

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

May 3, 2016

12:30 p.m.

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Darren Cecil
Mary Lou Collett
Jen Hames
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 May Board of Health meeting. Ms. Daley expressed a special welcome to the Board's newest member Tammy Troublefield who will be sworn in today and will be filling the vacant Public Citizen position.

MEETING AGENDA and CONSENT AGENDA

Ms. Daley informed the Board that the swearing in of Ms. Troublefield was inadvertently left off of the meeting agenda. Ms. Daley requested a motion to have the meeting agenda amended to include the swearing in of Ms. Troublefield.

MOTION

Dr. Doug Cope made a motion to approve amending the meeting agenda. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

Ms. Daley stated that our new Board of Health member, Ms. Troublefield, will be sworn in at this time. Davidson County Commissioners Board Clerk, Debbie Harris, administered the oath of office to Ms. Troublefield.

Ms. Daley stated that one clarification needed to be made to the consent agenda. The motion to go back into open session was left off the March 1, 2016 Board of Health meeting minutes. Dr. Lanning made the motion to go back into open session. Commissioner Truell seconded and the motion was approved without dissent.

Ms. Daley requested a motion to approve the March 1, 2016 Meeting Minutes with this clarification, the Special Called March 14, 2016 Meeting Minutes and the financial reports as presented.

MOTION

Dr. Rick Gilliam made a motion to approve the consent agenda, the March 1, 2016 Meeting Minutes with clarification, the Special Called March 14, 2016 Meeting Minutes and the financial reports as presented. Dr. Michael Lanning seconded and the motion was approved without dissent.

PUBLIC COMMENT

None

Ms. Daley commented that Darren Cecil will give the health directors report for Lillian while she is on her honeymoon

HEALTH DIRECTOR'S REPORT (Including Program Reports)

Darren Cecil provided a copy of the following Health Director's report to the Board and stated that he would answer any questions the best that he could.

Health Director's May 3, 2016 Report-Including Program Reports **(Darren Cecil, for Absent HD, Lillian Koontz)**

- Lillian attended the Legal Conference NCALHD Meeting in April, Mike Newby also attended from Davidson County.
- Davidson County HR is working on an anonymous employee satisfaction report. The responses will be collected by a third party company and then the anonymous results will be individually shared with department heads (based on responses from within each department).
- Staff is working extremely hard on reaccreditation, especially Nancy Stout who is working diligently on meeting all requirements.
- Animal Ordinance Review Committee is set. The members include (but are not limited to) representatives from: Board of Commissioners (2), Lexington Police Department, City of Thomasville City Council, a local Veterinarian, Sheriff's Department, Animal Rights Groups, and the Assistant County Manager with the Health Director serving as chair. The first meeting will be May 17.
- NCALHD is still negotiating on Medicaid settlements.
- Medicaid Reform Hearings were held across the state. NCALHDs were well represented. The majority of public citizens who spoke at the hearings were mainly concerned with expansion of Medicaid. The Hearings included a presentation from the state on Waiver 1115, which essentially changes Medicaid from the current fee for services model to a managed care, prevention centered model. The driving force behind this is to contain the costs of the Medicaid program. There are lots of questions, concerns, and unknowns around this issue. Back hall discussions center around the election results possibly changing everything- thus nullifying Waiver 1115 & Medicaid Reform as it is currently.
- The transition as health director is going smoothly and seems to be well received across the county. Spending lots of time meeting with various organizations.
- Budget Amendment
- Employee Appreciation Luncheon on Friday:

Nursing (Mary Lou Collett)

- Hired one clinic nurse, a second clinic nursing position was offered. Social worker started Monday, plan on interviewing for second social worker position.

QA/QI (Nancy Stout)

- Draft of the accreditation materials are due June 1 with the final draft version due July 1.
- Accreditation site visit scheduled for September 27-28.
- Professional etiquette course held for entire staff in April. Two sessions for staff.

Environmental Health (Darren Cecil)

- Attended the North Carolina Environmental Health Supervisors Association in Aberdeen meeting, along with Randy Swicegood and Greg Hennessee, on April 6 – 8.
- Central Permitting meetings are continuing on a two times per month basis. Lots of focus is being placed on making the process work. Training is being arranged for central permitting technicians and the current process is being looked at. Changes are anticipated to make the process flow smoothly.
- The Public Health Preparedness Coordinator position has been filled, with Josh Jordan accepting the role. Advertising for replacing the program specialist position vacated has begun. Expect to have this position filled by the end of May.
- Environmental Staff are extremely busy in food & lodging and onsite wastewater programs. Workloads are being handled well with the changes occurring with Lillian becoming Health Director. It will take several months to get through the process of recovery. Trying to access numbers to evaluate the need to add and additional staff member. Staff numbers were decreased from 16 to 12 since the recession in 2009.

Mr. Cecil stressed the third bullet under Environmental health:

- The Public Health Preparedness Coordinator position has been filled, with Josh Jordan accepting the role. Advertising for replacing the program specialist position vacated has begun. Expect to have this position filled by the end of May.

Old Business

Discussion of Vacant Board Position

Ms. Daley explained that she thought that the Board of County Commissioners had received an application for the physician position that will be vacated when Dr. Bennet Cain resigns in June and that the application will be coming up for approval from the Board of County Commissioners within the next month. Commissioner Truell confirmed that an application had been received from Dr. D. (Rob) Williams.

New Business

Public Health Proclamations

Mr. Cecil informed the Board that he attended the Lexington City Council meeting with Tobin Shepherd and other City Council members on March 28th for the presentation of a proclamation of April as Public Health Month. Lillian attended the Davidson County Board of Commissioners meeting on April 12th where the Commissioners proclaimed April as Public Health Month. Ms. Koontz also attended the Thomasville City Council meeting on April 18th where the Council proclaimed April as Public Health Month. Mr. Cecil

explained that the Public Health Proclamations will be posted on the Health Department's website, framed for display in the Health Department, and copies made to be included with the minutes for historical purpose.

Mr. Cecil made the Board aware of an award that Karen Copley, Ava Byrd and Tanya Hennessee received when they attended the Communicable Disease Conference. The 2016 Surveillance and Investigation Award is in recognition of the Health Department for response to the Tarheel Q Restaurant incident.

Ms. Collett mentioned the Salmonella outbreak spanned over sixteen counties and five states and that Davidson County was the lead and coordinated the care throughout for the contacts. Additionally, at the conference it was mentioned that this was the largest Salmonella outbreak in North Carolina in 2016. Mr. Ceil added that this was the 3rd largest Salmonella outbreak in the U.S. in 2015 with 280 cases.

Ms. Daley asked Mr. Cecil and Ms. Collett to please pass along the Board's congratulations and appreciation for the great job and the long hours of hard work.

Board of Health Training

Ms. Nancy Stout explained the Accreditation Benchmark with 2 activities related to Board of Health Training.

1. The first is 36.2 which is the initial orientation for all Board members before serving on the Board of Health. This has to occur within one year of appointment to Board.
 - Doing the free online series of six short modules "Introduction to Public Health in North Carolina" can meet this requirement.
 - It is better if members can also complete the on-site training like the Board had in July of last year which covers specific Roles and Responsibilities of Local Public Health Governing Boards but it does not have to be attended again by members who have already had it in the past.
2. The 2nd is the ongoing training. The Accreditation consultant stated this should occur ideally every two years. It does not have to be anything complicated
 - The site that has the orientation training also has on-going training options related to Rulemaking Authority and Public Health Law Training and there is a resource list that can also be used.
 - It could even be as simple as Ms. Stout providing a session on what the expectation of the Board is related to Accreditation or when Mike Newby talked about Conflict of Interest. Ms. Stout informed the Board the training materials used must be shown with both of these activities and requires dated proof of participation.

Commissioner Truell asked if the training had to be a certain length of time.

Ms. Stout answered there is no time limit. It can be a self-learning where the Board decides what they want to complete online or the other option would be if someone did an in-house presentation at a Board meeting and the members listed as present serves as accreditation evidence.

Ms. Daley asked if there was any discussion among the Board on how they would like their training occur in the future.

Commissioner Truell mentioned he liked when Mike Newby presents to the Board.

Mr. Tobin Shepherd asked Ms. Stout if she had any thoughts of what other Boards of Health training had been completed and done elsewhere across the State.

Ms. Stout answered no, she didn't and that she hadn't actually asked about it but she knew a lot of people use the resources online from the Institute for Public Health or the School of Government which is where the orientation training comes from. Ms. Stout stated she could do some research and report back to the Board.

Mr. Shepherd mentioned he would like to get some ideas with respect to time and length.

Mr. Tobin Shepherd asked what training has been done in the past.

Ms. Stout answered the ethic webinar counted, along with Mike Newby's presentation on conflict of interest and the last year's on-site training. She clarified the entire Board would not have to the onsite training every time because it is really intended for new members but if members felt like they needed a refresher then its fine to attend.

Dr. Rick Gilliam asked was the Board not in between doing that about six or eight months ago.

Ms. Stout answered it was mentioned before to the members that had missed the July training that a makeup session was going to be arranged with Ms. Monecia Thomas in September and she had resigned before that occurred. Ms. Thomas was just going to review the presentation from July with them.

Ms. Daley requested Ms. Stout to look into what other counties are doing and she didn't feel that the Board needed annual training unless we do have Mike Newby present during a regular scheduled Board of Health meeting.

Ms. Stout mentioned she would be happy to look into what other counties are doing.

Strategic Planning Session

Ms. Stout stated that the strategic planning session has been scheduled for June 20th and that the facilitator will be Steve Orton from the UNC Institute of Public Health. Mr. Orton has facilitated several sessions with other health departments and has sent us some samples. Mr. Orton is aware that we want it to be more agency focused. We have not picked a site for the session yet; but, when the site and time is confirmed the Board will be advised and is welcome to attend. A separate session will not be held for the Board or community partners; although, the completed plan will be presented to the Board approval.

Policy Review and Approval

Ms. Nancy Stout explained the Policy changes:

100.14 Workforce Development

- removed the reference to Direct Link session with the Health Director
- clarified retention of training records

100.23 Public Comment

- In the “Policy statement” removed “to the public” because it was redundant
- Under Oral Comments changed the wording to reflect that the Board can approve someone speaking about issues not on the agenda
- Under “Review of Public Comment” section, a statement was added which allows the Board leeway in timeframe to accept comments. The thinking was that if someone made a comment or request 8 or 9 days prior to the meeting instead of 10, those to be could still be accepted at the Boards discretion.

MOTION

Mr. Tobin Shepherd made a motion to approve the 100.14 Workforce Development and 100.23 Public Comment policy changes. Ms. Becky Simmons seconded and the motion was approved without dissent.

100th Year Recognition

Ms. Jen Hames shared a list of activities to celebrate the Health Department’s 100th Anniversary. Thessia Everhart, Director of Senior Services, has developed the health department’s 100th year Anniversary logo. The logo will be included in the center of a banner with 1916-2016 and be posted in the downstairs lobby. Framed copies will be displayed on outreach displays, displayed on the health education room podium, and the message will be posted on the digital sign. Ms. Hames mentioned that she will be contacting the public library to display vintage public health items in their glass showcase. . Also, a display, highlighting various programs, will be located in the downstairs lobby promoting health department services and a 100th year themed bulletin board will be in the upstairs lobby. Staff will receive a t-shirt and lanyard promoting the logo and the 100th anniversary. Additionally, staff will receive an extra dress down day each month. The kickoff is on May 31st from 4:30-6:00 p.m. in the health education room, with an open house. Activities that are pending are:

- July - Staff Exercise day
- August - Carnival for Kids, face painting, fishing pole, arts & crafts, setup by fire department
- October – SIDS Awareness Month - class on the importance of breastfeeding and also SIDS
- November - Thanksgiving Day Early Bird 5K, tying in with a flyer in the bag. The flyer will have the logo on the front and a list of health department accomplishments on the back.
- January - poster contest related to the 100th anniversary with the Arc of Davidson County and the Workshop of Davidson County, free blood pressure checks for the public, providing healthy snack.
- April – Cap off with a dinner inviting community partners to highlight the 100th anniversary activities and Health Departments accomplishments in Davidson County.

Ms. Tammy Troublefield mentioned that Focus magazine is always looking for Davidson County related stories and suggested contacting the magazine about the Health Department’s 100th anniversary.

Ms. Becky Daley suggested putting the 100th anniversary logo on the health department letterhead.

Ms. Hames mentioned that the logo will also be included in the staff’s email signatures.

Program Plan Outline

Ms. Hames distributed the 2016-17 Program Plan Outline. Ms. Hames explained that the Program Plan Outline identifies the programs offered by the health department, the legal need for those programs, program goals, eligibility requirements, and the services and activities designed to reach the goal. This document is an excellent resource. The Program Plan is available on the DCHD website.

MOTION

Ms. Jana Andrews made a motion to accept the Program Plan Outline for 2016-2017 as presented. Dr. Michael Lanning seconded and the motion was approved without dissent.

Breast Cancer Grant

Ms. Hames stated that the Health Department is applying to the Breast Cancer Survivors Foundation for additional funding for mammograms and related diagnostic follow-up services. The Health Department will only be receiving \$20,000 of the \$40,000 requested from the Susan G. Komen Grant. Hopefully, if we receive the maximum amount of \$10,000 from the Breast Cancer Survivors Foundation it will help fill in the gap for providing mammogram services.

MOTION

Dr. Michael Lanning made a motion to approve the application for the Breast Cancer Survivors Foundation Grant. Ms. Jana Andrews seconded and the motion was approved without dissent.

Board of Health Handbooks Update

Ms. Nancy Rosier thanked the Board for returning their handbooks to be updated. After updates are made, the handbooks will be returned during the July meeting.

Dr. Lanning mentioned that he had received notice today that Novant Health Thomasville Medical Center President Kathie Johnson will be leaving on June 10th for a position at Sentara Northern Virginia Medical Center. Also, Chief Nursing Officer Christy Grabus is leaving on May 27th for a position at Novant Health Prince William Medical Center.

Dr. Lanning will advised the Board when a new president and nursing director is appointed.

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

Commissioner Truell 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, July 12, 2016

MEETING ADJOURNED

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

Respectfully submitted,



Darren Cecil
Acting Secretary to the Board

This is a true and accurate copy of the May 3, 2016 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair