



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH**  
**MINUTES**  
**9/24/2019**

**Members** Melissa Bell, Pharmacist and Chair, Nathan Brenner, Dentist and Vice-Chair; Teresa Murray, General Public; Jeff Todd, Veterinarian; James Tate, County Commissioner; Julie Farrow, Physician; Mitchell Bishop, Engineer; Ross Dodge, General Public, Ellen Shope, Nurse

**Members Absent** Jeff Todd, Melissa Bell attended via phone

**Staff Present** Carmine Rocco, Carrie Pazcoguin, Jennifer Garrett, Kathy McGaha, Danielle Miller

**Guests** Mike Decker, Human Resources Director

**Media** Ms. Kristen Karcher; WNCC Radio

**Public Comment** None

**Call to Order** Meeting was called to order at 6:19pm by Nathan Brenner.

**Approve Agenda** Ellen Shope made motion to move closed session up before the regular session. Mitchell Bishop seconded the motion and motion was passed unanimously.

**Welcome/Intro./Departures/Recognition**

Introduction of new staff: Kathy McGaha introduced Emily Ritter for Health Education. Carmine Rocco introduced Danielle Miller, WIC Director and RD.

**Closed Session**

Motion to go into closed session was made by Jim Tate and seconded by Mitchell Bishop.

Returned from Closed Session

**Presentations**

**A. List of Committees and Members presented by Kathy McGaha.**

Mrs. McGaha presented list of all known partnerships and affiliations held with health department staff and asked for board members to provide Carmine with any additions they may have for that document.

**B. Review of operating procedure, BOH authorities, & Related laws and regulations,** presented by Kathy McGaha. McGaha asked that each board member review the enclosed policies and provide suggestions at the next board meeting. Kelly had previously sent an email to board members but that communication had outdated information. McGaha provided updated Board of Health Policies for their review. Board was

informed that the entire agency is going through policy revision processes and they would be seeing more of these items over the next few months. Kathy explained the roles and responsibilities of the Board of Health and its members. Kathy provided a brief description of the public health department and its purpose, as described in state statutes. Kathy listed the 10 essential health services as dictated by state requirements. Local Board of Health, according to state statute 130A-35, shall be the policy and rulemaking authority for the local health department. Kathy listed out the steps necessary for the board to make changes in policy or rules for the health department.

**Approve Minutes of Previous Meeting** Mitchell Bishop made a motion to accept the minutes as approved. Teresa Murray seconded the motion. The motion passed unanimously.

### **Old Business**

- A. Client Survey results presented by Kathy McGaha.  
Customer satisfaction survey results presented in slide show. Survey was open for one month to gather these results. Total of 82 surveys completed, far less than last year. Age group breakdown was fairly equally represented in the results. Largest percentage of clients hearing of health department services by word of mouth. Results showed that satisfaction level was lower at beginning of visit but improved by end of the visit for most clients. The dental clinic received a few negative comments that are being addressed. Hours of service were a point of dissatisfaction noted on the survey. Improvements suggested included increasing hours of operation and opening up more appointment times, particularly at the dental clinics. Overall satisfaction was positive.

### **New Business**

- A. Budget update provided by Carrie Pazcoguin.  
Expenditures and revenues for the month of August presented to the board. Pazcoguin explained the new approach of systematic spending this year to avoid the last minute rush at the end of the fiscal year.
- B. Director's comments by Carmine Rocco  
Working with county management on updating salary standards, especially for providers in specialty areas.

### **Board Training and Information**

N/A

### **Announcements**

N/A

**Next Meeting Date** 10/22/2019

**Adjourn** Jim Tate made a motion to adjourn the meeting. Mitchell Bishop seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:52pm.