

# PIKE COUNTY BOARD of HEALTH MINUTES

Tuesday, December 12, 2017

## **MEMBERS PRESENT:**

Joey Collins, D.V.M., Chairman  
Marietta Campoy, Pharmacist  
Diana Thacker, Physical Court Representative  
R. V. Mettu, M.D.  
Debra Huffman, Lay person  
Tracy Thornsbury, R.N., BSN  
Kevin Prater, Proxy, Judge Executive  
Mary Anne Belcher, O.D.  
Paul Maynard, M.D.  
James Justice, D.M.D

## **OTHERS PRESENT:**

Shelebra Bartley, P.A-C.  
Cindy Hamilton  
Jim Cecil  
Suetta Clevinger  
Erin Meade  
Jackie Cole  
Layne Blackwell  
Brenda Allen-Taylor  
DeLana Gilliam

## **MEMBERS NOT PRESENT:**

Bill Deskins, Judge Executive  
Laura Paula Ashby-Jones, D.O.  
Dr. Rangel, Sec., Director

### **Call to Order**

Diana Thacker called the meeting to order at 6:02 p.m. It was noted that a quorum was present.

### **Adoption of Agenda**

A motion was made to accept the agenda with an addendum to the personnel section by Dr. James Justice, and a second by Dr. Paul Maynard. Motion carried unanimously.

### **Approval of September 12, 2017 Minutes**

A motion was made by Debbie Huffman and a second by Mary Anne Belcher to accept the minutes of the September 12, 2017 board meeting. Motion carried unanimously.

### **Taxing District Expenses/Account Balances**

Jim Cecil, Director of Administrative Services, gave the Financial Report. Mr. Cecil stated property tax bills were recently sent out and we have received our first check for taxes that were collected. The increase in the account balances reflects these receipts. In the current year, we have been able to delay any transfers from the Taxing District to the Health Department.

The property assessments for Pike County have been received and based on the continued decline in property values; we are projecting a calculated decrease of approximately \$300,000 in receipts. When taking a closer look, one of the primary areas that are a contributing factor to this reduction is for unmined coal. He stated we have already realized a decrease in collection in this class over the last couple of years and this

reduction in assessments more closely projects to those amounts that have been received. He added since there have been no expenditures or tax refunds paid since the September meeting, no board approval is required concerning the financials.

### **FY 17-18 Revenue and Expense Reports**

Jim presented the board members with a copy of the revenue and expense reports for the month ending November 30<sup>th</sup> in their books. As of the end of November, and thru the first five months of the fiscal year, there is a small year-end projected deficit totaling \$12,776.

Jim stated that our current financial position is as strong as we have possibly ever been. Our taxing district balance is the greatest it has been, in at least the last 15 years, and we still have not needed to make the first transfer to the Health Department.

### **Audit**

Mr. Cecil stated the financial audit of the Health Department and taxing district had been completed. Again this year, both were great audits. We will schedule the audits to be presented at either the March or June board meeting.

### **Old Business**

#### **a) Accreditation Update – Layne Blackwell**

- a. 5 Major documents have been completed, were sent to NACCHO (National Association of County & City Health Officials) for review and their suggestions, and we are now working on adding/revising these documents based on NACCHO's suggestions
  - i. QI Plan, Strategic Plan, Workforce Development Plan, CHA, & CHIP
- b. *Next Steps* include working on the following plans: New Employee Orientation, Leadership Development Program, Performance Management System, & Communication Plan
- c. *Next Steps* also include dividing the standards/measure and assigning responsibilities to different people within the health department with timeframes on when to have material gathered and sent to Layne

#### **b) QI Update**

- a. In September we completed a health department wide survey over QI to get staffs general knowledge, understanding, and skill level for QI
  - i. Majority of people said they could define QI and answered correctly about the key concepts
  - ii. Majority of people did not know what the PDCA Cycle was and had little experience using or know understand of QI tools, like affinity diagrams, fishbone diagrams, Gantt charts, story boards, etc.

- b. This Friday, December 15<sup>th</sup> we will be conducting a QI training session with all staff
  - iii. Introduction to quality improvement and the Plan-Do-Check-Act (PDCA) Cycle along with a short activity so that staff can actually put into practice the PDCA Cycle
- c. At our December QI Team meeting we will be doing a QI Tools training session
  - i. This will enable the QI Team members to go back to their to go back to their departments and teach staff members so that everyone has an understanding and can utilize these tools while completing QI projects.
- d. At the beginning of 2018 the QI Team will start taking on/working with department on QI projects.
  - i. Example: Clinic and proper charting

c) Policy Updates - Layne Blackwell

- a. Attendance Policy, HR-10
- b. Progressive Discipline Policy, HR-11
- c. Nondiscrimination & Anti-Harassment Policy and Complaint Procedure, HR-12
- d. Workplace Anti-Violence Policy, HR-13
  - i. All of these policies were approved by the QI Team on on November 30<sup>th</sup>, 2017.
  - ii. Need Dr. Collins signature
- e. BOH Workforce Development Plan DRAFT
  - i. Page 9—New Member Orientation
    - 1. If there is anything else you think would be beneficial for a new BOH member to know please let me know
  - ii. Page 11—Goals and Objectives
    - 2. Would like everyone to take a look at this section and let me know if there is anything else you would like to add to ‘goals and objectives’ or change

d) Dental Hygiene

Shelebra Bartley stated the dental program is back in the schools and doing well

**New Business**

a) Diabetes Classes

Erin Meade discussed diabetes education and reported 45 participants attended the November classes.

b) Hygiene and STD Classes

Hygiene and STD Classes – Layne Blackwell

- a. Hygiene Classes—Went to 3 elementary schools (Dorton, Feds Creek, and Kimper) to discuss hygiene with students from K-8<sup>th</sup> grades, approximately 190 students
  - i. Discussed handwashing, personal hygiene, dental hygiene, and puberty with the girls
- b. STD Classes—In January I will be starting an STD Mini-course at Pike Central with their 9<sup>th</sup> graders who are enrolled in health education
  - i. This will consist of roughly 20-24 meetings with students covering topics such as: common misconceptions, HIV/AIDS, Hep B/C, Chlamydia, Gonorrhea, Syphilis, Herpes, vaccine preventable diseases, & emerging diseases
  - ii. Sent home permission slips and working on finalizing the syllabus and presentations

c) Needle Exchange Update

Suetta Clevinger gave the update on the needle exchange stating there were 645 visits to the program with a 67.7% return rate.

**Personnel**

a) Retirements and New Hires – Cindy Hamilton

- i. One of our nurses Crystal Bartley is retiring in January after 24 years of service. We have hired one of our school nurses that was laid off, Tabitha Childers, as the replacement for Crystal.
- ii. Annette Saylor is also retiring January 1. She has almost 27 years in. She did billing, coding, and supervised the front desk. Her duties have been assumed by other staff. We have advertised for an entry level clerical position for the front desk to take up some of the slack. The interviews for that will probably be done in late December/early January.
- iii. We have hired a new part time Janitor to work evenings to replace the janitorial services that we had been contracting with. We think this change will save us approximately \$7,000 a year.

b) Salary Adjustment

- i. Shelebra stated that she and Dr. Rangel would like to see all employees given a salary adjustment. She explained that the health department continues to face retention and recruitment issues. There was some discussion with board members asking about the budget, what amount could be given, and what else could be done to address the issue. Mary Anne made a motion that employees be given a 5% adjustment effective in January with a second by Debbie Huffman. The motion carried unanimously .

**Adjourn**

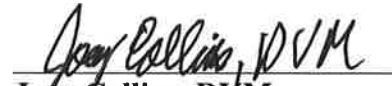
A motion was made by Dr. Justice to adjourn and a second by Debra Huffman. Motion carried unanimously.

Meeting adjourned at 7:15p.m.

Respectfully Submitted:



**Shelebra Bartley, PA-C**  
**Interim Director**

  
**Joey Collins, DVM**  
**Chairman of the Board**