

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

January 6, 2015

12:30 p.m.

BOARD MEMBERS PRESENT

Ms. Jana Andrews
Ms. Becky Daley*
Dr. Rick Gilliam
Ms. Alice Gray, Vice Chair, 2014
Dr. Mark Hamrick, Chair, 2014
Rev. Lamar Moore
Mr. Keith Raulston
Dr. Cathy Riggan
Mr. Tobin Shepherd**
Commissioner Don Truell

STAFF PRESENT

Janie Ange
Darren Cecil
Mary Lou Collett
Jen Hames
Barbara Hedrick
Nancy Rosier
Nancy Stout
Randy Swicegood
Monecia Thomas

VISITORS PRESENT

Mike Newby, Asst. County Attorney
Wil Petty, Reporter, The Dispatch
Rod Kcuik, Former Board of Health Member

*Voted as Chair for the 2015 Calendar Year

**Voted as Vice-Chair for the 2015 Calendar Year

WELCOME

Dr. Mark Hamrick welcomed everyone and specifically welcomed Mr. Rod Kcuik, former Board of Health member, to the January Board of Health meeting. Dr. Hamrick stated that Mr. Kcuik completed his Board of Health term in 2014. Mr. Kcuik never received his official going away present and we wanted to have this opportunity to publicly thank him for all of his hard work, commitment and years of service to the Board of Health.

Ms. Thomas thanked Mr. Kcuik and apologized for getting his appreciation gift to him so late but she genuinely appreciated all of his years of service to the Board of Health.

ELECTION of CHAIR

Ms. Thomas explained that the Board of Health Bylaws requires the election of a Chair and Vice-chair at the January meeting.

Ms. Thomas opened the floor for nominations for the position of Board Chair for the 2015 calendar year. Commissioner Truell nominated Alice Gray. Ms. Gray declined stating her final Board of Health term expires in January 2016 and she felt a Board Chair should serve for more than a year. Commissioner Truell then nominated Becky Daley. No other nominations were made.

MOTION

Ms. Gray made the motion that the nominations be closed. Mr. Shepherd seconded and the motion was approved without dissent.

Ms. Thomas called for a vote on the nomination of Ms. Becky Daley as Chair. Ms. Daley was unanimously elected Board Chair for 2015.

ELECTION of VICE-CHAIR

Ms. Thomas opened the floor for nominations for the position of Board Vice-chair. Dr. Rick Gilliam nominated Tobin Shepherd. No other nominations were made.

MOTION

Dr. Riggan made the motion that nominations be closed. Ms. Jana Andrews seconded and the motion was approved without dissent.

Ms. Thomas called for a vote on the nomination of Mr. Tobin Shepherd as Vice-Chair. Mr. Shepherd was elected unanimously as Board Vice-Chair for 2015.

Ms. Daley assumed the duties of the Chair and proceeded with the meeting.

MEETING AGENDA and CONSENT AGENDA

Ms. Daley asked for approval of the agenda and the consent agenda, including the November 4, 2014 meeting minutes, the December 2, 2014 Environmental Health Subcommittee meeting minutes and the financial reports as presented.

MOTION

Dr. Gilliam made a motion to approve the items on the meeting agenda, the consent agenda, the November 4, 2014 meeting minutes, the December 2, 2014 Environmental Health Subcommittee meeting minutes and the financial reports as presented. Dr. Hamrick seconded and the motion was approved without dissent.

PUBLIC COMMENT

None

PROGRAM UPDATES

- **Environmental Health Director Darren Cecil** highlighted a few items:
 - **Daily, Manufactured Home Park and Rabies:**
 - The Environmental Health Department is considering software changes to replace outdated software.
 - The Davidson County IT may potentially develop this software as soon as December of 2015.
 - **Items to Note:**
 - The Public Health Preparedness audit went well with no problems noted.
 - The County Tax Department has allowed changes in recombining lots. These changes, effective January 1, 2015 have caused changes in the validity of permits and repair area requirements.
- **Director of Nursing Mary Lou Collett** mentioned the use of Laserfiche for the scanning of medical records. The Office Support and Clinical Staff are waiting on licensure. Each staff member that has access to the scanning process has to have a license to use it. Approximately thirty licensure applications were sent to the Information Technology staff. Until the staff members receive these licenses, the staff are in 'limbo' to begin using the program.
- **WIC Director Barbara Hedrick** mentioned they have received Participation Numbers for July and August, 2014:
 - Revised Participation: July 2014: 4135 (94.99%)
 - Provisional Participation: August 2014: 3958 (91%)
 - Even though August Participation Numbers are less than normal, WIC had 122 participants in the WIC office yesterday.
 - WIC has begun changing client food packages to lower fat milk options (1% or skim milk). This is going really well and WIC has begun advertising to increase participation numbers.
- **Health Director Monecia Thomas** mentioned that she had a few items to share with the Board.
 - **Professional Meetings/Trainings Attended:**
Accreditation Board Orientation and meeting – NCALHD – Health Directors' representative. In December, Ms. Thomas' second Accreditation Board meeting was held and through that process they accredited about ten more health departments. Previously, one health department was granted Conditional

Accreditation and was given an opportunity to come back and show their additional work to reach Accreditation status. Nancy Stout and Ms. Thomas are working to bring together some of what they were able to learn from other health departments for DCHD's Accreditation and hopefully will implement some of these ideas. Ms. Thomas noted that DCHD will be approaching its third Accreditation/Reaccreditation in 2016, so over the next year, the Board of Health as the health department's governing body, will be hearing about Accreditation requirements. Ms., Stout and Ms. Thomas are getting information ready to distribute to all staff because they want staff to recognize this is a process for everyone to have a role in.

- **DCSPAN: Davidson County Stop Prescription Abuse Now** – Ms. Thomas demonstrated and distributed a DCSPAN informational and Educational cell phone screen cleaning tool to the Board of Health members.
- **Animal Incident Process** - Ms. Thomas explained that an internal Animal Incident Processes meeting with health department staff was held to discuss animal bites and Rabies. Ms. Thomas has reached out to Davidson County Human Resources Director Jim Tysinger because he has been working with the UAC (United Animal Coalition) that has taken over the management of the Animal Shelter and she wanted to make sure that the UAC was aware that the lines of communication between the two agencies are open.
- **Current Projects**- Ms. Thomas explained that she had marked out UNC-Chapel Hill School of Public Health Projects as a symbol to make the Board aware the UNC-Chapel Hill Bachelor Students' research part of these projects was completed in December and we have received the final report. Now this semester the students go back and address some of the problems that they have seen in their research. The original topic for Davidson County was on School Based Health Centers and primary care access for youth. The second part of the project is focused on the students trying to figure out would a school based center be appropriate and would it address some or all of the concerns and barriers noted in their research.
- **Re-Appointment Dates for Board of Health Members**
 - Dr. Mark Hamrick completes his maximum term in January 2015.
 - Rev. Lamar Moore and Keith Raulston complete their maximum terms in February 2015.
 - Dr. Cathy Riggan completes her maximum term in September 2015 - Ms. Thomas encouraged the Board to start thinking about potential physicians to fill this position.
 - Potential Board Members - Submit applications to the County Commissioners
- **Board of Health Orientation for newest Members:** Jana Andrews and Tobin Shepherd had to complete an On-line Orientation. According to Accreditation requirements, a Board member needs to complete the On-Line Orientation within a year and then we will invite them to an orientation with the Executive Management Team. Hopefully, with the new Board members coming in, we could have an Orientation all together and save some time. Ms. Thomas appreciated that people participate and are coming forward to serve on the Board of Health and she thanked the newest Board members, Ms. Andrews and Mr. Shepherd.
- **Successes:**
 - Ms. Thomas mentioned the relationship with East Carolina University (ECU) Community Service Learning Center. Several Board members were at the Ribbon Cutting Ceremony in early December. It was a very positive activity for the community with people excited and looking forward to the Dental Clinic. Ms. Thomas has been in communications with ECU to schedule a presentation to the Board of County Commissioners meeting and be able to answer any questions they may have.

Old Business

Ms. Daley stated that during the last Board of Health meeting, the Board received the 2015 Board of County Commissioners Schedule of meetings and since then the schedule has been amended due to the first Informational meeting of the year being moved from January 8 to January 7. Please place this new Schedule in your Board of Health Handbook.

New Business

Ms. Daley stated that at this time, we would like to take an opportunity to present those outgoing Board of Health members with their official parting gifts and our words of thanks.

Ms. Thomas mentioned that there are three Board members rolling off and she expressed a sincere thank you to each of them and presented parting gifts.

- o Rev. Lamar Moore has served 3 Board of Health terms for a total of 9 years.
- o Keith Raulston has served 3 Board of Health terms for a total of 9 years.
- o Dr. Mark Hamrick has served on the Board of Health for a total of 9 years and for the past 3 years he has served as Board Chair.

Ms. Thomas stated that it is impressive when people manage to serve their entire Board terms because she recognized it is a true commitment of their time and energy and must be balanced with other responsibilities.

Ms. Daley thanked the Board members that are leaving for their dedication to Davidson County and for participating on the Board of Health.

Ms. Thomas took this opportunity to also thank these individuals for being so involved in a search for replacements. We have received Board of Health applications from 3 individuals: Engineer Dale Swicegood, Public Citizen Tina Royal and Veterinarian Douglas Cope. These applications with the Boards support will be submitted to the Board of County Commissioners for their consideration.

Review Proposed Board of Health Meeting Dates for Calendar Year 2015

Ms. Thomas explained that traditionally the Board of Health meets the first Tuesday of each month and in 2015 there are no holidays that interfere, so the schedule will stay with the first Tuesday of each month unless someone has a concern.

Association of North Carolina Boards of Health (ANCBH) Monthly Update

Ms. Daley stated when Monecia first came on Board, the Association of NC Boards of Health (ANCBH) Updates were always included in our packets. At some point, they were not included and Monecia would provide a verbal update. We are going to get back on track and include these in the packet for your review. Please note that as a group, the Board of Health members are ANCBH members. The next Annual meeting of the group is January 22 in Raleigh. ANCBH has member representation on the NC Accreditation Board. Please note that Monecia is a member of the Board representing the Health Directors.

For the National Association of Local Boards of Health (NALBOH), each of you should receive an email periodically. Their conference is coming up in August and if there is any interest in attending, we need to think about that early so that budget funds can be set aside for attendance.

Ms. Thomas followed up by explaining that the ANCBH Annual meeting will be held on January 22nd during the State Health Director's Conference so she will be in Raleigh during that time. Ms. Thomas wanted to bring the Boards attention to NALBOH, the National Association of Local Boards of Health. Ms. Thomas was able to attend that national conference last year by using funding from the Community Transformation grant. It was noted that other counties in North Carolina were in attendance so attending the national conference in Louisville should be considered.

Environmental Health Fee Review

Darren Cecil provided the Board with an overview of the Environmental Health Fee Review Policy changes due to the recent changes in cost from the State Laboratory. The increase in their costs leads to an increase in our cost. The spreadsheet indicates how much the fees have increased. Mr. Cecil noted that that the State has created many categories for water sampling and some of them have never been completed by the Davidson County Environmental Health Division. Mr. Cecil noted that some samples are completed for free: Mobile Home Park inspections and 3NCDA well inspections for pork processors. The plan is that the fee increases will cover the internal cost.

Ms. Daley stated that the Environmental Health Subcommittee has proposed several fee changes. We need a motion to accept the proposed fee changes and the changes to the Environmental Health Fee Review Policy and to move forward with presenting these changes to the Board of County Commissioners. The changes include:

- o \$55 for the Application fee for a Coliform Bacteria Test
- o \$55 for the Application for a Pesticide, Volatile Organic Compound, Nitrate/Nitrite or Petroleum Water Sample Test
- o \$90 for the Application for Well Water Panel Test Kit (New and Existing).

MOTION

Mr. Keith Raulston made a motion to accept the Environmental Health Fee changes as presented. Dr. Cathy Riggan seconded and the motion was approved without dissent.

Ms. Daley stated that we will submit these changes to the Board of County Commissioners for their consideration this month.

State of the County Health Report

Ms. Jen Hames distributed and provided an overview of the State of the County Health Report (SOTCH Report). Ms. Hames explained that every three years, the Health Department partners with both hospitals to complete a health assessment which meets the Accreditation requirement for all three agencies. The Community Health Assessment takes a look at the secondary data; Leading Causes of Death, Population Demographics and Community and Stakeholder input (primary data). The SOTCH Report is completed during the interim two years between Community Health Assessments, thus providing a progress update of the statistical information and major secondary data. Our 2014 SOTCH covers Population, Economics, Health Care, Leading Causes of Death, Pregnancies, Births and Infant Mortality. She mentioned that even though this is the beginning of 2015, it is pretty good to have 2013 data already. There are not many noticeable changes, except the pregnancy and birth numbers have decreased quite noticeably over the last year, as well as infant deaths. When the 2012 Community Health Assessment was developed, the data that was available was from 2010. The top three priority areas were Obesity, Tobacco Use and Access to Health Care.

MOTION

Dr. Cathy Riggan made a motion to accept the State of the County Health Report (SOTCH) as presented. Commissioner Truell seconded and the motion was approved without dissent.

Ms. Daley thanked Ms. Hames and everyone at the health department for all their hard work. With the report there are still some areas for improvement, however, you can look at this report with all the activities that are being done and note that we are making great strides in improving the health of the community in Davidson County.

Tobacco/Smoking Restrictions

Ms. Daley stated that the Health Department is on the Board of County Commissioners January 7th Informational Meeting agenda to discuss tobacco / smoking restrictions at the Central Permitting office which has Environmental Health staff housed in the building each day. Monecia will provide us with an overview for that information.

Ms. Thomas stated that according to our Accreditation activities, the health department is required to pursue opportunities to get tobacco free grounds within 50 feet of the facilities that are housing health department staff. The health department's policy is no tobacco use within 25 feet of all entrances. Ms. Thomas approached Central Permitting about tobacco restrictions within 50 feet from their entrance. She contacted the Inspections Director in December and then the request went to the County Commissioners and was placed on the agenda for tomorrow morning. As the health director, Ms. Thomas has to make the request and they can choose to make or not make tobacco restrictions 25 or 50 feet from the entrance and they can choose to not take any action, but in terms of our Accreditation process, we have to show that we pursued the option. Ms. Thomas will present this information at the County Commissioners informational session. Ms. Thomas has received some feedback that other options may be explored, i.e., maybe addressing smoking restrictions for all county grounds or other county buildings. Ms. Thomas noted that although we are not sure where the conversation will go, she wanted the Board to be aware.

A Master Class in Public Health Ethics Webinar Review – National Association of County and City Health Officials (NACCHO)

Ms. Daley stated that previously Monecia sent an email about a webinar entitled *A Master Class in Public Health Ethics* sponsored by the National Association of County and City Health Officials. The webinar was archived and the information will be sent to each of you if you were not able to view it live. For now, please document on the form being shared if you viewed the webinar. You will be asked later to document if you viewed the archived version.

The webinar focused on ethical considerations that can underlie numerous aspects of public health practice, ranging from staffing decisions at LHDs to the distribution of vaccines during pandemics to media strategies related to sensitive subjects such as obesity and Ebola. Ms. Thomas will give us a general overview and highlight the materials located in your packet.

Ms. Thomas explained that if anyone viewed the webinar in December to please sign the signup sheet and for those that did not view it, please wait for the emailed archived link. Some of the things they talked about in Public Health Ethics are all things we have seen on the news such as hoarding. Is this a public health ethical issue or simply a person's choice to live in this manner? They talked about using an ethical framework to determine the extent of the ethical issues. The second issue was Ebola and how much information should be shared if you had a person come into your community from an infected area. How much information do you share? The local health department profiled was contacted by law enforcement wanting to know the name of the person, where they lived and should they be on alert in case the person was threatened by others. They had to balance that with HIPAA to figure out how much to share. This was an ethical issue. They suggested that an Ethics Committee include people from local hospitals, providers, someone from County Government, health department staff and depending on the issue, other professionals. Ms. Thomas looked up the National Public Health Accreditation Board standard related to public health ethics. They suggested that you adopt the Public Health Code of Ethics and establish an Ethics Board – this may be something to consider in the future. Please note that North Carolina has their own Accreditation process and so when we refer to Accreditation, we are referring to our local process. Ms. Thomas will send the Board the archived link and encouraged them to watch the webinar because it could be considered training for the Board and would be helpful in terms of Accreditation.

Closed Session

Ms. Daley requested a motion to move into Closed Session to further discuss Personnel Issues in accordance with General Statute 143-318.11(a)(6).

MOTION

Mr. Tobin Shepherd made a motion to go into Closed Session. Dr. Cathy Riggan seconded and the motion was approved without dissent.

CLOSED SESSION

Dr. Cathy Riggan made a motion to come out of Closed Session. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

OPEN SESSION

BOARD MEETING DATES

The Board of Health will meet Tuesday, March 3, 2015 at 12:30.

MEETING ADJOURNED

Dr. Cathy Riggan made a motion to adjourn. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

Respectfully submitted,

Monecia R. Thomas, MHA
Secretary to the Board

This is a true and accurate copy of the January 6, 2015 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair