

## MINUTES

### DAVIDSON COUNTY BOARD OF HEALTH

January 10, 2017  
12:30 p.m.

#### **BOARD MEMBERS PRESENT**

Dr. Doug Cope  
Ms. Becky Daley, Chair  
Dr. Michael Lanning  
Mr. Tobin Shepherd, Vice Chair  
Mr. Dale Swicegood  
Ms. Tammy Troublefield  
Commissioner Don Truell  
Dr. Rob Williams

#### **STAFF PRESENT**

Mary Lou Collett  
Jen Hames  
Barbara Hedrick  
Lillian Koontz  
Nancy Rosier

#### **VISITORS PRESENT**

Mike Newby, Asst. County Attorney

#### **WELCOME**

Ms. Koontz called the meeting to order, established a quorum and welcomed everyone to the January 10, 2017 Board of Health meeting. Ms. Koontz explained that the Board of Health Bylaws requires the election of a Chair and Vice-chair at the January meeting, leaving the Board without a Chair until this process is completed and requiring that she open the meeting.

#### **MEETING AGENDA and CONSENT AGENDA**

Ms. Koontz requested a motion to amend the agenda by moving item VII i. Employee Recognition to VII a. then each subsequent item would be moved down a letter.

#### **MOTION**

Mr. Tobin Shepherd a motion to approve amending the meeting agenda. Dr. Michael Lanning seconded and the motion was approved without dissent.

Ms. Koontz requested a motion to approve the consent agenda, November 1, 2016 Meeting Minutes with the correction of two typographical errors, November 1, 2016 Closed Session Meeting Minutes, December 8, 2016 General Services Subcommittee Meeting Minutes and the financial reports as presented.

#### **MOTION**

Commissioner Don Truell made a motion to approve the consent agenda, November 1, 2016 Meeting Minutes with the correction of two typographical errors, November 1, 2016 Closed Session Meeting Minutes, December 8, 2016, General Services Subcommittee Meeting Minutes and the financial reports as presented. Ms. Becky Daley seconded and the motion was approved without dissent.

#### **PUBLIC COMMENT**

None

#### **HEALTH DIRECTOR'S REPORT (Including Program Reports)**

Ms. Koontz thanked the Board for moving the date of the Board of Health meeting from January 3rd to January 10<sup>th</sup>. Ms. Koontz mentioned the Health Directors report was included in the Board's packets and she would be happy to answer any questions

Ms. Koontz was excited to inform the Board about the new revamped updated health department website going live and invited the Board to go [www.dchdnc.com](http://www.dchdnc.com) and offer comment. Ms. Koontz was very impressed Alan Ray our in-house IT specialist designed this website

Ms. Koontz explained we have advertised for a new environmental health specialist position. This position has been budgeted for some time and at this point it is hard to keep up with on-sites, septic tanks, evaluating lots so we are excited to fill this position.

Ms. Koontz thanked the Board for the donation in her father's memory to her home church in Wilson.

## **OLD BUSINESS**

### **Board of Health Training**

Ms. Koontz explained the Dr. Williams, Becky Simmons and Tammy Troublefield will be coming to the Health Department next month to complete the Board of Health initial training. Once this training is completed all the Board members will be up to date and then the Board will continue with the annual training like the delegation of the authority Mike Newby provided at the September Board of Health meeting.

## **NEW BUSINESS**

### **Health Department Staff Recognition**

Ms. Becky Daley thanked Ms. Barbara Hedrick who is retiring tomorrow with 30 years of service, dedication and commitment to public health in Davidson County and hard work at the health department.

Ms. Daley informed the Board an email was received from a Lexington librarian thanking Jen Hames for her information concerning carbon monoxide (the silent killer) poisoning. The librarian stated her father is at the end stage of COPD and his CO level had built up really high and they did not know what was wrong, but she remembered the email Ms. Hames sent and she was able to recognize that his symptoms matched and were serious and needed immediate medical care. Although they almost lost him, he did survive. She wanted to thank Ms. Hames and wanted to let her know the information make a difference to her and her family. Ms. Daley wanted Ms. Hames to come to the meeting to recognize her for providing that information and for doing the great job she does educating the citizens of Davidson County

The Board applauded Ms. Hedrick and Ms. Hames for their hard work and commitment to public health.

### **Election of Chair**

Ms. Koontz opened the floor for nominations for the Board Chair for the calendar year 2017. Mr. Tobin Shepherd nominated Ms. Becky Daley. No other nominations were made.

## **MOTION**

Mr. Tobin Shepherd made the motion that the nominations be closed. Dr. Doug Cope seconded and the motion was approved. Votes were cast and Ms. Becky Daley was unanimously elected the Board Chair for 2017. Ms. Daley assumed duties of the Chair and proceeded with the meeting.

### **Election of Vice-Chair**

Ms. Becky Daley opened the floor for nominations for Board Vice-chair. Dr. Michael Lanning nominated Mr. Tobin Shepherd. No other nominations were made.

## **MOTION**

Ms. Daley announced the nominations are closed since no other nominations were made and called for a vote on the nomination of Mr. Tobin Shepherd as Vice-Chair. Mr. Shepherd was elected unanimously as Board Vice-Chair for 2017.

### **Subcommittee Appointments**

Board Chair Becky Daley mentioned included in the Board packets was a copy of appointments of Board members to the Sub-Committees revised at the September 2016 Board of Health meeting. Ms. Daley asked the Board if they had any questions or any changes they would like make to the appointments. The Sub-Committees were verified for 2017 as follows:

<b><u>Budget</u></b>	<b><u>By Laws</u></b>	<b><u>Evaluation</u></b>	<b><u>EH</u></b>	<b><u>General Services</u></b>
Dr. Michael Lanning	Ms. Jana Andrews	Ms. Becky Daley	Ms. Becky Daley	Ms. Becky Daley
Com. Don Truell	Dr. Rick Gilliam	Mr. Tobin Shepherd	Ms. Rebecca Simmons	Ms. Rebecca Simmons
Ms. Jana Andrews	Ms. Becky Daley	Dr. Rick Gilliam	Mr. Tobin Shepherd	Ms. Tammy Troublefield
Ms. Becky Daley	Dr. Doug Cope	Com. Don Truell	Mr. Dale Swicegood	Dr. Rob Williams

Ms. Daley recognized and thanked Commissioner Don Truell for continuing on as a member and for his years of service to the Board of Health.

**MOTION**

Dr. Michael Lanning made a motion to approve the 2017 Board of Health Sub-Committee. Ms. Tammy Troublefield seconded and the motion was approved without dissent.

**Review Board of Board of Health Terms and Expirations**

Ms. Koontz commented in the Board packets the Board of Health terms and expirations were included and at this point the Board remains solid with no member’s expiration date any time soon. Obviously it’s nice to have consistency and for folks that know about it the Board of Health is a unique board that takes a lot of catching up to speed. Ms. Koontz reviewed the Board of Health reappointments for 2017.

**Review Board of Health Meeting Dates for Calendar Year 2017**

Ms. Daley hoped everyone had a chance to review the 2017 Board of Health meeting dates that were included in the Boards packet and asked if anyone had any concerns or changes.

Ms. Koontz explained the Board of Health meetings are usually held on the first Tuesday of the month with the exception of July, September, and January 2018 due to holidays the meetings are scheduled for the second Tuesday.

**Destruction of Records Report**

Ms. Mary Lou Collett mentioned the Destruction of Records Report was included in Board of Health packet and in Ms. Nancy Stouts absence Ms. Collett she would do her very best to answer any of the Board’s questions.

Board member asked if the documents were shred in-house.

Ms. Collett stated data entry materials are shred in house and for any public health information a company Shred South is used for shredding.

**Policy Review & Approval 100.64 Patient Identity – Medical Records/100.78 Visit Verification Notes**

Ms. Collett advised the Board after reviewing the Patient Identity – Medical Records policy and Visit Verification Notes Policy, the executive team made no changes.

**MOTION**

Mr. Tobin Shepherd made a motion to approve the 100.64 Patient Identity – Medical Records policy and 100.78 Visit Verification Notes Policy. Dr. Michael Lanning seconded and the motion was approved without dissent.

**Delegation of Authority**

Ms. Lillian Koontz commented she was happy that County Attorney Mike Newby was in attendance to answer any questions and go over the delegation of Authority with the Board. The purpose of this document is to assign a staff member to handle Local Health Director duties in an emergency if the Health Director is unavailable.

The delegation of authority memorandum was compiled based on what other health departments are doing and verbatim what the powers and duties of the health director are. Ms. Koontz’s thought process was to include all the health director’s powers and duties to be delegated thinking the livelihood of this every occurring is slim to none. However there has been come comments and questions do we really want to delegate hiring and firing or signing of contracts. This could be taken out or another option is to include language in this document such as;

extraordinary measures or extraordinary health department administrative duties require the delegate to confer with the Board of Health before those decisions are made. Fortunately there is a process for hiring and firing and Ms. Koontz is completely comfortable with whatever the Board would like to do. Ms. Koontz would like to create a delegation of authority document that will carry on for years to come by taking herself and current executive staff out of the equation when thinking about how to move forward with this. Ms. Koontz turned the floor over to Mr. Newby answer any questions or concerns.

Mr. Newby stated he originally had some reservations with some of the administrative firing, hiring and contracting but felt it was good to delegate all of the authority by putting in checks and balances. This is not to reflect the current staff but lawyers like to look at worst case scenario that could occur with future staff. To have a Board of Health or chairman advice and consent for those administrative authorities would probably provide a secure document. Mr. Newby's suggested as far as administrative tasks such as hiring, firing and contracting after advice and consent of the Board of Health Chair because it would be very hard to convene with the entire Board for a rapid decision. Mr. Newby stated he was not opposed to the way it is but he would feel comfortable with adding this.

Ms. Daley stated the email Mr. Newby had sent stated for non-ordinary administrative duties such as significant personnel decisions or out of the ordinary contracts that the delegated person seek advice and consent of the Board of Health Chair prior to the exercising those delegated powers.

Mr. Tobin Shepherd asked Mr. Newby if there should be a sunset on this delegation using as an example; the Board of Health only want this delegation for 10 day otherwise the Board would appointment a new health director.

Mr. Newby thoughts were to leave it open if something would happen that a change needed to be made you probably would want to keep it on going until you went through that process. An interim health director could be appointed but it needs to be made as flexible as possible with contingencies such as putting a date it could possibly cause problems later.

### **MOTION**

Dr. Rob Williams made a motion to include the amendment to the delegation of authority proposal. Dr. Cope seconded and the motion was approved without dissent.

### **Health Director Personal Development Plan**

Ms. Lillian Koontz mentioned she was very fortunate by being a part of a 360 employee evaluation that included some very positive and intuitive feedback. Ms. Koontz was very appreciative folks took the time to complete the evaluation. She felt it was obvious everyone has room to grow especially a new health director so based on the comments and feedback were the things she needed to target initially to work on to improve her skills as health director. Ms. Koontz provided an overview of the personal development plan explaining the personal development plans had several different items with at a lot of the items are no cost, some items at cost and the plan will carry out through the year. Ms. Koontz set dates on some items and on other items were ongoing but she would like to use the document she created to track her progress and to see what she is getting out of these things so hopefully next year the reflection will be seen in her evaluation process. Ms. Koontz stated she would be happy to answer questions or take recommendations.

Ms. Daley mentioned this personal development plan is based off the 360 evaluation that the Board reviewed at the last meeting.

Mr. Tobin Shepherd commented he felt it was a good solid plan and it is right in step with what the 360 review had indicated the areas Ms. Koontz needed to improve upon. Mr. Shepherd mentioned he liked the plan, the way she had priority on it and put dates on it so the Board could meet with Ms. Koontz whenever they decide to and check off what they need to and see where she is at and kind of coach her along the way to help her be successful.

### **CLOSED SESSION**

Ms. Daley requested a motion to move into Closed Session to further discuss client/ service issues in accordance with General Statute 143-318.11(a)(1).

**MOTION**

Mr. Tobin Shepherd made a motion to move into Closed Session. Commissioner Don Truell seconded and the motion was approved without dissent.

**CLOSED SESSION**

**OPEN SESSION**

Mr. Tobin Shepherd made a motion to return to Open Session. Dr. Michael Lanning seconded and the motion was approved without dissent

The General Services Subcommittee during a meeting on December 8, 2016 made a motion to move forward with a proposal to assure prenatal services in Davidson County. The details of the proposal were shared with the full board in closed session. Dr. Michael Lanning seconded the motion and it was approved without dissent.

During the closed session details were shared about the proposal to assure child health services in Davidson County. Dr. Rob Williams, a member of the General Services Subcommittee recused himself from discussion, motions, or voting in this matter. Therefore, once back in open session Dr. Michael Lanning made a motion to approve moving forward with the proposal to assure child health services. Commissioner Don Truell seconded the motion, it was approved without dissent with Dr. Rob Williams abstaining.

**BOARD MEETING DATES**

The Board of Health will meet next on March 7, 2017

**MEETING ADJOURNED**

Mr. Tobin Shepherd made the motion to adjourn Ms. Tammy Troublefield seconded the motion and the motion was approved without dissent.

Respectfully submitted,

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Lillian Koontz, MPA, REHS  
Secretary to the Board

This is a true and accurate copy of the January 10, 2017 Board of Health Minutes.

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Rebecca Daley, RN, MHA, Chair