

The Graham County Board of Commissioners met Monday, June 5, 2017 at 6:00 p.m. in the Graham County Public Health Center located at 21 South Main Street Robbinsville, NC for a joint meeting with the Graham County Health Board. Commissioners present was Connie Orr, Jacob Nelms, Dale Wiggins and Raymond Williams. Commissioner Eller was absent.

1. Vice-Chairman Connie Orr called the meeting to order.
2. The Health Board discussed the number of visits for labs, case management, Health and Wellness Fair, etc. Health Board Chairman Dirk Cody asks what the percentage is of Graham County residents using our services. Alicia Parham, Health Director stated that the majority of encounters are from Graham County. Commissioner Dale Wiggins asks if the number of visits are duplicated for the same person. Ms. Parham stated that an encounter is when any service is rendered. Ms. Parham stated that if we get a client to the health department we will ask if they need fluoride cleaning or immunization, family planning, pregnancy care and this counts as encounters to that one individual. Commissioner Dale Wiggins stated that this is similar to our Transit System. The clients for the year of 2016 was 1625 for Medical and 1364 for Dental. Commissioner Williams stated that we do receive people from out of town that is added into that number. Alicia Parham stated that this is correct. The boards discussed private pay, billing to insurance companies and Medicaid.
3. Health Board Chairman Dirk Cody stated that we now have a Kiosk for Vaya Health installed in the Health Department lobby and we will have a ribbon cutting on Friday at 10:00 a.m. and invited the Commissioner Board to attend.
4. Health Board Chairman Dirk Cody stated that we would now go to the recommendations by the Attorney who reviewed the Workplace Investigation/Independent Review of Graham County Employment Policies, Procedures and Practices: Report and Recommendation. The board's discussed the recommendations that we clarify our county policy for all county employees to use and understand. Health Board Member Claudine Gibson asks if the Grievance Policy had been posted in the Health Department for the employees to see. Ms. Parham stated that they are available on Drive M: of their computers. The boards all agree that all policies and procedures on grievances be posted for the employee to view. The boards also discussed that trainings needed to be held so that all department heads understand the policies and procedures. It was also recommended that we develop a flow chart so every employee would know the proper procedures in reporting a grievance. Manager Garland stated that we had called the state personnel office and was told that all county employees are to adhere to the Graham County Policies that are adopted by the County Commissioners. Health Board Chairman Dirk Cody stated that all employees did need to know where to go and whom to go to when questions arise. Manager Garland stated that we will start training and meetings in July on policies and procedures with all departments and if changes are needed to be made to our policy then they can be done throughout this process. Manager Garland stated that all departments needed to be at the table and if the Directors are unable to attend then a second needed to attend. Commissioner Orr stated that this is not closed meetings and it will give everyone a better understanding of policies and procedures. Commissioner Wiggins stated that once this is completed then these policies needed to be posted in every department on a bulletin board along with the flow chart. Commissioner Wiggins stated that he is aware that some exceptions may be made for personnel under the State Personnel Act but this is something that every employee should know.
5. Health Board Chairman Dirk Cody stated that the next question was to review contract services. Manager Garland stated that it would be a good thing for Ms. Parham to give clarity on the contracts that she makes, such as the environmental health. Commissioner Williams stated that we did not need to contract with anyone in Bryson City when we have qualified people in Graham County. Ms. Parham explained the various trainings that an Environmental Health Specialist and the various tasks that they are required to do. Ms. Parham stated that she cannot assist on all tasks and she needed assistance by someone qualified. Ms. Parham stated that she did contract some of the work out to Swain County who has done inspections on Saturdays and Sundays and some holidays. Ms. Parham stated that you have to be an employee of the Health Department in order to do the inspections. Commissioner Williams stated that he didn't understand why Jacob Nelms was not used when his services was offered. Ms. Parham stated that he is not a health department employee nor is he part of the NC Public Health Alliance. Health Board Member Claudine Gibson stated that the office was 4 to 6 weeks out so how many people are we talking about. Ms. Parham stated that she was behind 10 inspections. The boards discussed the possibility of Jacob Nelms coming back onto the Health Department Payroll at 1% in order to catch the inspections up.

6. The boards discussed the fees for a sport's physical and learned that the cost is \$240.00. RN Lorita Eller stated that this cost is for a complete child health exam that they are required by law to do. Ms. Eller stated that the fee is on a sliding scale but this is state mandated. The boards agreed that very few physicals will be given at the health department due to this fee. Ms. Eller stated that they do a high level of care that private providers are not required to do. The boards also discussed the prevailing rates and how the health department set their fees.
7. Manager Garland asks Ms. Parham about the Health Net funds that fund the Hilltop Clinic. Ms. Parham stated that she is not sure that these funds will be available due to the Senate leaving this out of their budget. Ms. Parham stated that we do not provide primary care but we do case management care.
8. The board thanked the Health Board for their time. Commissioner Williams made the motion to adjourn. Commissioner Nelms seconded this motion. Vote unanimous.

Keith Eller, Chairman, Graham County Commissioner

Connie Orr, Vice-Chairman, Graham County Commissioner

Jacob Nelms, Member, Graham County Commissioner

Dale E. Wiggins, Member, Graham County Commissioner

Raymond Williams, Member, Graham County Commissioner

ATTEST:

Kim Crisp, Clerk to the Board