

# MINUTES

## DAVIDSON COUNTY BOARD OF HEALTH

March 4, 2014

12:30 p.m.

### BOARD MEMBERS PRESENT

Mr. Corey Buggs  
Ms. Becky Daley  
Dr. Rick Gilliam  
Ms. Alice Gray, Vice-Chair  
Dr. Mark Hamrick, Chair  
Rev. Lamar Moore  
Mr. Keith Raulston  
Dr. Cathy Riggan  
Commissioner Don Truell

### STAFF PRESENT

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

### VISITORS PRESENT

Jana Andrews Chhiv  
Megan Francis

### WELCOME

Dr. Mark Hamrick called the meeting to order, established a quorum, and welcomed everyone to the March Board of Health meeting. Dr. Hamrick welcomed Jana Andrews Chhiv to the meeting and introduced her to the Board. Ms. Chhiv is a licensed pharmacist and an instructor at Davidson County Community College. She is a potential Board of Health member filling the vacant pharmacist position, pending approval from the Board of Commissioners.

Ms. Hames introduced Megan Francis, a student at Winston Salem State University, interning 480 hours at the health department with Ms. Jen Hames.

### MEETING AGENDA and CONSENT AGENDA

Dr. Hamrick requested a motion to approve the meeting agenda, consent agenda and financial reports and to amend the March 4, 2014 Agenda. Ms. Mary Lou Collet, Nursing Director, would like to add an item regarding the establishment of fees for certain lab tests prior to the proposed 2014-2015 budget discussion.

### MOTION

Mr. Keith Raulston made a motion to approve the amended meeting agenda with the addition of the establishment of fees, the consent agenda, financial reports, the January 7, 2014 Board of Health Meeting Minutes and the February 25, 2014 Budget Subcommittee Meeting Minutes. Dr. Cathy Riggan seconded and the motion was approved without dissent.

### PUBLIC COMMENT

None

### PROGRAM UPDATES

- **Environmental Health Director Darren Cecil** explained Centralized Permitting which includes building inspections, fire marshal, and environmental health is beginning to look at new software. Each quote was basically ~\$400,050 and Mr. Cecil was not sure where it will go from here.
- LDO GIS/GPS equipment funding has been approved. Ms. Ange is waiting on a line item from Finance to order.

- The State requires a policy to destroy the paper records once the records are scanned, so Environmental Health and Personal Health services are considering a departmental policy. Mr. Cecil hopes that in May a draft policy can be brought to the Board.
- Monthly meetings with the Assistant County Attorney, Mike Newby, provide consistency about some Environmental Health issues that may be overlooked.
- Meth Labs have become a problem because people do not respond to the Environmental Health division. Mr. Newby has offered some suggestions and he will prepare policy changes that will come before the Board at a later date.
- Mr. Cecil mentioned that Performance Based Budgeting was attached to his program plan update and he would be glad to answer any questions.

Ms. Thomas mentioned that this would be a good time to distribute the 2013 Davidson County Performance Based Budgeting books. Environmental Health is highlighted with pictures of staff members: Lee Parks and Kathy Musgrave on page 15. Ms. Thomas explained that for now Environmental Health is the only division that does performance based budgeting within the health department, but she is proud to say that Ms. Collett with the Personal Health and Clinical Services division is starting to draft some performance measures. We have had conversations with Zeb Hanner, Assistant County Manager, and others about performance measures for personal health and we hope to have them established in the next few months.

- **Director of Nursing Mary Lou Collett** stated Karen Ritter, PA started March 3<sup>rd</sup> working Mondays and Fridays. All clinical services will now be provided for 4 ½ days each week (except for Thursday afternoons) until a mid-level provider is hired.
- **Health Education Supervisor Jen Hames** provided information about the Community Transformation Grant (CTG). When it was originally funded, it was a five year initiative; unfortunately the funding was not continued in the January Omnibus Appropriations Bill, so it is now a three year initiative with funding ending in September 2014. There is every intention to continue with the initiatives, but we will not have additional funding. There is a possibility of receiving other funding that has been placed in that bill. The corner store initiative, smoke-free grounds, smoke-free housing units, physical activities, and the Lake Thom-A-Lex project will be ‘completed’, as planned with the funds. We are hopeful to continue with these initiatives, but additional funding may be needed.
- Ms. Hames submitted two abstract proposals to the N.C. Society for Public Health Education (SOPHE) Mid-year Meeting. Both abstracts (corner store initiative and the County Wellness Program) were accepted.
- Ms. Hames submitted a proposal to the National Association of County and City Health Officials (NACCHO) to present at their annual conference in Atlanta and it was accepted. Ms. Hames and a co-presenter to be determined will present the corner store initiative during the session -Accessing Healthy Food in a Rural Community.
- **WIC Director Barbara Hedrick** explained Crossroads, a data management system with electronic records, has been ‘piloted’ in Wayne County since February 10, 2014 and WIC staff are hearing really good things about the progress. Davidson County has been given a rollout date for implementation of July 28, 2014.
- WIC has been struggling with their caseload since the Federal Government Shut Down in October and in January participation was 91.7%. Ms. Hedrick was very happy to learn yesterday that Davidson County was one of thirty counties in North Carolina that did not suffer a decrease in caseloads. They base the decision to reduce caseloads on the months of August and September and those were very good for Davidson County at 98.5 %. Most of the counties in the State did receive a reduction in caseload which trickles down to a reduction *in the budget*. Ms. Hedrick stated they continue to work on the participation and all referrals are welcome.
- **QA/QI Coordinator Nancy Stout** stated she did not have anything to add unless someone had questions about the fax breach. HHS requires us to keep a log of any breaches we have and they are submitted at the end of the year.

## **Health Director Report**

- Ms. Thomas mentioned that the School Health Advisory Council (SHAC) is scheduled to have a Strategic Planning Session. They were supposed to have a two part session previously (February and March), but February seemed very busy for a lot of the Council's members. Ms. Thomas mentioned it to the Board because she would like to see if the Board had any ideas or any thoughts for those that participate on the School Health Advisory Council. We are really excited that SHAC recently changed their bylaws and they have had good attendance lately, including a couple of superintendents.
- Ms. Thomas mentioned that she has been a Board member with the Girl Scouts Peaks to Piedmont for several years. The group covers 40 counties in North Carolina. They have just decided to go tobacco-free in 2015 (all grounds and all Girl Scout related activities regardless of where they are located). Ms. Thomas worked with the Human Resources Director and others to develop a policy that was originally voted down very quickly. But, then changes were made and the date was changed to March of 2015 to give people time to adjust. They were concerned that they would lose Girl Scout camp volunteers if the change occurred too quickly. Donna Parks, a regional Tobacco Specialist, works very closely with Ms. Hames and the Community Transformation Grant and she is working the Girl Scouts to cover the cost of signage before the funding ends in September, 2014. Last week at the CTG meeting, Ms. Hames presented on the Corner Store Initiative and gave an update on all of the Davidson County projects and one of the coordinators for the region highlighted the new Girl Scout Policy. Ms. Thomas contacted the Girl Scout Executive Director and Board Chair to let them know how proud the group was that they were making this change.
- Ms. Thomas explained DCSPAN (**D**avidson **C**ounty **S**top **P**rescription **A**buse **N**ow) and reminded the Board that there was a community meeting back in December and now sector meetings are held so each individual group can work on their own project goals for Project Lazarus. It did concern Ms. Thomas that there were not any Board members participating on one of the sector groups and she wanted to mention it and she will follow up with an email request. Some of the Sector groups are the Chamber of Commerce or business section, Department of Social Services, Government section, Health Department, Hospital Emergency Department, Human Services Organizations, Law Enforcement, Medical providers, Mental Health Substance Abuse Agencies, Pharmacists, Parents/Guardians and Family group, Schools and Senior Services agencies. Ms. Thomas would like to see the Board get more involved and it would be great (for Accreditation) to have someone involved in this community coalition. The sectors' first meetings were between January and February, so it is not too late to jump on board.
- High Rock Lake Fish Consumption Alert - Ms. Thomas and Mr. Cecil participated in a call from the Department of Health and Human Services Occupational and Environmental Epidemiology Branch informing us they had heard from some community groups that their agency had not done anything about the fish consumption advisory at the High Rock area. They wanted us to know they do have an advisory on their website about the fish consumption and they also have printed materials and wild life brochures and when people receive a fishing license, they receive information about fish consumption at High Rock Lake. It was an informational call and left a positive impression on Ms. Thomas. Previously, Mr. Long had mentioned that there are some activities that occur at the State level and the local officials are never notified. Ms. Thomas thought it was good that the State called to share the information and she passed the information to Ms. Hames as the DCHD PIO. It should be noted that the State does not provide funding to post signs at High Rock Lake about the fish consumption.
- E. coli and Hemolytic Uremic Syndrome (HUS) in December 2013 - After everything had settled, DCHD finally had an internal debrief with all the staff that was involved and we prepared a list of positives and things we thought we needed to work on. It was a very interesting exercise because out of the group that was involved there are several that are fairly new. It is fortunate that we worked with Karen Copley,

Communicable Disease Supervisor, who is very experienced and knowledgeable in these areas and we had the State rapidly involved. Items for DCHD and the State to improve upon include:

1. The State went out to interview some of the families involved and we thought they should have included a local person to accompany them because at that point most of the communication with the families had been through the health department.
  2. We noticed we did not have cell phone numbers readily available for every staff person. A form was distributed so every staff person could provide a home and cell phone number.
  3. Ms. Thomas felt it was a disconnect that Ms. Hames as the PIO and a member of the Executive Management Team does not have access to emails on her cell phone.
  4. The DCHD website coordinator was unavailable and we were unable to update the website because he is the only person that can post to the DCHD website. When the County IT was contacted, they posted an alert on the County website, but were unable to post on the health department website. To remedy the situation DCHD is returning to the County website format so other people can access it and we have had two additional staff trained who can fill in when the IT person is unavailable.
  5. Media contacts and physician contacts - We have right fax information and emails that we can send to those groups, but they are all located on the PIO's computer and so we want to make sure we setup a way to have the lists accessible by others.
- Ms. Thomas was very pleased that she was asked to be a Health Director Representative on the State Accreditation Board. It was noted that Ms. Thomas did not send an alert to the Board about being a Board of Health member on the Accreditation Board because it might be too Davidson County heavy with two from Davidson County. Ms. Thomas is proud to be asked and hopes she is accepted.

## **Old Business**

### Dental Clinic Update

Ms. Thomas provided a Dental Clinic Update highlighting areas of the Finance Subcommittee Meeting Minutes.

1. DCHD is still working on reimbursement - Since July of 2013 about \$100,000 of reimbursement has been submitted to Medicaid. At this time, we have received about \$49,000, but Ms. Thomas thinks the 'kinks' are being worked out and hopeful the situation will continue to improve.
2. Ms. Thomas contacted Davidson Medical Ministries recently concerning the rent paid for the dental clinic and she asked if the ECU dental clinic is not available in August would the DMMC allow us pay month to month so we could continue with our dental services. Ms. Motley said that would be fine. The dentist is still open to working as well.
3. ECU will have a Dental Clinic Advisory Board and so they may seek members to be on the board. They are open to doing a presentation to the Board of Health and May or July may be an appropriate time.

## **New Business**

### • Department of Labor – Occupational Safety and Health Visit

Ms. Thomas stated that she and Ms. Collet would provide a brief overview. The issue started back during the week of January 20<sup>th</sup> when there was a needle stick with a nurse while administering the flu vaccine to a five year old. The five year old had a lot of anxiety about being in the medical environment. During the process of receiving the flu vaccine, he kicked and moved and the nurse received a small needle stick. In keeping with our policy, blood needed to be drawn from the child and tested for HIV, Hepatitis B, and Hepatitis C. The family was contacted and there was an issue because they did want to expose the child to any situation that would cause him more stress. We felt it was best not to draw the blood at the health department. Their primary care office decided it would not be completed at their office, so at that point we started looking at local hospitals to see if they could do it and the mother was also working with other agencies to see if they were open to doing it. During this time, Ms. Thomas was in conversation with the father and he did mention that he had contacted OSHA because he did not feel comfortable with the procedure: he thought the nurse was recapping the needle when she was actually

engaging the safety device. We were then contacted by letter by the North Carolina Department of Labor Occupational Safety and Health on January 31<sup>st</sup>. We contacted the County Risk Manager who gave us advice and we provided a basic response with pictures of the needle and engagement of the safety device within five days. On February 11<sup>th</sup> DCHD received a visit from the Occupational Safety and Health Inspector and she asked a lot of good questions. Information was provided on training, our policy and the County Injury Records from Jim Price and Tod Hancock. We were very pleased on February 24<sup>th</sup> to receive a compliance letter stating that the DCHD was in compliance.

- Davidson County Health Department Policy Review - Tobacco Free Policy

Ms. Stout explained that there were a few minor changes to clarify that individuals are to remain twenty-five (25) feet from the building entrance - the word entrance was added. Also while waiting for services are required to return to their vehicles was deleted because it does not apply as much since a lot of people ride the bus. Also the signage posted within the building was deleted. Signage stating no tobacco use are posted, but they do not include twenty-five (25) feet from the entrance.

### MOTION

Dr. Cathy Riggan made a motion to approve the revised the Davidson County Health Department Tobacco Free Policy. Mr. Corey Buggs seconded and the motion was approved without dissent.

### Discussion

Commissioner Truell asked if the policy included e-cigarettes.

Ms. Thomas stated at this time it does not cover e-cigarettes.

Dr. Gilliam asked would smoke-free have included e-cigarettes.

Ms. Thomas explained that e-cigarettes are vapor, so policies have to be very specific.

Dr. Hamrick stated that the tobacco free policy that we were considering last year will definitely have to be updated to reflect those products.

### Fees

Dr. Hamrick stated that with the change in the agenda, Ms. Collett will now share information about the establishment of fees for certain lab tests.

- Ms. Collett distributed copies of the established fees for certain lab tests to the Board. Ms. Collett explained that there were no changes in the fees for this year, but due to the State lab no longer offering these two lab tests, DCHD does not have an option other than to use an outside private lab. The lab tests' fees are for the Antibody Screen and ABO grouping + Rh typing. These are both blood draws and because they are newly established fees, she wanted to make the Board aware.

Dr. Hamrick stated that on February 25, the Board of Health Budget Subcommittee met with Ms. Ange and Ms. Thomas and received a very detailed overview of the proposed 2014-2015 Davidson County Health Department Budget which included:

1. Estimated Revenue for 2014-2015
2. The Overall Health Department Budget including Salaries/Benefits and Operating Budgets
3. And a line-by-line Budget for each individual program

Dr. Hamrick explained that the Subcommittee determined that the full Board could receive this information if requested, but decided to only include the following items in the packets:

1. The Estimated Revenue for 2014-2015
2. The Overall Health Department budget indicating Salaries and Operating Budgets

Ms. Thomas will share information regarding three areas of interest:

1. The Dental Clinic

2. The Northwest Community Care Network
3. And our Prenatal Care Program for Women

Ms. Thomas explained that she has already shared information regarding the Dental budget and now she would like to share a brief overview of the Northwest Community Care Network and Prenatal issues. The details are in the minutes from the February 25<sup>th</sup> Finance Subcommittee meeting minutes, but she wanted to mention how they impacted the budget.

NORTHWEST COMMUNITY CARE NETWORK (NCCN) provides us with salary and funding for the operation of three programs.

- Care Coordination for Children – CC4C
- Pregnancy Care Management – Pregnancy CM or OBCM
- Primary Care Management

1. When we did the budget for NCCN using the funds they provide, there was a shortfall of \$13,000. Northwest was contacted and they plan to provide Davidson County with an additional \$10,000 for the programs, so we made some changes to the budget so everything would work out financially.
2. Next year, changes are going to have to be made because the additional funds are a one-time offer. For the budget to balance, we will have to look at staffing: maybe dividing staff between a couple programs or reducing staff. Both of these options will be looked at and we will see if any natural attrition takes place between now and next year.

#### PRENATAL PROGRAM

1. On January 1, 2014, the Medicaid program made changes to their program and stopped covering prenatal care for pregnant, undocumented women. This means no Medicaid reimbursement for several prenatal visits.
2. DCHD met with Thomasville OB and shared several main points:
  - a. This relationship has been going well up to now. The health department provides the initial prenatal care and Thomasville OB provides care for the last four weeks of the pregnancy.
  - b. We are hoping that this is just a ‘hiccup’ – and that the policy will be reversed.
  - c. The Division of Public Health and the Division of Medicaid Assistance plan to work together to reverse this decision. Financially, money would be better spent to provide prenatal care versus having an underweight or sick baby from a mother who did not receive prenatal care.
3. During the conversation about the change in Medicaid, it was noted that there is quite a delay in Medicaid applications for women who do qualify for Medicaid. The DCHD staff met with the Department of Social Services (DSS) Staff to discuss the Medicaid process and they are working hard on their end to make sure the women who do qualify for Medicaid get their card as quickly as possible.

Ms. Ange explained the highlights of the 2014-2015 budget - there is a 1.5% salary increase for all employees and there are approximately 105 employees at the health department. The Assistant County Manager, Mr. Hanner, instructed the DCHD to include a 9% health insurance coverage increase and the County contribution for retirement has increased (.10%). These items are added and the DCHD has no control over the increases.

Previously due to integrated services, Office Support Staff were placed in the General Budget. After discussion with Ms. Collett, the decision was made to place all clinic nurses in the General Budget. Previously, there were nurses in the child health budget and the prenatal budget. For Malpractice insurance, we were advised to project a 5% increase.

- Environmental Health has a little higher projected fee due to the economy possibly improving
- There are currently 3 vacant positions in the General Budget:
  - Public Health Nurse I (PHNI)
  - Public Health Nurse II (PHN II)
  - Office Support

Ms. Thomas has mentioned Northwest Community Care Network and the Prenatal and Dental programs. Everything else is basically the same as it was last year.

Dr. Hamrick stated that the Board appreciated the work of the Executive Staff preparing a budget that is basically similar to last year's in spite of the salary increases and the increases in retirement and insurance. It is a relatively flat budget.

### **MOTION**

Ms. Becky Daley made a motion to approve the Davidson County Health Department 2014-2015 fiscal year budget. Mr. Keith Raulston seconded and the motion was approved without dissent

Dr. Hamrick stated that the budget will now be sent to the County today and Ms. Thomas and Ms. Ange will meet with the County Administration next week.

### **Board of Health Resolutions regarding Prescription Drug Abuse**

Dr. Hamrick stated that according to the DCHD Strategic Plan that the Board of Health helped create and approved over the past several months, the Board is developing Resolutions to take a stance indicating their support of issues impacting our community. Ms. Thomas has drafted the Resolutions in the packets. They have been sent along to Debbie Harris, Clerk to the Board of County Commissioners, and Mike Newby, the Assistant County Attorney, for review of the format. Based on the Strategic Plan, these Resolutions are not due until later in the year, but Ms. Thomas and Dr. Hamrick thought it was best to go ahead and place them on the agenda for review early, since these are the first Resolutions that have been prepared recently. Dr. Hamrick asked if the Board had any thoughts or comments.

Ms. Thomas was not sure how often the Board had prepared Resolutions in the past, but she did locate previous Resolutions to review. The only question received was why is tobacco included. Ms. Thomas reminded the Board that the Strategic Plan included legal and illegal substances in that particular priority area.

Ms. Thomas spoke with Sherriff Grice again about the medication drop off boxes and his concerns. DCSPAN arranged for a Police Officer from Iredell County to meet with Sheriff Grice and the local police chiefs to share a positive report about the permanent drop boxes. Sheriff Grice mentioned that he is still concerned about the amount of officer time, the amount of pills that would come in through his agency and recognition of the fact that certain narcotics would most likely not be submitted. Ms. Thomas agrees with that point, but part of the plan is to get unneeded pills out of the home. People who misuse drugs may not come to drop them off, but still the point is we need to get unneeded pills out of peoples' home. Ms. Thomas mentioned to Sheriff Grice that she would be presenting the Resolutions to the Board. Sheriff Grice did ask if there was any way the health department could have a drop box and Ms. Thomas replied that according to the Drug Enforcement Agency the boxes have to be at a law enforcement agency.

Dr. Hamrick stated that both Resolutions were good and if the Board agreed they could hold off until May.

Board Membership: Dr. Hamrick stated that the Board has a special presentation at this time. This is Mr. Corey Buggs' last meeting. Mr. Buggs has served as a Board of Health member and on multiple subcommittees for nine years. It has taken a lot of effort to attend the Board of Health meetings over the years and we really appreciate his commitment. It shows how important Mr. Buggs feels the health of Davidson County residents are and Dr. Hamrick hates to see him leave.

Mr. Buggs commented that the time had gone by fast. He stated that he has enjoyed his time on the Board.

Dr. Hamrick stated In addition to Mr. Buggs receiving a parting gift from the Board, Rod Kcuik will receive one as well for serving 6 years on the Board.

Dr. Hamrick stated that this segues right into the discussion of potential new Board members. The County Commissioners have approved a new form for those interested in applying to the County's Boards and

Commissions. Over the next couple of months we will be considering new Board members to fill the pharmacist and the public citizen positions. If the Board has any ideas of good prospective members, the individual can complete one of the newly created forms and submit them to the Board of County Commissioners for appointment.

Dr. Hamrick stated that he hoped everyone had brought their Board of Health Handbooks to be updated. According to the Accreditation Guidelines, the Board of Health Handbook should include general Orientation material regarding how the Board operates and it should be current. Please note that this is being completed every year and the plan is to now get on a cycle to do this each year around this time. The updated booklets will be returned at the May meeting.

**MOTION**

Dr. Cathy Riggan made a motion to adjourn. Ms. Becky Daley seconded and the motion was approved without dissent

**BOARD MEETING DATES**

The Board of Health will meet Tuesday, May 6, 2014 at 12:30.

**MEETING ADJOURNED**

Respectfully submitted,

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Monecia R. Thomas, MHA  
Secretary to the Board

This is a true and accurate copy of the March 4, 2014 Board of Health Minutes.

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Dr. Mark Hamrick, Chair