

RICHMOND COUNTY BOARD OF HEALTH
Minutes
February 15, 2011

(The “swearing-in” ceremony for new and re-appointed Board of Health members took place at 6:45 p.m.)

The Richmond County Board of Health met on February 15, 2011, at 7:00 p.m. in the large classroom of the Human Services Complex at 127 Caroline Street. The following members were present:

Dr. Bill Cleveland	Mr. Jon Marks
Dr. Melva Bowman	Ms. Evonne Moore
Ms. Abbie Covington	Mr. Thad Ussery
Dr. Donald Covington	Dr. Ralph Souder
Ms. Aletha Lanier	

Also present at the meeting were Rachel Lampley, Director of Nursing; Dr. Masoud Ahdieh, Medical Director; Onequa Crump, Immunization Tracking Coordinator; and Sherry McElduff, recorder. Rick Sago and Paul Smart were unable to attend the meeting. Dr. Jarrell, Health Director, had a family emergency and Rachel Lampley, R.N., filled in for Dr. Jarrell.

Call to Order:

Chairman Ussery called the meeting to order at 7:00 p.m.

Invocation:

The invocation was offered by Chairman Ussery.

Discussion/Adjustments (& approval) of Adjustments to Agenda:

Chairman Ussery asked if there were any adjustments to the agenda, and there were none. Chairman Ussery stated the agenda would stand approved as written.

Approval of Minutes from the January 18, 2011 Meeting:

Chairman Ussery called for a motion to approve the minutes from the January Board of Health meeting. Ms. Covington made that motion; Dr. Covington seconded it; and the vote was unanimous.

Public Comments:

None

Administrative Reports:

Board of Health Training

- Ms. Lampley asked all board members to mark their calendars for the required annual Board of Health Training which will be held at the March Board of Health meeting.

Change in the Meeting Date and Location for Golden “A” Awards

- The April Board of Health meeting will be held at Cole Auditorium on April 14, 2011 at 7:00 p.m.

Immunization Tracking Program Presentation

- Ms. Crump, Immunization Tracking Coordinator, explained to the board members that her job was to track children up to two years of age to make sure they are up-to-date with their immunizations. Each member was given a Recommended Immunization Schedule showing age and vaccinations recommended for particular age groups. Each member was also given a copy of a sample shot immunization record from the North Carolina Immunization Registry. It shows all shots, trade names, and dates received. On the last page of the registry sheet, it lists vaccines recommended by selected tracking schedule. Ms. Crump stated that each year the state mandates an NCIR Assessment Summary Report for all health departments within the State of North Carolina. The Richmond County 2009 NCIR Assessment Report indicated that 44% of the children, within the age range of two years old, were up to date with their immunizations. The Richmond County 2010 NCIR Assessment Report indicated that 82% of the children, within the age range of two years old, were up to date with their immunizations. Ms. Crump advised the Health Department recently purchased an auto dialer system called Teletask which she utilizes to contact parents regarding immunizations. What Teletask does is extract client information that is saved from NCIR into a dialer folder in the Teletask system. Once this client data is extracted, Ms. Crump can then select the day and time a recorded message can be called out to clients whose children need immunizations. The recording requests the client to call the Richmond County Health Department or their child's pediatrician to get the necessary immunizations. The Teletask system then produces a report of how many clients answered, were busy, or they did not reach. Ms. Crump stated she also works very closely with the WIC Department. Each day she receives a schedule of WIC clients to be seen and flags children's charts that are behind on their immunizations. She inserts a letter in the child's folder that informs the parents that our records indicate their child is behind on their immunizations and to contact us if the child has received these immunizations, so that we may update our records.

Committee Reports:

None

Old Business:

None

New Business:

Appointment of Budget Committee

- Chairman Ussery said three volunteers were needed to serve on the Budget Committee. Abbie Covington, Don Covington and Jon Marks agreed to serve on the committee with Chairman Ussery. Chairman Ussery said Dr. Jarrell would be in contact to set up a date and time for a meeting.

MCC/CSC Program Changes:

- As of March 1, 2011 there will no longer be the job titles of Child Service Coordinator (CSC) or Maternity Care Coordinator (MCC). The job titles will be Care Coordinator 4 Children (CC4C) and Pregnancy Care Management (PCM). The CSC job was to serve children from birth to age three who are at risk and children age three to five with specific needs. They helped program participants to find medical care, transportation, childcare and/or financial aid. The MCC served as a liaison between the client and other agencies and made referrals to programs like WIC, dental care and family planning, along with providing assistance in applying for Medicaid, etc. As of March 1, the job titles have

changed, as well as some of the duties. Under the new program, the Richmond County Health Department/Social Workers will now be responsible for all women who are pregnant in the county that have Medicaid. Before the change, the clients could be any pregnant women in the county but now it is just the ones who receive Medicaid. Under the change, a doctor will now do risk screenings and they will make referrals to the health department. Doctors are now being paid for doing a risk screening whereas they were not before the change. Therefore, it is expected that the amount of clients serviced by the Social Workers in the Health Department will increase dramatically. The Health Department will get paid a flat sum of money based on every pregnant woman who receives Medicaid in the county whether or not they come through the Health Department's Social Work Department. Richmond County's numbers will be high because the majority of pregnant women in our county are on Medicaid and the doctor will receive an incentive to refer the client to the Social Workers. The funding will be based on the volume of clients seen in previous years at the beginning. Another change is the Pregnancy Medical Home (PMH). Dr. Jarrell has requested that the Richmond County Health Department become a PMH which means the health department will be able to do screenings, as well as doctors' offices, receive \$50.00 for the service and also other incentives that a PMH receives. Dr. Jarrell has applied for a grant to help with the cost of the additional workload.

Change in Board of Health Meeting Date

Change in the Meeting Time and Location for Golden "A" Awards

- Chairman Ussery stated that the Golden "A" Awards Ceremony would take place at the April Board of Health meeting at the Cole Auditorium. It was decided that the Board of Health members would meet prior to the awards ceremony at 6:30 to discuss any items of business. Chairman Ussery asked if there were any objections to the change in location or time. There were no objections to the change in location or time for the April meeting.

Review, Discussion, and Approval of Health Department Policies

- The following Health Department policies were e-mailed to each Board member prior to the Board of Health meeting. Chairman Ussery asked Board members if after reviewing the policies there were any questions. Ms. Lampley went over the following policies:
 - ADM 1 – Vision and Mission Statement
 - ADM 6 – Employment Period – Career Status
 - ADM 10 – Appeals Committee for Employee Grievances
 - ADM 13 – Reduction in Force
 - ADM 16 – Annual Training
 - ADM 62 – Delegation of Duties to the Health Director
 - ADM 66 – Community Appeals Process to the Board of Health
 - ADM 70 – Quality Improvement Plan
 - ADM 75 – Conflict of Interest
 - ADM 77 – Harassment

Chairman Ussery called for a motion to approve all of the policies. Abbie Covington made that motion, Evonne Moore seconded it, and the vote was unanimous.

Informal Discussion:

None

Adjournment:

There was no further business to discuss, and Chairman Ussery called for a motion to adjourn. Abbie Covington made that motion; Jon Marks seconded it; and the vote was unanimous. The meeting adjourned at 7:40 p.m. The next regular Board of Health meeting will be held at the March 15, 2011.

Respectfully submitted,

Thad Ussery, Chairperson

Rachel Lampley, Director of Nursing