

# MINUTES

## DAVIDSON COUNTY BOARD OF HEALTH

July 12, 2016

12:30 p.m.

### **BOARD MEMBERS PRESENT**

Ms. Jana Andrews  
Ms. Becky Daley, Chair  
Dr. Rick Gilliam  
Dr. Michael Lanning  
Mr. Tobin Shepherd, Vice Chair  
Mr. Dale Swicegood  
Ms. Tammy Troublefield  
Commissioner Don Truell

### **STAFF PRESENT**

Mary Lou Collett  
Lillian Koontz  
Nancy Rosier  
Nancy Stout

### **VISITORS PRESENT**

Debbie Harris, Commissioners Board Clerk

### **WELCOME**

Ms. Becky Daley called the meeting to order, established a quorum and welcomed everyone to the July Board of Health meeting. Ms. Daley expressed a special welcome to Lillian Koontz as this is her first official Board of Health meeting as the health director. Ms. Daley explained when Dr. Williams arrives he will be sworn in today as the Board's newest member and will be filling the vacant Physician position. (Dr. Williams was unable to make the meeting and will be sworn in at the next meeting).

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

Ms. Daley informed the Board of two amendments to the agenda: 1) Discuss the Community Care Provider Network contract and if approved will be added under New Business VII J. 2) Closed Session to discuss Personnel issues.

Dr. Michael Lanning mentioned under New Business he would be giving an update on what is happening at the Novant Medical Center, Thomasville.

### **MOTION**

Commissioner Truell made a motion to approve amending the meeting agenda. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

Ms. Daley requested a motion to approve the consent agenda, May 3, 2016 Meeting Minutes, February 26, 2016 Budget Subcommittee meeting and the financial reports as presented.

### **MOTION**

Dr. Michael Lanning made a motion to approve the consent agenda, May 3, 2016 Meeting Minutes, February 26, 2016 Budget Subcommittee meeting and the financial reports as presented. Dr. Rick Gilliam seconded and the motion was approved without dissent.

### **PUBLIC COMMENT**

None

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

Ms. Koontz mentioned she would go through the health directors report quickly and she encouraged the Board if they would prefer a printed copy for the future she would be happy to do whatever the Board would like moving forward. Ms. Koontz provided the following highlights:

- The 100<sup>th</sup> Year Anniversary Celebration continues. The Open House was very well attended and there was lots of positive feedback—almost like a family reunion. Former employees met and shared stories with current staff. Covered in the Dispatch. This month we plan to offer free exercise classes for employees.
- Ms. Koontz had the opportunity to speak on Fox 8 regarding frozen fruit and vegetable recalls due to Listeria. This was not a Davidson County issue but Fox 8 wanted a public health director to explain the Listeria Recall.
- Joined the Kiwanis Club to represent public health. This is a great group and she is meeting many community partners.
- Ms. Koontz is the Chair of the Animal Ordinance Committee with several different stakeholders in the group trying to pass an ordinance to reduce the number of animals that we are seeing in the animal shelter. Assistant County Manager Casey Smith has taken over the shelter after the debacle that occurred with the UAC and things are moving in the right direction. This Group has representation from hunters, breeders, County Commissioners, animal shelter and a few animal rights groups in the county. Trying to get all these people on the same page has been a little difficult but we are moving forward.
- Continuing meet and greet efforts throughout the county with, elected officials, other municipalities officials and appreciate everyone that has taken their time. Mr. Shepherd was kind enough to take Ms. Koontz to meet with Lexington Mayor Newell Clark. The meetings have gone really well so she is hopeful this will bring a positive face for the health department and people know who to call if they need our services.
- June 20<sup>th</sup> the Strategic Planning Retreat was held at the Thomasville Area Chamber of Commerce. Special thanks to Board Chair Becky Daley for attending and participating. Nancy Stout will report more about the Strategic Plan.
- NC House and Senate have legalized Syringe Exchange. The language specifies states no public funds can be used to purchase syringes or injecting supplies. Ms. Koontz stated that means this will be grant funded program and she will follow up with the Board as she learns more.
  - Mr. Shepherd asked the needles will be available at the health departments as the law language is now?
  - Ms. Koontz answered there are a lot of stipulations and you have to provide information where people can go to get clean and have sharp containers but a lot of health departments are saying this public health and what we need to be doing but you cannot use any public funds to purchase supplies.
  - Mr. Shepherd asked do you foresee any of our for example STD investigators taking needle with them, he was looking at the big picture.
  - Ms. Koontz explained the next thing she would be talking about she could diffidently see this group working on this but she felt she needed more information before she decides where she wants to take this with Davidson County and bring to the Board.
- Received several positive Hepatitis C results in our department from a group (W.E.C.A.H.N) out of Chatham County who tested Davidson County residents. Met with the organization director, Ricky Duck. No resolution to speak of just yet.
- Three Health Department employees recently graduated from the Leadership Development Program. Jenny Loflin-Management Support, Angie Pinyan-Environmental Health, and Ashley Robbins-CC4C.
- Davidson County Employees now have the option to use Doctor on Demand that is an app downloaded on your smartphone that offers house calls via video chat that offers treatment for Cold & Flu, Sinus Infection, and Eye Conditions such as pinkeye for a small comparably speaking doctor fee as to going to somewhere else. On July 11<sup>th</sup> for employees and family members on our insurance that don't have a smart phone are invited to use the Kiosk which is an iPad that will be in the previously called “breast feeding” room that is locked .

- Commissioner's passed a staff raise effective July 1- \$500 +1%, especially gracious in a year that the insurance rate increased by 7%. Employees are very appreciative.
- Have been asked and joined the DCCC Dental Advisory Board, met in May should be meeting again in August. This group has a lot of different partners is trying to find its footing and I 'am interested to see where it goes.
- County moving toward electronic time keeping in an effort to reduce a lot of wasted time in paperwork.
- Lead testing: Johnson controls and power labs (battery plants) in Forsyth County. Free lead testing for their employees and families is offered our department and neighboring counties then the specimen is sent to the state. Did our first test Monday July 11.
- Working with HR to improve the advertisement for the mid-level provider so we can increase the number of clients we see here at the health department.
- State passed Engineered Option Permit rule. Will allow registered professional engineers to evaluate lots, design systems, and approve final installations of septic systems. This is effective July 1, 2016. LHD may charge up to 30% of total cost of permit. Will look to include this new fee for 2017-18 budget year.
- The County has employed an intern Matthew Stone to work on a Central Permitting project. Environmental Health works with Building Inspections, Zoning and Planning departments and there has been a little bit of a disconnect so with outside eyes Mr. Stone will be bringing some good feedback.
- 2016-2017 Budget was very similar to a last year's budget, which is fantastic. The Health Department group is doing a good job of keeping expenditures down. We are excited to be adding a new full time foreign language Spanish interpreter position that will also be able to serve on committees, participate in outreaches in the community, and translate paperwork so we will be posting this position soon.

### **Finance/Management Support**

- New Employee, Laura Tolson, Office Support III
- Joan Boyd, Medical Records Coordinator to retire at the end of the month and an in house employee has been training as her replacement.
- Open Office Support III position and will start interviewing for that position soon.

### **Nursing**

- Received a grant from DCSPAN to purchase 15 Naloxone kits that are in house with Dr. Garrison signing the standing order. When the 15 kits are gone we will look at what the need is and how the purchase of additional kits will be funded.

Provided a Naloxone Kit for the Board to examine the contents as follows:

- Naloxone is stored in UV ray resistant bag materials.
- If you are distributing 1ml vials of naloxone, include at least two vials in the kit, with 2 muscle syringes.
- Alcohol pads, rescue breathing masks, rubber gloves, and an educational insert.

### **Discussion**

Included questions on guidelines for eligibility, expected demand, tracking of distribution, responsibility of the Health Department and cost. There are no eligibility requirements, no huge demand expected. Information will be collected when kits are distributed, the cost of the kit is about \$21/each. The Good Samaritan Law protects against fault when dispensing and dosing. When distributed education will also be given and included in the packet.

- Nursing Progression Plan, approved by BOCC. – is for the Clinic staff in an attempt to retain employees. Typically public health nurses position level one and position level two now there will be a position level three more so now most of the level ones will be able to move be level two and a couple will move to a

level three. We are really excited about that and we are very fortunate to have the support of the Commissioners and Human Resources.

- Performance based budget funding was used to recently purchase ADA approved exam table and wheelchair accessible scale are in place in the clinic. Also we be will purchase books to give out to clients soon.

### **Discussion**

Included that the books were purchased and explained there were various age levels and in both English and Spanish copies and that this was an attempt to increase customer satisfaction. A question was raised about the programming on the television in the lobby, that is a contract and we are unable to change the programming.

- New nurse, Jennifer Oakley is bringing a lot of energy to the department.

### **Environmental Health**

- Food and Lodging overage funds from the state used to purchase: desk chairs, mats, GPS units, thermometers, light meter, and printer/scanner.
- 2 open positions: Preparedness Coordinator and Preparedness Coordinator Program Specialist.
- Rabies clinic June 11<sup>th</sup> at South Davidson, low numbers but successful. Cost went from \$5 to \$7 dictated by the veterinarian but felt it was more with the record keeping is going so well and our rabies clinic have gone so well in the past instead of everyone coming yearly they are now on a three year rotation so we expect to see less folks

### **WIC**

- Breast Feeding Peer Counselor Position is open
- Experiencing extended wait times with Crossroads Program- Spoke with the Lady at the State and they are working on it but they can't pinpoint what the problem is.
- In May a printed advertisement ran in the Dispatch and Davidson Reporter
- Distribution flyers went to OB offices to be added to new patient packets
- Decrease in WIC budget of \$27,084 for the 2016-2017 FY due to assigned caseload decrease from 4,036 to 3,888. This is not a Davidson County trend it is a North Carolina trend a lot fewer people are utilizing WIC.

Ms. Daley mentioned to please pass along the Board's congratulations and appreciation to the three that completed the Leadership training.

### **Old Business**

#### **National Association of Local Boards of Health (NALBOH) Renewal**

Ms. Daley explained several Board meetings ago the Board discussed and looking back at the minutes the Board didn't make a decision in that meeting in regards to whether the Board wanted to renew the National Association of Local Boards of Health(NALBOH) membership renewal at the fee of \$300.

#### **Discussion**

Included length of membership, benefits, cost, and recommendations from the Health Director. It was determined that it was a new membership and no real benefits had been seen. The cost of \$300 while not great, was still a cost and with little return it was the recommendation of the Health Director to discontinue the membership at this time.

### **MOTION**

Mr. Tobin Shepherd made a motion to support the Health Director Lillian Koontz's recommendation to discontinue the NALBOH membership. Dr. Lanning seconded and the motion was approved without dissent.

### **New Business**

#### **Board of Health Training**

Ms. Daley referred to the May Board of Health meeting when Nancy Stout was asked to see what other health departments did for their annual training. Ms. Stout has contacted the Accreditation consultant and other health departments.

Ms. Nancy Stout stated she had talked to the Accreditation consultant because they get submissions from all counties so they are a good resource. The consultant explained most of them do same thing annually by reviewing legislative authority. Other counties may do something related to current health issues which typically relates to tobacco policy. Of the counties she contacted individually almost all were doing training on tobacco and e-cigarettes policy. Ms. Stout contacted Mike Newby and he said he would be willing to provide a training session on a topic chosen by the Board. Ms. Daley reviewed a list of suggested topics and she narrowed the list down to five. Ms. Stout provided a brief summary of the topics and asked the Board to select one for a training session in September.

1. Permit Actions – Failing septic systems – he could go through the process of hearing contested action in court. This would not take a lot of time but it could be incorporated into a broader discussion of the health departments permitting and enforcement actions. It would be an overview but the Board members would get a glimpse of the big picture of the health department nonclinical/educational functions.
2. The Health Director's Delegation of Powers – A discussion of the legal right and practical impact of having a plan for delegation of powers. This could include overview the Health Directors statutory powers and duties.
3. Open Meetings Law – An overview of Open Meetings Law and specific discussion on it impacts Board of Health proceedings and also could be coupled with a discussion of the Public Records Act to give a full sense of the transparency requirements of the health departments affairs.
4. North Carolina Commission for Public Health – New rules that were considered during a particular time frame. Mr. Newby contacted Chris Hoke from the Attorney General's Office who is counsel for that body and he gave Mr. Newby a quick rundown on what was being considered, which not a whole lot right now, but he could still include a general discussion of the Board's rule making authority.
5. Mr. Newby's preference is to merge the Open Meetings, Public Records and an overview of the Board's hearings process. He mentioned it may take a little longer but the Board could cover the three of them at once.

Ms. Daley stated the annual training will be delegating local health director's responsibilities or legal powers at the September Board meeting.

### **Strategic Plan**

Ms. Stout explained Section Five in the Board's updated handbooks is the new strategic plan. The strategic planning session was held on June 20<sup>th</sup> and we were very happy Ms. Daley was able to participate. We came up with five focus areas; Two that are internal, which include gaining/keeping clients and staff retention, our other three goals are more community focused and relate to healthy outcomes by focusing on nutrition and physical activity and addressing substance abuse and mental health issues. The plan will take us through 2019.

Ms. Daley stated the strategic planning session was very well attended and it was a busy day. The facilitator worked really well with the group and the session was very interactive with sharing their thoughts and concerns. They did a SWOT analysis and identified a lot of the health department's strengths and weaknesses, as well as opportunities. Ms. Daley thanked the staff for the work they did that day and even afterward to compile everything.

### **MOTION**

Commissioner Truell made a motion to approve the strategic plan. Ms. Janna Andrews seconded and the motion was approved without dissent.

### **Approval of Research Project**

Ms. Stout explained Shauna Jarrett, RN is a student at East Carolina University and is earning her Doctor of Nursing Practice (DNP) degree. She returned in May as a part-time employee in May and has an anticipated

graduation date of May 2017. She must complete a research/quality improvement project. She will focus on women enrolled in our prenatal clinic to determine if counseling on contraceptive methods will increase contraceptive use postpartum. The intent is to decrease unintended pregnancies. She has been notified by the Institutional Review Board that it qualifies as a QI project and not human research. Policy 100.41 states that all research must be approved by the Board.

### **MOTION**

Mr. Tobin Shepherd made a motion to approve the Research Project as presented. Dr. Lanning seconded and the motion was approved without dissent.

### **100.42 Policy Review & Approval**

Ms. Stout advised the Board of only one minor change to the Retention and Purging of Health Department Records policy. On page two, the website address had changed for where the records retention schedule can be accessed so this was updated.

### **MOTION**

Dr. Rick Gilliam made a motion to approve the 100.42 Retention and Purging of Health Department Records policy change. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

### **Clinic Nursing Staff Progression**

Ms. Mary Lou Collett mentioned Ms. Koontz had covered the revision Public Health Nurse positions in her health director's report and a copy was provided in the Board's packet. Ms. Collett explained if you were hired as PH I you stayed a PH I regardless of providing enhanced rolls like physical exams. This created a revolving door of staff in clinic and other areas due to a lack of a progression plan. Ms. Collett answered questions from the Board.

Ms. Daley thanked Ms. Collett, Ms. Koontz working on that and the Commissioners for supporting the progression policy. One of the groups at the strategic planning session was discussing the progression in the different areas in the health department even if you go get additional certifications or degrees there is not a lot of promotional opportunities so they recognize that nursing now does have a promotional and progression opportunities.

### **Wake Forest PA Student Residency Proposal**

Ms. Collett explained that she, Ms. Koontz and Ms. Cindy Harris the clinic supervisor met with a person from the department of physician assistant studies at Wake Forest School of Medicine. What they have found in their program that a lot of PA students they don't learn about public health so they are trying to work with different health departments to develop some type of 4 week rotation working with the clinic nurses. We feel it would be a great opportunity to get the public health name out there and would love to have a PA working with us so we are really trying to make that happen. The only problem is we don't have a medical provider and the students need a preceptor so we are in the process of working that out where the students could do a rotation providing nutrition counseling in WIC.

### **PBB Spending**

Ms. Collett mentioned earlier Ms. Koontz provided the PBB spending information so she welcomed the Board to come into the clinic to see the new handicap accessible exam table and the wheelchair accessible scales.

### **Board of Health Handbooks Update**

Ms. Daley thanked Ms. Nancy Rosier for updating and returning the Board of Health Handbooks to the Board.

### **Records Search Discussion**

Ms. Daley stated Ms. Koontz will present Mr. Darren Cecil's report on the records search discussion.

Ms. Koontz provided a broad overview of the Environmental Health department receives an astronomical amount of requests daily for septic systems records by realtors, homeowner or buyers. When they call they may only give the address of the property but a parcel number, a tax ID number sometimes a first owners name is need and it is very difficult to find the records. Mr. Cecil said the department receives as many as twenty requests per day via telephone, fax, e-mail and in person. Any records prior to 1990 require the name on the permit is and there also is additional requirement of searching deeds for names which is a nightmare. The data bases that we use are not available to the public so they have to call us for them. Often times when a homeowner or potential buyer calls they don't even know how to get the tax ID or parcel number so we try to be very helpful. Realtors, inspectors and installer when they call they want a response 5 minutes before they called so our environmental health staff are receiving very heated calls . Ms. Kathy Musgrave is at the frontline and handles most of these calls but she gets backed up because she has other job duties also. The current unwritten office guideline is will try to response by the end of the day if the request is before noon and the next day if it is received in the afternoon but again this is unofficial . Mr. Cecil is hoping the Board is willing to consider some sort of policy that outlines a reasonable amount of time to response to a records request and put in some sort inclusion about what information we need when the request is made. Mr. Cecil would also asked if what kind of information we should require and should there be requirement to fill out a standard form request and if there is a need for a policy would the Board endorse it.

### **Discussion**

Included questions of a fee for the search, who calls about record searches, and why people need a copy of the septic system. It was shared that no fee may be charged for performing the search, but the cost of a copy may be claimed if someone requests a printed copy. EH does not currently charge for copies. Realtors, homeowners, and potential homeowners call requesting septic system records. The reasons for calling include: knowledge of the number of bedrooms the system is permitted for, location of the system for additions to the home (building, decking, swimming pools, fencing, etc.), and repairs. The Board agreed they would be very willing to review a proposal from EH to create a policy. It will be shared with the Board when ready.

### **Community Care Network Provider Network**

Ms. Koontz stated this will need Board approval. Essentially we were approached by Jim Graham who is trying to get together a group of physicians/practices to a network of community care physicians. They are trying to be proactive in regards Medicaid reform in North Carolina. What could happen if Medicaid reform is adopted is we no longer bill per service what will happen is without a better term they will privatizes the way they do it. There will be up to ten companies that operate in North Carolina that will get federal and state dollars for Medicaid that will have that money at the beginning of the fiscal year they will have to provide services to all clients they get within that year based on that money and when that money runs out it is gone. When we see clients here and we bill for Medicaid now we bill the State and they pay us for what we did. What will happen in the future is if Sally Sue comes in and she is on Medicaid plan with BCBS we will bill the Medicaid BCBS plan for whatever services she got. The reason for us to join this and sign in for this company will negotiate reimbursement rate for the people that are in their group. We can opt out at any time each member has the option to opt out of any reimbursement plan that is offered to the members and there is no fee they waved the fee until July 1<sup>st</sup> and has been extended to September of this year. There are 113 participating organizations so far and the reason it will help us we don't have the skillset or the time to negotiate with all the providers that will be providing Medicaid in North Carolina for reimbursement rate. Mike Newby has looked over the contract he agrees with everything they said he made sure I signed it correctly if that is what the Board wanted to do Lillian Koontz on behalf of the Davidson County Health Department. The things she likes about this are they void the fee so there is no cost and we can opt out at any time.

A discussion ensued with questions pertaining to how many other practices and what type have joined and what the benefit to Jim Graham and his agency is in providing this. At this time there was not an accurate answer to either question, but it was reiterated that our county Attorney Mike Newby felt comfortable with the language in opting out, and without any financial requirements to join at this time it would be a good move to join with the network.

**MOTION**

Dr. Michael Lanning made a motion to sign up with the understanding we opt out with no penalty. Ms. Jana Andrews seconded and the motion was approved 5 -1.

**Novant Health Thomasville Medical Center Update**

Dr. Lanning provided an update concerning Novant Health Thomasville Medical Center. Michael Arno was hired as interim CEO when CEO Kathy Johnson left on June 10, 2016 but as of July 8, 2016 Michael Arno was no longer working for Novant Health Thomasville Medical Center. The search for a new CEO is underway. Novant Health Thomasville Medical Center Foundation was informed Rick Parker is the new director of the Foundation. Mr. Parker is also the director of Novant Health Rowan County Medical Center Foundation. There have been several new titles created at Novant Health Thomasville Medical Center and will be made public in the near future.

**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**

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

**CLOSED SESSION**

**OPEN SESSION**

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

**BOARD MEETING DATES**

The Board of Health will meet next on Tuesday, September 13, 2016

**MEETING ADJOURNED**

Mr. Tobin Shepherd made a motion to adjourn. Commissioner Truell seconded and the motion was approved without dissent.

Respectfully submitted,

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Lillian Koontz  
Secretary to the Board

This is a true and accurate copy of the July 12, 2016 Board of Health Minutes.

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Rebecca Daley, RN, MHA, Chair