

CARTER COUNTY HEALTH CENTER

November 27 2023

Board Chairperson, Mrs. Dougherty, called to order the regular board meeting at the Carter County Health Center November 27, 2023

BOARD MEMBERS PRESENT:

Sara Cooper
Robyn Murphy
Debbie Turley

BOARD MEMBERS ABSENT

Jane Dougherty
Kelly Jenkins

PERSONNEL PRESENT:

Michelle Walker

MINUTES:

The board minutes were approved as read for the October 2023

BILLS:

Mrs. Murphy made a motion, second by Mrs. Turley pay bills. Motion carried.

OLD BUSINESS

ACTIVITY REPORT:

The monthly activity report was reviewed for the month of October 2023

NEW BUISNESS

BOARD FILING

Mrs. Walker informed the board, the board members who will need to file for a board seat will be Mrs. Cooper and Mrs. Turley. They may refile for their board position beginning between December 5th and December 26th.

POLICY UPDATES:

Mrs. Murphy made a motion to accept the updated policies as follows, seconded by Mrs. Turley

- 9.1: Community Clinics
- 9.2: Referrals to Community Agencies and Providers
- 9.3: Community Health Assessment
- 10.1: Quality Improvement
- 12.1: Lead Case Management
- 12.2: Onsite Wastewater Permits
- 12.3 Food Service Inspections
- 12.4 Childcare Inspections
- 12.5 Lodging Inspections
- 12.6 Water Testing
- 12.7: Food Service Complaints

LETTER OF SUPPORT BIKE/HIKING/WALKING TRAIL

Mrs. Walker shared the CCHC letter of support for the Park Service proposed walking/hiking/biking trail from Watercress to Big Spring Park.

LETTER FROM CITY OF VAN BUREN

Mrs. Walker shared with the board a letter she received from the City of Van Buren with concerns regarding food establishments' disposal of grease. Mrs. Walker spoke with Mrs. Flatt, the City Clerk to get more details on the establishments of concern. She shared that information as well as the letters with the new environmental inspectors contracted with Butler County for follow up.

CONTRACT WITH BCHD FOR SANITARIAN

Mrs. Walker gave an update on the progress of contracting with BCHD for sanitarian/health inspector services. Mrs Walker informed the board of the scheduled inspections due to start in December.

NEW EVALUATION PROCEDURE/PAY PLAN

Mrs. Walker presented to the board a salary pay plan and evaluation procedure developed in part with HR Resources. This pay plan would establish a pay scale and range for each job position at the health department and help to create an evaluation process that would incentivize performance/quality improvement

- Extensive research was conducted on positions within a health department to determine what fair market value is.

- Starting salary and pay scales were determined with the above data.
- 6 levels were created with 20 steps.
- Annual raises will be determined on the merit of work determined through the evaluation procedure which will consist of a self-evaluation, peer evaluation and administrative evaluation. All staff will provide an evaluation of Admin to the board of directors to be included in the admin evaluation by the board of directors.
- A scoring mechanism was developed to determine how many steps an employee will increase for each annual review.
- Each individual will be rated on the following objectives on a scale from 1-10:
 - Knowledge of Work
 - Quality of Work
 - Situational Responsiveness
 - Initiative
 - Dependability

Next Board Meeting Scheduled

After review and discussion, the next scheduled board meeting will take place on Monday December 18 at 1:00 pm, Mrs. Murphy made a motion to adjourn the meeting, seconded by Mrs. Turley, motion carried

Board Chair Signature



CARTER COUNTY HEALTH CENTER

November Report

Department: Financials

Foundational Capabilities: **Organizational Administrative Competencies**
Communications

ACCOUNTS RECEIVABLE As of today

Total A/R amount

\$81,845.26

- \$66,352.15 Current
- \$0.00 1-7 days
- \$0.00 8-14 days
- \$15,092.38



ACCOUNTS PAYABLE As of today

Total A/P amount

-\$2,015.52

- \$0.00 Current
- \$0.00 1-7 days
- \$0.00 8-14 days
- -\$771.50

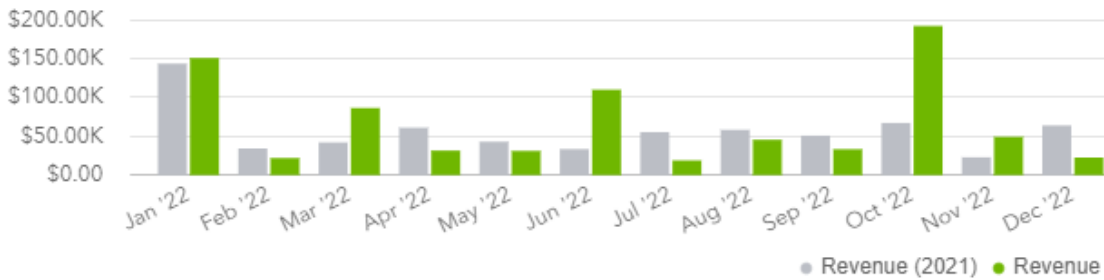


REVENUE BY TIME

Last fiscal year ▾

Total revenue

\$794,077.82



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EXPENSES BY TIME

Last fiscal year ▾

Total expenses

\$785,566.44



GROSS PROFIT BY TIME

Last fiscal year ▾

Total gross profit

\$794,077.82



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CARTER COUNTY HEALTH CENTER

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Services provided on a nondiscriminatory basis

November Report

Department: WIC

Foundational Areas: Maternal, Child and Family Health Injury Prevention

Foundational Capabilities: Communications

In the month of October WIC had a total of 231 participants. This count includes several categories:

- **Women Pregnant- 20**
- **Women Fully Breastfeeding- 11**
- **Women Partially Breastfeeding- 5**
- **Women Postpartum- 16**
 - **Total Women- 52**
- **Infants Fully Breastfeeding- 12**
- **Infants Partially Breastfeeding-2**
- **Infants Fully Formula Fed- 42**
 - **Total Infants-56**
- **Total Children- 125**
 - **Clinic Total All Categories- 233**

Our WIC numbers are continuing to rise, Oct. FFY 23 our monthly count was 197. Oct. FFY 22 our count was 181.



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Other programs linked to WIC include:

- **Car seat program**- Available to Carter County residents. Convertible car seats and High Back booster seats are what we have available (limited supply) for Carter Co. residents. We have a question added to our participant encounter form that asks “*Do you have a Car Seat? Y or N*” if marked no, we ask if they are in need of a carseat.
 - In the month of Nov. We gave out 1 car seat from our Car seat safety class
- **Safe sleep**- Available to qualifying WIC participants. We have a question added to our participant encounter form “*Do you have a safe place for your baby to sleep? Y or N*” If marked “no” we offer the safe sleep questionnaire. The form is then submitted to the state agency and they determine whether the participant qualifies for a Pack N Play. If a participant qualifies the SA will mail a Pack N Play to CCHC and can be picked up by the participant.
- **Diaper Bank of the Ozarks**-Two packages of diapers are available to each child per household. For WIC clients and Carter Co. residents.
 - In the month of Nov. we gave out 2 packages of diapers



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November Report

Department: Nursing

Foundational Areas: Chronic Disease Prevention Linkage to Resources

Foundational Capabilities: Communications Assessment and Surveillance

Communicable Disease Update

Reported Covid cases in November 2023

- 14 cases reported to or received testing at CCHC

Note: no one is reporting home test results via phone or website with very few positives reported from MOhigh

Other Communicable Diseases Nov.

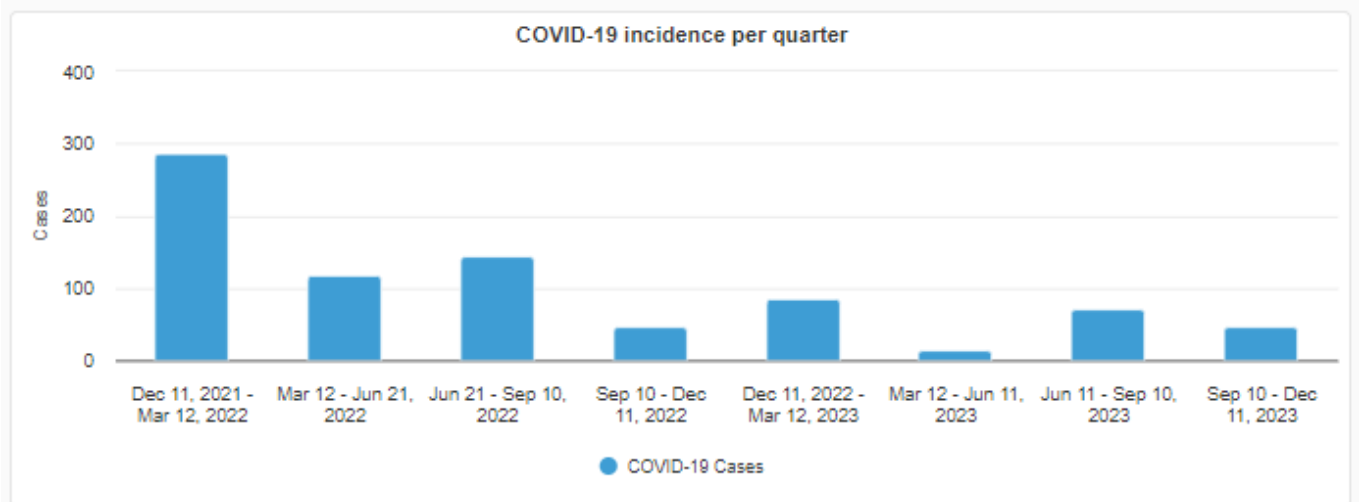
- 2 dog bites
- 2 chronic Hep C cases

Yearly Comparison

Covid

COVID-19

[Read more about COVID-19](#)



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Above is a snapshot of reported COVID cases in our county for the last 2 years

- Comparing last year Sept 10th-Dec 11th, 2022
 - there are 2 more covid cases reported this year than last year
 - does not account for home tests and those not reported to health center

Vaccination update

Flu Vaccinations

- 47 flu shots provided in November 2023

COVID Vaccinations

- 62 covid shots provided in November 2023

School

- 16 children received vaccinations for school

RSV

- ordering more vaccine due to need in community

Quality Control/Counts

- Temp logs
 - checked twice a day with no abnormalities found
- Vaccine Counts
 - completed once a month between the 1st and 14th with no unresolved findings
 - 317 covid vaccine expired 11/27/2023
- **Communication**
 - follow up appointments made for catch up schedule vaccines for children in progress
 - 450 total phone calls received by CCHC as a whole
 - resulting in a total of 13.5 hours of phone calls
- **Vital Records**
 - **Birth Certificates**
 - 12 birth certificates provided from Nov 2023
 - **Death Certificates**
 - 44 death certificates provided from Nov 2023



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Carter County Health Department “EPHS November 2023 Report”

Board report will reflect November 1st through 30th

Food:

Technical Assistance Phone	14
Food Correspondence	21
Food Complaints	01 Customer complained on bare hand contact at grocery store-Not Present
Referred from City of Van Buren	01 Grease Trap complaints.

Septic:

Technical Assistance by Phone	01
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Lodging:

Technical Assistance Phone	02
Technical Assistance Onsite	01
Lodging Correspondence	01

Daycare Inspections:

Technical Assistance by Phone	01
Correspondence	01

Other Information:

Assessing Carter County EPHS Program. EPHS Inspections will start in December with establishments that have not been inspected for 2023. Gathering all information and speaking with DHSS on Program Directions.