

**WILSON COUNTY BOARD OF HEALTH
MINUTES**

Tuesday December 10, 2013

The Wilson County Board of Health held a regular meeting on Tuesday, December 10, 2013 in the Board Room at the Wilson County Health Department. Members present were:

Ronnie Sutton	Maria Glennon, D.V.M.
Russell Stone, O.D	George Leach
Ernestine Fitch, M.D.	Thomas Lucas
Jessica McKee, D.O.	Samuel Teruel-Velez
Michael Warren, R.Ph.	Tonya Page, R.N.
William Boles, III, D.D.S.	

Others present:

Teresa Ellen, Valerie Bulluck, Debra Harris, Lida Blalock, Jim Martin, Jill Tarleton, Barbara Williams, Karyn Harwood, Tammra Morrison, Lynn Kearney, Judy House, Cinnamon Narron, and Lynn Barnes.

Welcome

Ronnie Sutton, Chairman, called the meeting to order at 6:00 pm. After extending a welcome to Ms. Teresa Ellen, Health Director, new Board Members, Ms. Tonya Page and Mr. Michael Warren and all the other attendees Ms. Page and Mr. Warren were sworn in.

Approval of Minutes of October 2013 Meeting

The minutes from the October 8, 2013 meeting were accepted without corrections, additions, or deletions.

Review and approval of the minutes shall be construed as review/discussion/approval/of all items distributed prior to the meeting for consideration, and shall be so reflected in the minutes.

Personal Health

Communicable Disease Report

Lynn Kearney, RN, TB/CD Coordinator gave a report on Communicable Disease that included Legionella, West Nile Virus and an overview of the year's confirmed cases of communicable disease. (Handout)

Community Health Assessment

Barbara Williams, Health Educator gave a brief synopsis of the Community Health Assessment that is done every 3 years for the State. Ms. Williams handed out a copy of the Assessment to each Board member for their review. The 3 things that the health department and the hospital will jointly work on will be alcohol and drug use, health care availability and affordability and overweight children.

Home Health

Debra Harris, RN, Home Health Director reported Home Health has recently passed the Joint Commission Accreditation.

WIC

Lida Blalock, WIC Director gave an overview of the WIC (Women, Infants and Children) program. Ms. Blalock reported the total amount received from WIC voucher redemption in Wilson County for 2013 so far is \$2,188,793.00. The WIC program is excited to announce they have recently passed the State review with only a few minor deficiencies that have been corrected.

Health Director's Report

Ms. Ellen reported she is very pleased to be here and everyone has made her feel so welcomed. The first week has been wonderful and the health department has a good staff of people. Some quick updates from the Health Director's meeting were given including new WIC software (electronic health record) pilot program will begin in February and will be Statewide in May. Personal Health will begin their electronic health record in January. There have been no reported problems associated with reimbursement. Next week at the Health Director's meeting, there will be a class on Clinical Productivity and Ms. Ellen reported she is looking forward to that.

On December 11th, Wilson County will be launching a new website. Ms. Ellen reports that she is still meeting with the Division Managers here at the Health Department. There is a new partnership opportunity with Wayne and Wilson Counties having a mobile dental clinic targeting Medicaid/Health Choice children at elementary schools. There will be no cost to the County for this service. Ms. Ellen stated she had been involved with a mobile clinic in Craven County and knew it would be a good service. Ms. Ellen also said she had a good relationship with the Wayne County Health Director and he will be able to use her experience as well. Tonya Page asked if the school nurses will be utilized. Ms. Ellen reported yes, the School Nurses and Health Educators will work closely with the schools. Paperwork will be distributed to the parents, filled out, returned to the dental clinic and an appointment is made at that time. The mobile unit will park on site at the schools and hook up to water and sewer which the schools will be responsible for providing.

Ms. Ellen says she thinks this would be a great service to have in Wilson County and wanted to know how the Board felt about this. Dr. Jessica McKee reported she felt like it would be a great opportunity. Dr. Ernestine Fitch wanted to know how this would work between Wilson and Wayne counties. Ms. Ellen explained there would be a schedule and the goal would be to get to the schools twice a year. There is a dentist already associated with the program. Dr. William Boles, III wanted to know if they would screen each child twice a year with cleanings and how the children would be reached. A letter would be sent to everyone and those without insurance would be charged a sliding fee scale. If the child has a dental home already, they would not be

served. Mr. Thomas Lucas asked about the certification process and Ms. Ellen said there would not be one. Mr. Sutton stated he thought this would be a good idea to move forward with for now, but over the course of the next year he would like for Ms. Ellen to give some thought as to how feasible is it to have our own program. Ms. Ellen said she would work on getting some facts and figures. Before making the commitment with Wayne County, it will be formally submitted to the Board for approval.

Each policy below was sent out to the Board prior to the meeting with the exception of 5 new ones that Ms. Ellen gave an overview of. Ms. Ellen reported she felt like they were all good solid policies and didn't have a problem with any of them. The Board decided they would vote on the whole group of policies. Dr. Maria Glennon made the motion to accept the group of policies and Mr. George Leach seconded. There were none opposed.

Leave Policy, Gifts, Tips, Favors and Gratuities, The Family Medical Leave Act (FMLA), Conflict of Interest, Code of Ethics, Complaints Resolution Policy/Procedure, Appeals Policy/Procedure, HIPPA Breach of Notification Policy, On-Call Compensation Policy for Personal Health Staff, Communication Protected Health Information Via Electronic Mail (Email) at Wilson County Health Department, Appeals Procedure Unlawful Workplace Harassment, Unlawful Workplace Harassment Policy, Telephone/Cellular Phone Use Policy, Separation, Disciplinary and Reinstatement Policy, Recruitment and Selection Policy and Personnel Records Policy

Old Business

None

New Business

Motion was made by Dr. Boles to nominate Ms. Teresa Ellen to serve as the Secretary of the Board of Health and Dr. Russell Stone seconded. Motion carried unanimously. Lynn Barnes was appointed assistant to the Secretary of the Board of Health.

Mr. Sutton reported he felt it would be appropriate of the Board to set goals for Ms. Ellen to evaluate her at the end of her 9 months probationary period. Mr. Sutton asked for approval of the Board to work with Ms. Sylvia Johnson, Personnel Consultant to develop goals and objectives for Ms. Ellen to be evaluated by and to develop what procedures to use to evaluate on how she can achieve goals and objectives Mr. Sutton ask that Mr. Leach work with him on this and bring back this recommendation to the Board by the February 2014 meeting to get the Board's approval. It was the consensus of the Board that this would be appropriate.

Mr. Sutton also suggested having a retreat in early spring one Saturday with Board members and the Health Director to work on goals and objectives with the Health Department moving forward and also incorporating some Board training.

Member Comments

None

Public Comments

None

Adjournment- Meeting was adjourned at 7:15.

Respectfully submitted,

Teresa C. Ellen, Secretary
Wilson County Board of Health

TCE/lmb