

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

March 1, 2016
12:30 p.m.

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Janie Ange
Darren Cecil
Joan Gore
Angela Mason
Nancy Rosier
Nancy Stout

VISITORS PRESENT

Mike Newby, Asst. County Attorney
Kendra Davis - WSSU Intern

WELCOME

Ms. Becky Daley called the meeting to order, established a quorum and welcomed everyone to the March Board of Health meeting. Ms. Daley mentioned there are some special guests in attendance: Angelia Mason and Joan Gore who will be recognized later in the meeting and she asked Kendra Davis to introduce herself. Kendra stated that she was a WSSU student and will be doing her internship with Jen Hames at the health department.

MEETING AGENDA and CONSENT AGENDA

Ms. Daley asked the Board if they had any changes to the meeting agenda. Ms. Daley made the Board aware of one agenda change to item VII e. in that Ms. Collett was out sick so Nancy Stout would provide the staff recognition. Ms. Daley informed the Board of a discussion at the Budget Subcommittee meeting concerning emergency funds for families in need. Dr. Lanning requested a discussion concerning emergency funds for families in need be added to the meeting agenda. Ms. Daley requested a motion to have the meeting agenda amended to include these two changes.

MOTION

Commissioner Don Truell made a motion to approve amending the meeting agenda to include Nancy Stout providing the staff recognition and a discussion concerning emergency funds for families in need. Dr. Michael Lanning seconded and the motion was approved without dissent.

MOTION

Mr. Tobin Shepherd made a motion to approve the items on the consent agenda, the January 5, 2016 Meeting Minutes, and the financial reports as presented. Ms. Jana Andrews seconded and the motion was approved without dissent.

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:

- Davidson County Administration is looking at Open Gov software for management of staff time – Presentation to be made at Board of Commissioner’s meeting on March 3rd. – Can expect request for use of PBB funds to help pay for the purchase of this or an alternative product.
- Accreditation will take place this year. Notification was received on March 1st. Nancy Stout has begun to pull together evidence.
 - Commissioner Truell asked how often Accreditation required – every four years
 - Ms. Andrews asked the cost of Accreditation – \$2,750 annual fee
 - Commissioner Truell asked if is this the first reaccreditation since the original Accreditation – this is the second reaccreditation; it has been eight years since the original Accreditation.
 - Mr. Shepherd asked when the Accreditation will take place – information is due for submittal in June with the site visit occurring around September / October.
- Committee is being put together to make changes to the current Animal Control Ordinance. We will have a place on the committee as a stakeholder. This will probably mean some changes will be needed to the Rabies Rules.
- Rabies Clinics are being scheduled. Dr. Hedrick is going to raise the cost per shot to \$7 from \$5.

Mr. Shepherd requested an update on the Medicaid Settlement(s)

- Medicaid Settlement(s) are still in progress
 - NCALHD continues to negotiate with Medicaid on settlements
 - NCALHD is also discussing potential alternative funding methods for services

Nursing/Clinic Update (Mary Lou Collett)

- Hopeful to have Physician Extender join Health Department. Checking reference.
- Immunization Audit February 9.

Environmental Health

- Public Health Preparedness
 - Full Scale Exercise Conducted on January 20, 2016 – Slow Start – Strong Finish – Was Able to Meet Required Goals in Late Part of Exercise – this speaks good of our staff. We did not have 100% participation so we did get a ding on the report that went to the State but we could not close the health department and had to leave some staff to answer phones (6 out of 97 employees)
- Met with Zeb Hanner recently to discuss concerns with Central Permitting – Three years later with the same customer service issues of data entry. Mr. Hanner has asked us to keep a log of these issues so we can work through them.
- New Meth Lab investigation began on February 22, 2016 was in a storage building at a residence. Mr. Shepherd asked if children were involved. Mr. Cecil replied not that he was aware of.

Ms. Daley mentioned she did attend the Preparedness Full Scale Exercise and, as an outsider looking in, it went well and was very well organized. The gym was full of people from the public, other agencies were there to assist and from her observation she thought it went very well. Ms. Daley commended the staff.

Old Business

Discussion of Vacant Board Position

Ms. Daley asked Mr. Cecil if he was aware of any applications were submitted for the vacant Public Citizen position. Mr. Cecil replied he did not. Discussion followed

- Becky Simmons mentioned she has a person that is interested in serving on the Board but could not find the application form.
- Ms. Daley informed the Board that Ms. Rosier had found the application online and would email it to anyone that was interested in applying for a Board of Health position.

Ms. Daley stated Dr. Andrea Bennett-Cain has submitted her resignation effective June/July. Dr. Bennett-Cain replied that was correct and that she was working on her replacement.

New Business

2015-2016 Performance Based Budget Report

Darren Cecil mentioned the Board had a copy of the Personal Health and Environmental Health Performance Measures in their Board packets and that he would be happy to answer any questions. Mr. Cecil explained that Ms. Collett would have been able to provide an in depth overview but he felt the overall numbers were good in her Performance Measures.

Mr. Cecil informed the Board of one specific objective in Food and Lodging concerning percentage of letters completed for establishments with transitional permits

Mr. Tobin Shepherd asked if Environmental Health was receiving applications for soil evaluations

Mr. Cecil answered he couldn't give specific numbers but revenues are continuing to rise year to year.

Mr. Shepherd asked if he thought it was making a comeback.

Mr. Cecil answered nationwide applications for soil evaluations are busier but that is not in this area. Mr. Cecil did admit they are busier than they were three years ago and we are getting to the point in On-site and Food and Lodging workloads that it may be time to look at adding another staff member.

Approval of 2016-2017 Budget

Ms. Daley explained the Budget Subcommittee met last week and wanted to bring the 2016-2017 Budget to the Board today for their review and approval. Ms. Daley mentioned that the Budget was included in the Board packets before turning the 2016-2017 Budget overview presentation and answering of questions to Mr. Cecil and Ms. Ange.

Mr. Cecil explained that one of the major items in the budget is the proposal to create an additional interpreter position within the department. The cost of contract interpreters is approximately \$100,000 annually and by creating this position, the department will be saving money by not having the need to contract for interpreters as much. Mr. Cecil mentioned this interpreter position would be shared in WIC and Clinical. There will always be a little need for interpreter services which includes the language line for the languages other than Spanish.

Ms. Daley Stated the Budget Subcommittee was very supportive of the fulltime interpreter position because it makes sense if you can save money by moving from a contract service to a fulltime position that would allow more flexibility and can be utilized in other activities in the department.

Ms. Ange explained the other major issue is the State cut to WIC funding by \$27,000; therefore, there is not enough salary and fringes to cover the current WIC staff. There has been a resignation in the clinical general health department budget, and we are purposing to move one of WIC office support up to Clinical Services to provide WIC operating funds. The State cut WIC participation numbers from 4,000 to 3,800.

MOTION

Dr. Michael Lanning made a motion to approve 2016-2017 Budget with the new full time interpreter position. Dr. Doug Cope seconded and the motion was approved without dissent.

Policy and Procedure Development Policy 100.1

Ms. Nancy Stout explained the Policy and Procedure Development Policy changes:

- Front page – The policy template signature line has been removed and replaced with a dropdown menu with choices of Health Director, divisional lead or Board of Health if they were the ones to approve the Policy.

- Page 2 - Clarified that a Multidivisional Policy/Procedure is one affecting two divisions
- Page 4 – Changes the retention of review dates to indefinitely instead of limiting it to 5 years

MOTION

Mr. Tobin Shepherd made a motion to approve the Policy and Procedure Development Policy 100.1 changes Ms. Becky Simmons seconded and the motion was approved without dissent.

100th Year Recognition

Ms. Daley mentioned the health department will be celebrating 100th year of existence and Mr. Cecil will give the Board an update on the plans for the celebration.

Mr. Cecil explained that April is Public Health Month and the intent at this point is to promote information about the health department's 100th year with the celebration lasting all year. Thessia Everhart, director of Senior Services, has volunteered to develop a logo to put on our letterhead and handouts to bring awareness. Staff is currently working with retirees for pictures, memories, historical Board of Health minutes, and news articles to prepare a presentation. Mr. Cecil mentioned there will also be news releases and he has spoken with Ms. Debbie Harris who is preparing a resolution for the Board of County Commissioners and City Councils.

Staff Recognition

Ms. Nancy Stout explained that Joan Gore and Angela Mason are part of the communicable disease team, under Karen Copley, as immunization trackers. The 2016 immunization assessment was just completed and we felt they needed to be recognized for their outstanding work of achieving 100% of clients meeting the benchmark criteria. For example, the State wide local health department average is 85% and because of Joan and Angela's hard work, ours was 100% for health department clients. They also track for pediatrician offices, and their rate was 84%. The statewide average is 70%. Joan and Angela have done a fantastic job of making sure our children under 24 months are immunized.

The Board showed their appreciation by applauding. Mr. Tobin Shepherd stated that they are unsung heroes until something like whooping cough breaks out, which occurred last year or the year before; so, these ladies need to be commended for the silent public health work that they do to prevent diseases here in Davidson County.

Emergency Funds

Dr. Michael Lanning explained that during the Budget Subcommittee meeting, Commissioner Truell mentioned a scenario about a baby that was sick for the first two months of life and had been in a hospital. He received this information in an email that had been sent out to try and help the family financially. Employees see a lot of needy cases quite frequently, if not daily, as well as receiving these emails when something special has happened and it has been their practice to collect money on an as need bases. Dr. Lanning had an idea for the Board to consider contributing to a fund, sort of like a running slush fund, that the Health Director, Board Chair, or the two of them in combination could allocate some funds on an as needed basis. He mentioned that he would not mind contributing to such a fund and that he felt it would not need to be a large sum contribution. This would help to alleviate these same people being bombarded with requests for money and aid. This would be something the Board could do to show support for what employees do here on a daily basis.

Commissioner Truell explained the emails are sent from Social Services child protection to County employees, when they have a family in need of food, clothes or furniture. He felt that if the employees can help with baby clothes, cribs or anything they can do, then why can't the Board do something like that? This is more than just pitching in money. We need to set up a system and he wasn't sure if the donation would be tax deductible.

Mr. Tobin Shepherd mentioned some health departments have separate 501(c) (3), just like a partner in public health, for purposes like this. The funds really don't go through county budget accounting, rather it is an entity for cases like this or maybe used for a pass through for grants or whatever is needed.

Commissioner Truell felt a 501(c) (3) is what the department of social services has set aside.

Mr. Tobin Shepherd asked Mr. Mike Newby where the Board stands legally, it sounds like it should be separate from the county budget.

Mr. Mike Newby answered that any revenue, unless a specific fund is established, has to go into the general revenue. So, if it was contributed to the health department, it would go in the health department's revenue. The county could set up a specific fund or line item for their budget for that and if the Board wanted 501(c) (3) it would be privately controlled; so it would not actually be county money. With Tax exempt status you could get tax deductions for contributions that you do through the IRS. It is not that hard to set up a not for profit entity through the Secretary of State's office; but, it is a little more challenging sometimes to get the 501(c) (3) status.

Dr. Lanning asked if the Board could check into what it would take, the expense and whatever is involved in setting up a 501(c) (3).

Mr. Newby stated that the county attorney's office would be happy to do that if this is passed as a resolution by the Board and would get back with the Board at the next meeting.

Commissioner Truell suggested it might be easier to meet with Social Services and asked to be part of their fund.

Ms. Becky Simmons felt at this point she would like for the Board to receive those emails and the Board could help in the interim while everything is getting setup.

Dr. Lanning stated that maybe the Board would want to consider having the directors email the Board when certain needs arise, rather than establishing a separate fund. Dr. Lanning felt it was a nice way for the Board to show the employees they are interested in helping them.

Commissioner Truell mentioned that either Darren or Mary Lou said that when something like this comes up, they go through the health department and ask employees for donations and that the Board could be included in this process.

Ms. Daley clarified that Board wishes to be included in emails rather than have a separate fund.

MOTION

Dr. Lanning made a motion to check into a 501(c) (3) status with further discussion at the next meeting about the status and that in the meantime the emails to be forward to the Board. Ms. Jana Andrews seconded and the motion was approved without dissent.

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 move into Closed Session. Commissioner Truell seconded and the motion was approved without dissent.

CLOSED SESSION

OPEN SESSION

Dr. Michael Lanning made a motion to return to Open Session. Commissioner Truell seconded and the motion was approved without dissent.

BOARD MEETING DATES

The Board of Health will meet Tuesday, May 3, 2016

MEETING ADJOURNED

Mr. Tobin Shepherd made a motion to adjourn. Dr. Michael Lanning 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 March 1, 2016 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair