

## BOARD OF TRUSTEES

June 24, 2024

### AGENDA

Minutes Presented

Monthly Bills Presented

### OLDBUSINESS:

Activity Report: May

Department Specific Reports

### NEW BUSINESS

CCHC Audit

P& L Summary

COLA- Cost of living increase/ CCHC PayScale

### EXECUTIVE SESSION:

610-021

Personnel Issues

## CARTER COUNTY HEALTH CENTER

June 24, 2024

Board Chairperson, Mrs. Dougherty called to order the regular board meeting at the Carter County Health Center, June 24, 2024

### ***BOARD MEMBERS PRESENT:***

Jane Dougherty  
Sara Cooper  
Kelly Jenkins  
Robin Murphy

### ***BOARD MEMBERS ABSENT:***

Debbie Turley

### ***PERSONNEL PRESENT:***

Michelle Walker

### ***MINUTES:***

The board minutes were approved for the May 2024 meeting.

### ***ACTIVITY REPORT:***

The monthly activity report and department specific reports were presented for the month of May 2024.

### ***BILLS:***

Mrs. Cooper made a motion, second by Mrs. Murphy, to approve bills. Motion carried.

### ***NEW BUSINESS***

#### ***CCHC AUDIT***

Michelle Walker reported on the recent audit conducted by Pippin CPA. Although the final report has not been shared yet, Mr. Pippin expressed concerns regarding the interest earnings from the bank account and CD rates. He suggested that the Carter County Health Center could potentially increase their interest income by exploring other investment opportunities. Specifically, he recommended considering a money market sweep account, which would automatically invest excess funds while maintaining a minimum balance in the checking account. This could potentially yield higher returns compared to the current interest earnings. The board agreed to have Michelle Walker investigate these opportunities and present her findings at the next board meeting. Additionally, Mr. Pippin noted that the interest income should be higher given the amount of money in the bank, and he mentioned that while the audit did not uncover any major issues, there is room for improvement in investing the center's funds.

#### ***P & L SUMMARY***

Mrs. Walker informed the board, of the YTD income and expenditures. She reported the YTD income was 49.23% of what was projected, and the expenditures was 42.5% of that which was projected for 2024.

#### ***COLA-***

Michelle Walker presented the topic of the annual cost-of-living increase (COLA) for employees. She provided a document outlining potential increases of 2%, 3%, and 4%, noting that the HR recommendation for a standard COLA is generally 3%. The board discussed the financial implications of these increases, with particular attention to the current economic conditions and the center's financial status.

There was a consensus that the cost of living has been rising, significantly impacting employees. The board reviewed historical practices, where COLA adjustments have typically been around 4%. Some members expressed a preference for maintaining this rate to ensure staff retention and morale, while also considering the center's financial health.

It was noted that implementing the COLA would involve adjusting the entire pay scale by the chosen percentage, affecting new hires and current employees alike. The discussion also covered the potential of implementing merit-based raises in addition to the COLA, but there was some concern about doing multiple raises within a year. Ultimately, the board leaned towards a 4% COLA to help employees cope with the increased cost of living. Mrs. Murphy made the motion and Mrs. Cooper seconded. CCHC will implement the 4% COLA into the current pay plan scale.

### ***PERSONNEL:***

***EXECUTIVE SESSION:***

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

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

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Board Chair Signature

# Carter County Health Department “EPHS May 2024 Report”

Board report will reflect May 1<sup>st</sup> Through 31<sup>st</sup>

## **Food:**

Routine Inspections:	07
Pre-Opening:	03 HJ Redbeard’s, Current River Coffee & Espresso and Stay Current River LLC.
Attempted:	02
Technical Assistance Onsite:	01
Technical Assistance Phone:	24
Food Correspondence:	21
Food Complaints:	00
Food Applications:	05

## **Septic:**

Technical Assistance by Phone:	02
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## **Lodging:**

Routine Inspections:	03 Current River Inn (Passed), Riverfront Rentals (Passed) & Lodge on the Current (Failed)
Lodging Calls:	10
Lodging Correspondence:	10
Lodging Technical Assistance Onsite:	01

**Daycare Inspections:** (No Activity)

## **Other Information:**

Cater County Activities Underway. Gathering all information and speaking with DHSS on Program Directions.



# CARTER COUNTY HEALTH CENTER

## May Report

Department: Financials

Foundational Capabilities

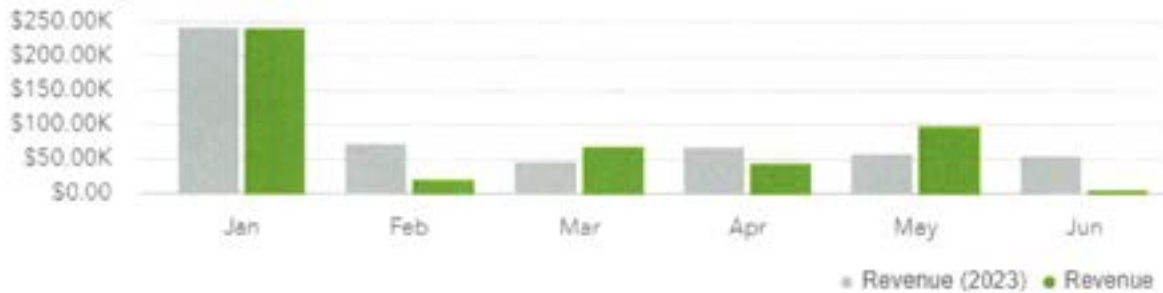
Organizational Administrative Competencies  
Communications

### REVENUE BY TIME

This year to date

Total revenue

## \$476,121.34



### EXPENSES BY TIME

This year to date

Total expenses

## \$317,115.05



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### ACCOUNTS RECEIVABLE

As of today

Data updated 8 minute ago

Total A/R amount

**\$67,796.59**

-  **\$0.00**  
8-14 days
-  **\$18,051.66**  
15-21 days
-  **\$0.00**  
22-28 days
-  **\$0.00**



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### ACCOUNTS PAYABLE

As of today

Data updated 2 minutes ago

Total A/P amount

**\$490.15**

-  **\$0.00**  
Current
-  **\$0.00**  
1-7 days
-  **\$109.00**  
8-14 days



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# CARTER COUNTY HEALTH CENTER

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Services provided on a nondiscriminatory basis

## May Report

Department: WIC

**Foundational Areas:** Maternal, Child and Family Health Injury Prevention

**Foundational Capabilities:** Communications

In the month of May WIC had a total of 186 participants. This count includes several categories:

- **Women Pregnant- 12**
- **Women Fully Breastfeeding- 8**
- **Women Partially Breastfeeding- 6**
- **Women Postpartum- 8**
  - **Total Women- 34**
- **Infants Fully Breastfeeding- 9**
- **Infants Partially Breastfeeding-3**
- **Infants Fully Formula Fed- 36**
  - **Total Infants-48**
- **Total Children- 104**
  - **Clinic Total All Categories- 186**



## CARTER COUNTY HEALTH CENTER

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.
  - 1 car seat given
  - 6 car seat inspections
- **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.
  - none given
- **Diaper Bank of the Ozarks-**Two packages of diapers are available to each child per household. For WIC clients and Carter Co. residents.
  - 11 packs of diapers given



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## May 2024

### Department: Nursing

**Foundational Areas** : **Chronic Disease Prevention** **Linkage to Resources**

**Foundational Capabilities** : **Communications** **Assessment and Surveillance**

## Communicable Disease Update

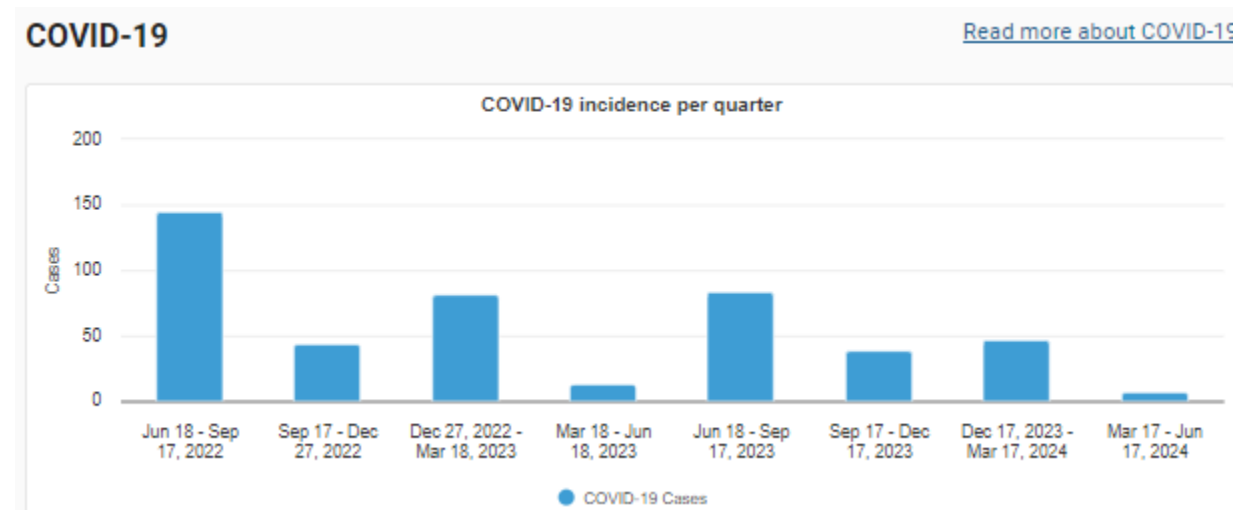
### Reported Covid cases in May 2024

- 0 cases reported to or received testing at CCHC

### Other Communicable Diseases May or reportable events

- 1 chronic Hep C
- 3 Tick Borne
- 2 Animal Bites
- 2 Enteric Illnesses
- 1 HIV (suspect)
- 1 H. influenzae

### Year-to-year Comparison



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# CARTER COUNTY HEALTH CENTER

Above is a snapshot of reported COVID cases in our county for the last 2 years: **13** cases this time frame last year, **7** cases this year (March to June 2023-2024)

## Vaccination update

### Flu Vaccinations

- 1 flu shots provided

### COVID Vaccinations

- 0 covid shots provided

### School

- 5 children received vaccinations for school

### RSV

- 0 vaccine provided

### Adult Vaccinations

- 3 provided

## Other Services:

### TB test

- 5 TB tests (PPD) provided

### BP check

- 1 provided

### Injection of home medication

- 1 completed

### Hemoglobin A1C

- 1 completed

### Pregnancy Test

- 1 completed



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# CARTER COUNTY HEALTH CENTER

## 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
  - Expired or soon to be expired Vaccines- table below

### Vaccines expired or soon to be listed below

PCV13 (PREVNAR 13) (PREVNAR 13 (10 X 1 SYR))	FN5556	8/31/2024	13	6/2/2024	CHIP
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## Communication

- follow up appointments made for catch up schedule vaccines for children in progress
- 251 total phone calls received by CCHC
  - resulting in a total of 6.5 hours of phone calls

## Vital Records

- Birth Certificates
  - 7 birth certificates provided
- Death Certificates
  - 16 death certificates provided

## Child Care Health Consultation (CCHC) Program

- 4 Health Promotions
  - Water Safety at Van Buren Preschool and EC Head Start
    - 45 children total



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# CARTER COUNTY

## HEALTH CENTER

### **MoDot Highway safety and Traffic Grant (Car Seat Safety)**

- 2 Outreaches completed (22 participants total)
  - carseat education that may or may not include car seat inspection (dependent on individual's time)
- 1 car seats provided in month of May
- 6 Car Seat checks

### **Delta Grant Diabetes Program**

- Cohort finished, data provided to MOHIGH Delta Coordinator. No new classes planned until fall.

### **NARCAN DISTRIBUTION**

- 0 doses distributed (we were waiting on more to be delivered. We have received it now)

### **CPR CLASSES**

- 1 CPR class for BLS renewal completed
  - 1 participant (2 no shows)



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