

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

January 5, 2016
12:30 p.m.

BOARD MEMBERS PRESENT

Ms. Jana Andrews
Dr. Andrea Bennett-Cain
Ms. Becky Daley, Chair
Dr. Rick Gilliam
Ms. Alice Gray
Mr. Tobin Shepherd, Vice Chair
Ms. Becky Simmons
Mr. Dale Swicegood
Commissioner Don Truell

STAFF PRESENT

Darren Cecil
Mary Lou Collett
Janie Ange
Jen Hames
Nancy Rosier
Nancy Stout

VISITORS PRESENT

Mike Newby, Asst. County Attorney

WELCOME

Ms. Becky Daley called the meeting to order, established a quorum and welcomed everyone to the January Board of Health meeting. Ms. Daley turned the meeting over to Interim Health Director Darren Cecil.

ELECTION of CHAIR

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

Mr. Cecil opened the floor for nominations for the position of Board Chair for the 2016 calendar year. Mr. Tobin Shepherd nominated Ms. Becky Daley. Dr. Gilliam seconded and no other nominations were made.

MOTION

Mr. Cecil called for a vote on the nomination of Ms. Becky Daley as Chair. Ms. Daley was unanimously elected Board Chair for 2016.

ELECTION of VICE-CHAIR

Ms. Daley opened the floor for nominations for the position of Board Vice-chair. Ms. Alice Gray nominated Mr. Tobin Shepherd. Ms. Jana Andrews seconded and no other nominations were made.

MOTION

Ms. Daley called for a vote on the nomination of Mr. Tobin Shepherd as Vice-Chair. Mr. Shepherd was elected unanimously as Board Vice-Chair for 2016.

MEETING AGENDA and CONSENT AGENDA

Ms. Daley asked for approval of the agenda, consent agenda, November 3, 2015 meeting minutes and the financial reports as presented.

MOTION

Commissioner Don Truell made a motion to approve the items on the meeting agenda, the consent agenda, November 3, 2015 meeting minutes, and the financial reports as presented. Ms. Alice Gray seconded and the motion was approved without dissent.

Ms. Daley recognized Ms. Alice Gray for completing her nine year term on the Board of Health and presented Ms. Gray with a gift of appreciation for her service.

PUBLIC COMMENT

None

HEALTH DIRECTOR'S REPORT (Including Program Reports)

Darren Cecil provided a copy of the Health Director's report to the Board.

Highlighted items were as followed:

- Medicaid Settlement(s)
 - Received \$146,532 for 2014 settlement
 - NCALHD continues to negotiate with Medicaid on settlements
 - NCALHD is also discussing potential alternative funding methods for services
- Ebola stakeholders meeting was convened on December 9, 2015 as part of the contractual requirement
- Board of Commissioner agenda item for January 12th to reclassify the preparedness coordinator position to an Emergency planner position. This would increase the grade from 69 to 70.
- Two employees Josh Jordan and Cheryl Lomax have been chosen to participate in the Quality Improvement Advisor Program sponsored by Population Health Improvement Partners.

Nursing/Clinic Updates (Mary Lou Collett)

- Are beginning to order private vaccine on an as needed basis to avoid expiration and reduce overall costs.

WIC Update (Barbara Hedrick)

- Most recent WIC Participation data is from July 2015 = 3888 participants which is 96.3% of the caseload of 4036.

Environmental Health

- Public Health Preparedness
 - Full Scale Exercise scheduled for January 20, 2016
 - Back up Date is February 12, 2016
 - Point of distribution (POD) Training on January 5th and 7th for staff
 - Local Receiving Site (LRS) Training on January 5th for staff
 - Lillian Henderson attended preparedness training on November 30, 2015 through December 5, 2015 at the national Center for Domestic preparedness facility in Anniston, Alabama.
- New Meth Lab investigation began on December 30th

Ms. Daley mentioned Preparedness Coordinator Lillian Henderson is looking for volunteers in regards to the full scale exercise to be held on January 20, 2016 at North Davidson High School. It will be a full day exercise for the health department employees setting up the pods and at approximately the hour of 1:00 PM through 3:00 PM the volunteers will actually go through the pod site to enable health department staff to receive training on medical dispensing to residents.

Old Business

NC Local Boards of Health Orientation and Training

Ms. Daley stated that it was mentioned during the last meeting that several Board members need their initial Orientation/Training and Dr. Lanning and Dr. Gilliam need Annual Training. Ms. Daley and Mr. Cecil discussed the Board's Annual Training and felt it made more sense to schedule this after getting Ms. Gray's replacement. Ms. Daley asked Mr. Cecil if he followed up on the training. Mr. Cecil replied he had not yet.

Interim Health Director Performance Evaluation and Job Description

Ms. Daley explained the Interim Health Director Performance Evaluation and Job Description was completed in December with input obtained from the evaluation Subcommittee, Executive Team members and Environmental Health staff. Ms. Daley distributed the evaluation to the Board for their review. The evaluation subcommittee met with Mr. Cecil on December 4th to discuss the Interim Health Director Performance Evaluation. To be in Accreditation compliance, the Health Director has to be evaluated by December 15, 2015.

Search for New Health Director

Ms. Daley explained that the Health Director position has been posted and some applications have been received. Ms. Daley stated she has emailed Jim Price to request a deadline extension since it will be a week or two before the committee could meet to review those applications.

Discussion of Vacant Board Position

Ms. Daley asked the Board if they knew of anyone that would be interested in filling the vacant Public Citizen position. Discussion followed

- o Commissioner Truell asked if Jim Price in Human Resources would have any applications.
- o Becky Simmons mentioned she has a person that is interested in serving on the Board.
- o Alice Gray had a person she had not spoken to but she felt would be an asset by serving on the Board.

Ms. Daley informed the Board that if they had ideas or thoughts about anyone that may be interested in serving on the Board of Health to please tell them to contact Human Resources to submit an application for processing to go before the Commissioners for appointment to the Board.

New Business

Proposed Board of Health Meeting Dates for Calendar Year 2016

Ms. Daley explained that the Board of Health Meeting Dates for 2016 were in the Board's packets.

Mr. Gilliam stated the September 2016 and January 2017 were incorrected on the draft 2016 Board of Health calendar. Corrections were made as follows:

March 1, 2016

May 3, 2016

July 12, 2016

September 13, 2016

November 1, 2016

January 3, 2017

Appointment of Board of Health Committees

Ms. Daley explained that with Dr. Cathy Riggan and Ms. Alice Gray rolling off the Board after serving their full terms, there are vacancies on the By Laws, Environmental Health and General Services Subcommittees. Ms. Daley informed Dr. Andrea Bennett-Cain that these committees do not meet very often. The By Laws subcommittee meets annually and Environmental Health and General Services subcommittees meet as needed.

Dr. Andrea Bennett-Cain stated that she had recent personal news that she and her husband have been discussing and that she was going to write a resignation letter to the Board. Dr. Bennett-Cain explained why she didn't want to commit to a committee, stating that her husband has a job out of the county and that she has applied for another position out of the county. Based on this, they have decided to move out of Davidson County in July.

Ms. Daley asked Dr. Bennett-Cain if she would serve on the Bylaws and General Services Subcommittees through the March and May meetings. Dr. Bennett-Cain agreed to serve on the subcommittees though the July meeting.

Destruction of Records Report

Nancy Stout explained According to G.S. §121-5 and G.S. §132-3, we may only destroy public records with the consent of the Department of Cultural Resources. The Board had adopted the Department of Cultural Resources retention schedule which gives the health department that authority. The summary of what was destroyed in 2015 was included in the Board of Health packet.

Bad Debt Set Off

Janie Ange mentioned that the Board had a copy of the update on the Bad Debt Write off and Debt Set-off in their Board packets and that she would be happy to answer any questions. Ms. Ange noted that the Bad Debt Write off amounts at the top of the page are not scheduled to be submitted to Debt Set Off for collections

because these individuals have not returned to the health department for services and these accounts are less than \$50 each.

The Debt Set Off totals in the bottom section will be submitted for collection. When the individuals file their taxes the Health Department can recoup some of these monies. Statements are mailed every quarter with letter enclosed stating the client will be turned over to Debt Set Off program with the North Carolina Department of Revenue and it will affect their State tax returns.

- Total amount collected from 7/1/14-6/30/15 through Debt Set off was \$4,969.54.

MOTION

Mr. Tobin Shepherd made a motion to approve the Bad Debt Set Off. Ms. Becky Simmons seconded and the motion was approved without dissent.

Community Health Assessment Presentation

Jen Hames provided the Board with a copy of the 2015 Community Health Assessment Summary PowerPoint and presented the Highlights (attached copy provided during meeting). The Davidson County Health Department partnered with Novant Health Thomasville Medical Center and Wake Forest Baptist Health Lexington Medical Center. The Community Health Assessment is conducted every three years in accordance with legislative mandate.

Ms. Daley Requested a motion to approve the November 3, 2015 Closed Meeting Minutes as presented.

MOTION

Mr. Tobin Shepherd made a motion to approve the November 3, 2015 Closed Meeting Minutes as presented. Dr. Rick Gilliam seconded and the motion was approved without dissent.

BOARD MEETING DATES

The Board of Health will meet Tuesday, March 1, 2016 at 12:30.

MEETING ADJOURNED

Mr. Tobin Shepherd made a motion to adjourn. Ms. Jana Andrews seconded and the motion was approved without dissent.

Respectfully submitted,

Darren Cecil
Secretary to the Board

This is a true and accurate copy of the January 5, 2016 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair