

**Cherokee County Health Department BOH Meeting Minutes**  
**Monday, March 12, 2018**  
**6:30 p.m. – Health Department Conference Room**

**Members Present:** Leslie Harris, RN, Brett Nourrcier, Chris Dickey, Mike Bradberry, Jeff Martin, MD, Jerry Townson, Grady Hester, DVM

**Absent:** John Hyer, CB McKinnon

**Public Present:** None

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

**Invocation:** David Badger gave the invocation.

**Public Comments:** None

**Approval of:**

- a) **Approval of minutes:** Members reviewed and approved the minutes for the January 8, 2018 meeting. Jeff Martin made the motion to approve the meeting minutes Grady Hester seconded the motion. The motion carried.
- b) **Vital Records Policy:** The Vital Records Policy was presented for discussion to reflect a change in practice to again allow funeral homes to deliver signed death certificated to the register of deeds office for recording as opposed to having health department staff deliver the signed certificates. Mike Bradberry made the motion to approve the Vital Records Policy as presented; Brett Nourrcier seconded the motion. The motion carried.
- c) **Fee Approval:** The Health Director presented fees for the CPT codes for intravenous fluid administration. Discussion was had around the necessity to set rates to adequately cover costs in delivery of services and relative to negotiated contract rates with insurance companies. Mike Bradberry made the motion to approve the fee schedule; Brett Nourrcier seconded the motion. The motion carried.
- d) **FY 2018-2019 Budget Request:** The Health Director presented the proposed budget to be submitted to the County for consideration and approval by the Board of County Commissioners. The Health Director pointed out that due to projected increase in fee for services revenues and decreases in requests for expenditures the health department is requesting over \$80,000 less than the past fiscal year. The largest request will be for a five percent wage increase for staff to help adjust staff wages towards market rates and to help stem staff turnover due to pay discrepancies with surrounding health departments and other private sector employers. The Board had a lengthy discussion around staff turnover specifically among nursing staff that has been around 50% over the past two fiscal years. It was reported that there is a significant financial burden to meet necessary training for new nursing staff that cost nearly \$12,000 in the first year of employment to meet the various training requirements set by the State. The Board also discussed the impact of other health departments recruiting staff such as REHS as there are many vacancies in Western NC with higher pay. Discussion was also had to highlight the reason that we have asked for a five percent increase for all staff is due to the fact that

staff at all levels have a part in the delivery of our services and are key personnel for the ongoing operations of the health department. Brett Nourcier made the motion to approve the proposed budget; Mike Bradberry seconded 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. There was limited discussion as these are routine reports to help show productivity of the numerous programs.
- b) Candace Baldwin provided an update to the Board along with discussion around the health departments continued work in treating Hepatitis C and the newly emerging trend of HIV coinfections occurring in Western NC. Discussion was also had around the rise in Hepatitis B associated with IDU and Hepatitis C as well. Discussion was had around syringe exchanges; the value that they bring to help reduce the spread of viral infectious diseases and associated education on treatment and safe practices along with the health departments exploration of the implementation of a syringe exchange for Cherokee County.

**Other Comments:** Leslie Harris gave an update on her conversation with Hiawasse Dam elementary school principal and school nurse Beth McCoy on the availability of telemedicine and encouraged its utilization. She passed along concerns about the CLIA contract issues and it was discussed that the CLIA issue does not limit the use of the equipment as Dr. Lane will clinically assess patients.

**Next Board Meeting:** The next board meeting will be held on May 14, 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

  
Chris Dickey  
Board Chairman