

**Cherokee County Health Department BOH Meeting Minutes**  
**Monday, May 14, 2018**  
**6:30 p.m. – Health Department Conference Room**

**Members Present:** CB McKinnon, Brett Nourrcier, Chris Dickey, Mike Bradberry, Jeff Martin, MD, Jerry Townson,

**Absent:** John Hyer, Leslie Harris, RN, Grady Hester, DVM

**Public Present:** None

**Meeting Call to Order:** Chris Dickey called the meeting to order.

**Invocation:** CB McKinnon gave the invocation.

**Swearing in of BOH Members:** Alicea Parker, Notary Public administered the oath to re-appointed member Jerry Townson.

**Public Comments:** None

**Approval of:**

- a) **Approval of minutes:** Members reviewed and approved the minutes for the March 12, 2018 meeting. Jeff Martin made the motion to approve the meeting minutes Mike Bradberry seconded the motion. The motion carried.
- b) **Annual Communicable Disease update:** Rebecca Hand, RN the health departments communicable disease nurse presented the board with an update on communicable disease in Cherokee County and trends reported over the past three years. She reviewed the reported volume of cases to the State and underlying factors that seem to be impact the upward and downward movement of reported cases. Much of the discussion centered on the increase in reportable chronic hepatitis C cases and the health departments ongoing work in treating Hepatitis C. Questions centered on underlying factors such as intravenous drug use, general demographics and the availability of treatment across the tristate region. It was reported that we do see patients from neighboring counties and states. The report also gave update on flu immunization in the schools and goals for educating more in the schools on STI and immunizations. Mike Bradberry made the motion to accept the communicable disease report as presented; Brett Nourrcier seconded the motion. The motion carried.
- c) **Fee Approval:** The Health Director presented fees for pool plan review, tattoo plan review, mobile food unit plan review and DNA Testing. The board had discussion around the differences between mobile food units and Temporary Food Establishment permits to clarify that mobile food units are basically full-time restaurants on wheels whereas TFE permits are used for specific events for a small duration of time. Further discussion was had around the initial tattoo plan review and the request to reduce the fee from \$500 to \$200 dollars. There was concern especially with the potential for transmission of Hepatitis C and other health related issue that a lower fee might be perceived as inappropriate and that fees should help to encourage responsible tattoo artist

going into business. There was no concern expressed after the initial tattoo plan review with reducing the subsequent annual review fees from \$500 to \$100 dollars. The board also discussed that commercial pools are designed by engineers certifying design specifics and the health departments role is to complete a thorough plan review based on State rules to assure that designs are in compliance with those rules. It was discussed that staff spend a significant amount of time on pool plan reviews and the fee while higher comes nowhere close to covering the cost of the required plan reviews. The final fee discussion concerned the DNA testing options. The health department has previously never offered DNA testing and the fees are based on LabCorp's pricing for the services with the addition of a \$20 collection fee to cover the Health Departments cost in collecting and processing the sample. The board made individual motions on each fee presented.

- i. Brett Nourrcier made a motion to leave the initial tattoo plan review fee at \$500 and Jeff Martin seconded the motion. Before a vote was called CB McKinnon made a motion to amend the original motion to keep the \$500 initial tattoo plan review fee as made by Brett Nourrcier and add to the motion to reduce the subsequent annual tattoo artist review to \$100 as presented; Mike Bradberry seconded the amended motion. The motion carried.
  - ii. Brett Nourrcier made a motion to adopt the swimming pool and spa review fees as proposed; Mike Bradberry seconded the motion. The motion carried.
  - iii. Brett Nourrcier made a motion to adopt the mobile food unit plan review fees as proposed; Mike Bradberry seconded the motion. The motion carried
  - iv. Jeff Martin made a motion to adopt the DNA testing fee as presented; Brett Nourrcier second the motion. The motion carried.
- d) **FY 2018-2023 Strategic Plan:** The Health Director presented the five year strategic plan. It was discussed that much of the underlying objectives in addressing strategic plan goals are based on our Community Health Assessment which is completed every three years in partnership with community partners. The board also discussed the clinical services, environmental health and administrative goals over the next five years and our general focus on better meeting consumer needs and growing our fee for service dollars to help us better cover the cost of providing services. The strategic plan also includes in health departments internal SWOT analysis as a framework for helping to develop its strategic objectives. Another significant focus of the plan is on the continued development and retention of staff in all capacities. The board expressed specific guidance on continued planning for changes in provider staff (Medical Doctor) as there are significant barriers to recruitment of physicians. We discussed that besides obstetric services all other services can be performed by an advanced practice provider under the appropriate oversight of our Medical Director. CB McKinnon made the motion to adopt the five year strategic plan as presented; Mike Bradberry seconded the motion. The motion carried.
- e) **BOH Operating Procedures:** An amendment to the operating procedures was presented that includes language specific to member training upon initial appointment and ongoing board training that will occur every two years. Brett Nourrcier made a motion to adopt the changes to the operating procedures as presented; Jeff Martin seconded the motion. The motion carried.

- f) **Health Directors Performance Review:** Chairman Chris Dickey asked the Board if they had any further discussion after each member had an opportunity to review the performance evaluation of the health director. The board members expressed that they were in agreement and had communicated with the Chairman directly about their input into the evaluation. CB McKinnon made a motion to approve the performance evaluation of the local health director as presented to the board; Brett Nourcier second the motion. The motion carried.

**Health Director Comments:**

- a) The departmental reports for Clinic, Lab, FLI and Environmental Health were provided to the Board for review. It was emphasized that on-site and well application permit volume had significantly increased in April, but as of May 14 that activity had reverted back to normal levels. Board members asked about plans to increase staff if necessary in environmental health, and we discussed how we monitor permit volume monthly and have authorized ten hour per week of overtime, have shifted all finals to Philip Anderson and have worked on better logistic to maintain appropriate wait time with our goal to keep those wait times around 15 business days or less. We also discussed that we have talked with county commissioners about the need to appropriate more money when it is necessary to support additional staff, but at this time we feel that is unnecessary based on permit applications and staff productivity.
- b) The health director present the FY 2017-2018 budget-to-actual report for the boards review which showed that department wide our revenues are exceeding original budgeted estimates and expenditures are lower than anticipated as well. To date we are on track to need around \$200,000 less in local dollars to support overall health department activities than projected.
- c) The health director presented a fee-for-service revenue comparison for the year-to-date revenues earned compared with the prior year fee for service revenues earned. Through the first ten months of fiscal year 2018 we have seen an increase of more than \$155,000 dollars in fee for service revenues as compared to the same time period for fiscal year 2017. We attribute this to a combination of factors that include increased demand for services due to having five day clinical coverage; better business practices on patient intake, claims submission, and claims denials; and the implementation and utilization of our electronic health records. Staff are now better aware of the information that needs to be collected to increase claims payments and we are monitoring their performance in these areas through continuous quality improvement activities.
- d) The health director also reported that the health department was notified of a grant award of \$90,000 per year for the next three years to assure access to care. We will be reimbursed \$100 per clinic visit for uninsured patients up to \$90,000 per year that will help to assure access to healthcare otherwise not readily available to the uninsured.

**Other Comments:** We gave an update on the use of the tele-medicine at Hiawassee Dam schools and reported in spite of continued outreach we have had no use of that resource. We informed the schools that we would evaluate utilization at the end of the school year and we will

likely be moving the equipment to Andrews Middle school due to demand along with the fact that is where our grant deliverables are based that funded the purchase of the equipment.

CB McKinnon also requested that we include contact information on the Health Department website for board of health members so that the public can contact them instead of listing the county manager as the public contact. It was discussed that would not be a problem and is a needed resource to help meet the boards requirements to address local public health needs and better solicit the publics input into matters coming before the board of health.

**Next Board Meeting:** The next board meeting will be held on July 9, 2018 at 6:30 pm at the Cherokee County Health Department Conference Room.



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David Badger  
Health Director, Clerk to the Board



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Chris Dickey  
Board Chairman