

CARTER COUNTY HEALTH CENTER
IN COOPERATION WITH THE
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

BOARD OF TRUSTEES

December 18, 2023

AGENDA

Minutes Presented
Monthly Bills Presented

RM, DT
DT, RM

OLD BUSINESS:

Activity Report

NEW BUSINESS

Individual Department Board Reports

Board Filing Reminder

DT, SC filled out

Policy Update: Pay Plan and Evaluation, discuss section on earned PTO for part-time employees

YTD P & L: YTD Income & Expenditure Amendments

RM, DT eval Jan

Van Buren Chamber Member Spotlight

Continuing Education Updates: Administrator and Clinical Nurse Supervisor

Upcoming PHAB application deadline

Administrator MOC/PHE Award

KJ, DT

EXECUTIVE SESSION:

610-021

Personnel Issues: Yearly Evaluations

PO BOX 70 VAN BUREN, MISSOURI 63965
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DT, RM.

Jan 22 @ 1pm.

CARTER COUNTY HEALTH CENTER
December 18, 2023

Board Chairperson, Mrs. Dougherty, called to order the regular board meeting at the Carter County Health Center December 18, 2023

BOARD MEMBERS PRESENT:

Sara Cooper
Robyn Murphy
Debbie Turley
Kelly Jenkins

BOARD MEMBERS ABSENT

Jane Dougherty

PERSONNEL PRESENT:

Michelle Walker

MINUTES:

The board minutes were approved as read for the Nov 2023

BILLS:

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

OLD BUSINESS

ACTIVITY REPORT:

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

NEW BUSINESS

BOARD FILING

Mrs. Walker discussed board filing, Mrs. Cooper and Mrs. Turley refiled for the board for the 2024 election.

INDIVIDUAL DEPARTMENT BOARD REPORT:

Mrs Walker presented the board with the new individual department board reports. This includes a Financial, CCHC Services/Nursing, and WIC report. These will be presented monthly for the board. Mrs Walker presented that the purpose of this new process will include staff more in the board informing process.

POLICY UPDATE: PAY PLAN AND EVALUATION

Mrs Walker discussed the implementation of the new pay plan and evaluation procedure. She also discussed with the board the issue of PTO for part time employee policy not being clearly articulating whether part time employees would earn PTO time or not if staff do not work their scheduled time. She reported this causes an issue with the QB program automatically calculating PTO time. She posed to the board that CCHC should clearly state whether we would do PTO for part time employees regardless of number of hours worked. Past situations on how this was handled was discussed. The policy update and evaluation plan was approved and a motion was made to do away with PTO for part-time employees beginning January 1, motion made by Mrs. Murphy and seconded by Mrs. Turley.

YTDP & L: YTD Income & Expenditure Amendments

Mrs. Walker informed the board YTD income was \$822,156.12, with the budgeted amount of \$973,679.95. She reported CCHC presently had hit 84.4% of the projected income for this year. Mrs. Walker informed the board, YTD expenditures totaled \$716,349.45, with the budgeted projection of \$782,946.00 or 91.49% projected expenditures. Mrs. Walker presented the current budget to the board. After discussion Mrs. Turley made a motion to amend the budget to actual and Mrs. Jenkins seconded.

Van Buren Chamber Member Spotlight

Mrs. Walker presented the board the Van Buren Chamber Spotlight which is CCHC this month. This spotlight will be published in the local paper.

CONTINUING EDUCATION UPDATE: Administrator/Clinical Nurse Supervisor

Mrs. Walker updated the board on staff continuing education. The clinical nurse supervisor finished her first year of her NP program with a 4.0 and the administrator will complete her MPH in public health in March of 2024.

UPCOMING PHAB APPLICATION DEADLINE

Mrs. Walker updated the board on the upcoming PHAB application deadline which is the second week of January 2024. Her intention is to submit the application for PHAB accreditation in the first week of January 2024 and she is proud of the steps the CCHC has taken to accomplish this lofty goal of dedication to performance improvement.

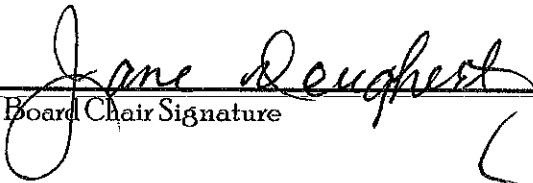
ADMINISTRATOR MOC PHE AWARD:

Mrs. Walker informed the board she was honored to receive the Missouri Center for Public Health Change Manager of the Year Award for her work at CCHC and the incredible changes CCHC has made working towards accreditation.

EXECUTIVE SESSION:

Mrs. Jenkins made a motion to enter executive session, second by Mrs. Turley. Motion carried.

Mrs. Turley made a motion to exit the executive session, second by Mrs. Jenkins. Motion carried.


Board Chair Signature

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.



CARTER COUNTY HEALTH CENTER

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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.

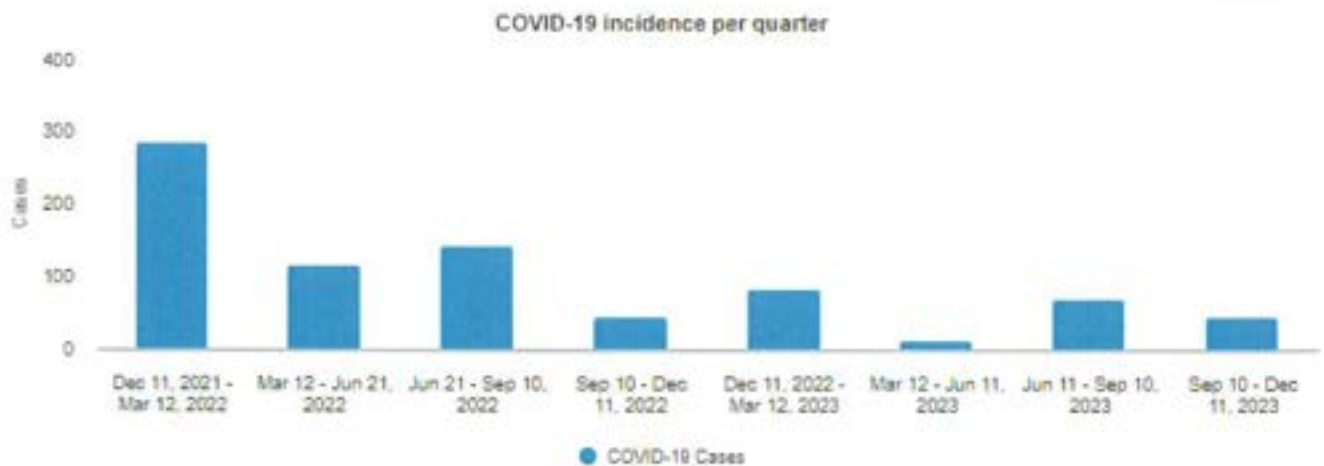
- 2 dog bites
- 2 chronic Hep C cases

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 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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