



Macon County
Public Health

**MACON COUNTY BOARD OF HEALTH
MINUTES
November 19, 2013**

Members Present: Frank Killian MD, - Vice-Chairman, Emily Porter-Bowers, Teresa Murray, David Silverstein DDS, Frederick Berger MD & Roy Lenzo DVM.

Absent: Russell Stevenson – Chair, Stacy Shannon, Molly Phillips, Commissioner Paul Higdon, & Sheila Price RN

Staff Present: Jim Bruckner, Tammy Keezer, Jimmy Villiard DVM, Kathy McGaha, Tonya Hodgins, Diane Keener, Jennifer Garrett & Charlene Bellavance.

Public Comment: There were no members of the public present.

Media: There were no members of the media present.

Call to Order: The meeting was not called to order due to a lack of a quorum.

Approve Agenda: No action was taken – business agenda postponed until next meeting.

Welcome/Intro/Departures/Recognition:

Presentations:

School Health Records - Ms. Garrett reported that the Health Fair paperwork used to be done on paper. They have developed a database for the health fairs which allows them to track data on all of the school children's health information. These records are for students in grades K-12. This reduces the loss of paperwork and the time management has improved. At the end of each school year the school nurses sit down and review the year to determine what changes they can make to improve their processes. They were looking at an electronic health record for the future. The software for this program is very expensive. They discovered that if they became connected to the school's database they would have access to all of the student's data. This would allow the school nurses to share information with pediatricians who are using the same server. The school nurses looked into obtaining a secure server for their own database. They reviewed several programs and decided to start electronically charting on their own. Two of the school nurses designed a program based on what their particular needs were. They fine-tuned the program and the prototype was shared with the Personal Health Section Supervisor Jimmy Villiard. They focused on the ease of use and what they would need for charting purposes. At the beginning of the 2013 school year they went live with the final version of the program. Ms. Garrett referred the BOH members to a handout in their folders that was a sample of the paper charts they had been using. With this new program Ms. Garrett is able to see all of her nurses records for any time period with any of the student information that she requires. They can look at critical information on any of the students in the county that are transferred in the district. She can see how much time her nurses are spending seeing students. They can also monitor their data for outbreaks and other surveillance type information. They can only access the information while they are at the schools. In the future they are hoping to have mobile access for the nurses. This is also very helpful for the year end reports that they are required to provide to the state. There is a limitation on the charting note that restricts the nurse from making a change after they have made their initial entry.

They can go in and add an addendum to the chart by noting after 24 hours or the next day in the event they did not get to chart the event on the day they saw the child. Dr. Berger asked if they were keeping track of whether or not the students were current on their immunizations. Ms. Garrett told him that they were. Dr. Lenzo asked what the response was for parents who were morally opposed to immunizations. Ms. Garrett said if they refuse based on religious beliefs there is nothing they can do. However, there are certain situations where the student may not be allowed to attend school.

Approve Minutes of Previous Meetings: No action was taken on approval of minutes due to not have a quorum present.

Old Business: Postponed until next meeting

Budget Update:

NCTracks:

Update EH Meeting (Asheville):

New Business: Postponed until next meeting

2014 Meeting Schedule:

Fee Changes:

Current Issues in Public Health:

Board Training and Information:

Board members present were asked to take home the updated Operating Procedure and replace it in their Board of Health Notebooks (handout). To be addressed again at next meeting.

Announcements: None

Next Meeting Date: December 17th at the Environmental Services Building

Adjourn – Meeting not called to order due to lack of a quorum.

Respectfully submitted,

Charlene Bellavance

These minutes were approved on December 17, 2013 with a motion by Dr. Killian and seconded by Dr. Berger. The motion passed unanimously.