study

No case study was presented.

VI. Announcements

No announcements

VII. New Business

a. **Community Health Improvement Plan**

Deana Stephen and Jodi Brazil

Deana and Jodi presented the Community Health Improvement Plan and then shared a video on the CHIP (Community Health Improvement Plan) process and priorities. The BOH members discussed the CHIP, Deana, and Jodi answered questions.

b. **Bad debt writes off-**

Becky Webb

Becky Webb presented the bad debt write-off figures to the Board. After an explanation of the process and amount, permission was requested to submit to the state. Chair Adams asked for a motion to allow us to submit a debt write-off. Larry Peak made the motion to submit to the state, 2nd was made by Rachel Smith. No further discussion, motion passed.

c. **Financial Reports**

Becky Webb

Becky presented the financial report which shows no surprises at this early year. Our revenues and expenses are on track now, with no foreseen issues.

- d. **BOH annual training:** Dr. Daly and Tammy did the annual training on Roles and Responsibilities for Board members. A PowerPoint was shown, and a USB jump drive was given to each board member. Dr. Daly went over a hard copy of BOH information; topics covered include Core Functions, Assessment, Policy Development, and Assurance. Examples were given for each, and a discussion was held among the participants. 10 Essential Services Roles of the Board of Health were also discussed and examples of them provided discussion around the examples.
- e. **Tammy went over BOH operating procedures and the BOH handbook.** Discussion was held and questions were addressed. Motion to approve the operating procedures and BOH handbook was made by Crystal Webb and Hanna Hardin 2nd. Operating procedures and handbook were approved. The sign-in sheet for training was passed around.
- f. **CFPT (Child Fatality Prevention Team) Annual Report: Tammy** presented the yearly report for CFPT. There were no deaths to review this year, but the team was highly active in looking into ways to prevent deaths for our children and participating in education and community events.

VIII. Administrative Reports

- a. **Medical Director's Report** Dr. Daly
 Dr. Daly reported on the following:
 - Submitted an LOI to Pisgah Foundation to hire a second nutritionist for the county; currently we only have one in the entire county.
 - Continue to work with patients with Hep C
 - Started our MAT (Medication Assisted Treatment) program; we now have about 10 patients. It is going well except for a barrier at the pharmacy level. Patients are having trouble getting their prescriptions filled due to distributor limitations on the number of controlled substances a pharmacy can request. Dr. Daly is working with others in our state to address this issue.
 - Continue to attend WNC Opioid Roundtable meetings that include VAYA, MAHEC (Mountain Area Health Education Center), WNCCHS, and other organizations working to address the opioid epidemic in our area.
 - Have engaged in extensive discussions regarding Jail Health, especially as it pertains to juveniles. The jail will need to hire an RN and contract with a medical provider to meet the requirements for appropriate jail health.
 - Attended a meeting in Asheville that addressed HCV/HIV
 - Our grant proposal for FIT was not funded.

 - b. **Deputy Director's Report** Tammy Cody
 Tammy reported and updated the BOH on the following:
 - Staffing Report: lead dental assistant, CD RN – enhanced role nursing, case management changes, finance officer, youth coordinator, housekeeping.
 - Health Consortium – 30-year celebration!
 - Playground – is coming along, the county maintenance department is installing it for us.
 - Health Dept. estimates for repairs- 7 contractors have been contacted and only one has come to look at the project. We are waiting for his bid; another contractor says he is interested in looking at the work.
 - SHAC – discuss vaping and tobacco use.
 - School Health Fairs and flu clinics- These have been completed for this year and went well. Flu clinics were offered at each school.
 - Pisgah Trust Letter of Interest meeting
 - The Pisgah Trust grant writer information session will allow us to use professional grant writers to help with writing and locating grants. Good opportunity for small rural counties.
 - ASL interpreter contracts-
 - Regional Pharmacist pandemic flu presentation
 - EH (Environmental Health) Wells
 - K&K and TCM will transition to another agency at the end of the year. Rosie will retire and it makes sense to transition the program.
 - HCA, we have encountered some process issues. We have discussed these issues with their leadership and are hopeful to have them resolved soon.
 - A new epidemiologist met her at a recent regional meeting, and I am excited to have her with us.
 - Medicaid Transformation has been put on hold. There has been extensive work to make this occur. Five insurance companies were contracted to provide the service. This will result in job loss and monetary loss for the state.
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- Legionnaires – a letter from the CDC (Centers for Disease Control) was shared with the BOH regarding the dangers of hot tubs in relation to legionnaires.

IX. Other Business

g. Review of Health Director and Deputy Health Director Job Descriptions and Annual Evaluations

Chair Adams asked for comments or questions about the annual review of Health Director and Deputy Health Director Job descriptions. Job descriptions were reviewed, and no suggestions were made. Chair Adams asked that a motion for the job descriptions to be approved be made, Matthew Wechtel made a motion for the job description to be approved and Larry Peek 2nd the motion. Job descriptions were approved.

Each BOH member, staff, and county manager were sent a link to Survey Monkey to rate and provide comments for the job performances of the Health Director and Deputy Health Director. Dr. Adams had prepared evaluations according to the surveys. The BOH recommended that the evaluations be signed as written.

X. Executive Session - Personnel

Chair Adams asked for a motion to go into closed session, for personnel matters. Matthew Wechtel made a motion to go into closed session, 2nd by Larry Peek. Motion passed to go into Executive session.

Chair Adams asked for a motion to be made for the board to come back into open session. Suzanne Sheldon made a motion for the board to come back into open session. Andrew Thomas 2nd the motion. The board came back into open session.

XI. Adjournment:

Chair Adams asked that a motion to adjournment be made. Matthew Wechtel made a motion to adjourn, and Crystal Webb second the motion.

The meeting was adjourned at 8:30 p.m.

Next Meeting: January 30th 2020
