

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

November 3, 2015

12:30 p.m.

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Darren Cecil
Mary Lou Collett
Karen Copley
Cindy Harris
Nancy Rosier
Nancy Stout

VISITORS PRESENT

Mike Newby, Asst. County Attorney
Debbie Harris, Commissioners Board Clerk
Melissa Hartley- ECPI Intern

WELCOME

Ms. Becky Daley called the meeting to order, established a quorum and welcomed everyone to the November Board of Health meeting. Ms. Daley asked the guest intern to introduce herself. Melissa Hartley stated that she was an ECPI student and will be doing her internship with Jen Hames at the health department this month.

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

MEETING AGENDA and CONSENT AGENDA

Ms. Daley asked the Board if they had reviewed the additional minutes. Ms. Daley requested a motion to have the consent agenda amended to include July 7, 2015 Closed Session Minutes, July 28, 2015 Special Meeting Minutes, July 28, 2015 Closed Session Minutes and September 1, 2015 Closed Session Minutes.

MOTION

Dr. Michael Lanning made a motion to approve amending the consent agenda to include July 7, 2015 Closed Session Minutes, July 28, 2015 Special Meeting Minutes, July 28, 2015 Closed Session Minutes and September 1, 2015 Closed Session Minutes. Ms. Jana Andrews seconded and the motion was approved without dissent.

MOTION

Mr. Tobin Shepherd made a motion to approve the items on the meeting agenda, the amended consent agenda to include July 7, 2015 Closed Session Minutes, July 28, 2015 Special Meeting Minutes, July 28, 2015 Closed Session Minutes, September 1, 2015 Closed Session Minutes, September 1, 2015 Meeting Minutes, and the financial reports as presented. Dr. Michael Lanning seconded and the motion was approved without dissent.

PUBLIC COMMENT

None

HEALTH DIRECTOR'S REPORT (Including Program Reports)

Darren Cecil reported

- Attended NCPHA in September
- Attended NCALHD Meetings in September and October
- Medicaid Settlement(s)
 - Work continues on settlement from 2010 through 2014
 - Received \$106,311 for 2011 settlement
 - NCALHD is negotiating with Medicaid on settlements
 - Steven Garner (former DHHS employee) has been hired through the Health Alliance to assist with negotiations.
- Performance Based Budgeting
 - End of Fiscal Year 2014 – 2015 numbers are complete
 - Environmental Health savings \$75,400 (\$15,000 already used for Land Development Office (LDO) Software upgrades
 - Health savings \$465,036
 - First quarter reports for FY 2015 - 2016 submitted on October 30, 2015
- Ebola Funds
 - Funds (\$20,000) were recognized by the Board of Commissioners during the October 27, 2015 meeting
 - Requires that plans be developed by the spring of 2016
 - These are plans that public health preparedness would have been required to develop anyway
 - Looking at how to spend – Likely will buy some equipment and offset some staff time.
- SNS PowerPoint
 - Copy of PowerPoint in the packet that was sent to Board of Health members
 - Those that were unable to attend can review and ask questions
- NC Division of Public Health, Chronic Disease and Injury Section Webinar
 - E-cigarettes, Hookahs, Little Cigars and Cigarillos: What are they, and how these new tobacco products impact population health
 - Thursday November 12 from 2:00 – 3:00 PM
 - Can email link to anyone interested
- NALBOH
 - Copies of the latest Newsletter available
 - Membership renewal time

Nursing/Clinic Updates (Mary Lou Collett)

- Open position: Mid-Level Provider – Haven't had many applications due to barriers of applicants not wanting full time and salary. Have recently met with Jim Price about ways to make the position more attractive.
- Have held 2 public flu clinics. Will have additional clinics if the need is there.
- Good transition with ICD-9 to ICD-10 coding for Billing

WIC Update (Barbara Hedrick)

- Five staff members attended the NC WIC Conference in Durham, September 17-18.
- Two staff attended the Art of Breastfeeding Conference in Chapel Hill, October 12-14.
- The sole source contract for Similac infant formulas has been implemented as of October 1, and continues as planned.
- Most recent participation report received is May 2015 = 86%.
- Average participation July 2014-May 2015 = 83.8%.
- 3rd "Single audit" visit of county programs including WIC completed without findings.

Environmental Health

- Public Health Preparedness
 - Full Scale Exercise scheduled for January 20, 2016
 - Back up Date is February 12, 2016
 - Table Top Planning scheduled for November 20, 2015
 - Topic and Site chosen
- BBQ Festival
 - Went well with only a couple of problems
 - Hope to meet with organizers soon to discuss repeat issues.
- Land Development Office Software
 - Continuing to work with Xerox on updates
 - EH is working with other Departments to produce tools that will benefit the public. e.g.: Online products, reports for tracking projects

Ms. Daley asked the Board if there was any discussion or guidance in regards to the renewal of the NALBOH organization annual dues.

Discussion Highlights

- Commissioner Truell asked if we do this every year. Mr. Cecil answered that we have for the past 3-4 years; but, before that the Board was not a member.
 - Ms. Becky Simmons asked what the benefits are. Mr. Cecil answered that becoming a member of the national association allows the Board to receive information about how other health departments in the nation do things and this would allow the Board to annually attend the national convention.
 - Dr. Lanning asked if the staff utilizes the information or it is just read and discarded. Mr. Cecil stated that there is not a benefit for staff it is only for the Board.
 - No decision was made on renewing the membership.
- Ms. Daley mentioned that she attended a Strategic National Stockpile (SNS) training session conducted by preparedness coordinator, Lillian Henderson. Plans have been made for a full scale exercise to be held on January 20, 2016 at North Davidson High School. This is to test the level of preparation in the event of a disaster occurring that required emergency medications and PPE supplies. Also, Lillian will be sending out additional information and would appreciate some Board support or anyone interested in assisting or helping with the full scale exercise.

Old Business

NC Local Boards of Health Orientation and Training Overview – July 28, 2015

Ms. Daley mentioned that Board members Becky Simmons, Dr. Lanning, Dr. Gilliam and Dr. Andrea Bennett-Cain will need Orientation and Annual Training. Ms. Daley and Mr. Cecil discussed the Board's Annual Training and felt at this point it would be best to contract with someone to provide the training. With Alice Gray rotating off the Board in January, it would make more sense to schedule this after getting Ms. Gray's replacement.

Information regarding Naloxone

Mary Lou Collett stated at this point we do not have any kits in and because there are no monies in the budget for the Naloxone kits we are looking at different ways to provide those. Ms. Collett has discussed Naloxone kits with Dr. Garrison and we are ready to move forward with standing orders. Pharmacist Seth Miller has received the PowerPoint from the State and will provide dispensing training to all of the nursing staff on November 18th.

New Business

Recognition of Cindy Harris for Receiving Margaret C. Dolan Award

Ms. Collett stated that Cindy Harris has been working for the health department for 30 years. The Team Leaders submitted Ms. Harris's name to the NCPHA nursing section for the Margaret C. Dolan Award, which is recognition for quality nursing care in public health. She was selected by the nursing section as the recipient. Ms. Harris is the epitome of public of public health, she goes over and beyond to help her clients and will spend the time needed whether it's 2 seconds or 2 hours.

The Board congratulated Ms. Harris and gave her a round of applause.

Recognition of Karen Copley and Ava Byrd for Ebola Work

Karen Copley commented that Ava Byrd is on vacation, but, Ms. Byrd and Ms. Copley are appreciative of the recognition and award received at the NCPHA conference for their Ebola surveillance work during the recent outbreak. More recently, the Ebola preparedness expertise was put into practice when a person whom had just returned to the United States from Sierra Leone to Davidson County became ill. Ms. Copley and Ms. Byrd assisted with getting the traveler to Wake Forest Baptist Medical Center for evaluation. Luckily, it was not Ebola.

Ms. Collett explained Karen and Ava do a great job with outbreaks and Karen has been the leader in the many recent outbreaks and has done a phenomenal job.

Ms. Daley thanked them for the work that they do and also stated it was nice that they received the recognition for their hard work.

Tobacco Free Policy and Public Comment Policy

Nancy Stout explained that the Tobacco Free and Public Comment policies were reviewed by the Executive Management Team and no changes were made.

Strategic Plan Policy

Ms. Stout explained a minor change that was made to the strategic plan policy to reflect how frequently the community health assessment must be conducted, changing from 48 to 36 months.

MOTION

Ms. Alice Gray made a motion to approve the Tobacco Free Policy, Public Comment Policy and Strategic Plan Policy changes as presented. Mr. Tobin Shepherd seconded and the motion was approved without dissent.

Strategic Plan Report/Update

Ms. Stout informed the Board that the Strategic Plan is for 2013 to 2016 and has a total of 30 action steps. Thus far, 13 have been completed which is about 43%. Seven will likely never occur because they involved outside agencies that have decided to focus on different interests. We will be doing a new plan once the community health assessment is completed in early 2016 and at that time we will decide whether we want to keep any of the goals from this plan.

Customer Service Report

Ms. Stout mentioned there was not much change in the data for the customer service report but we had a significant drop in the number of surveys completed. Last year we had a 1000, and this year we had 657. This was primarily due to a decreased participation rate in WIC. WIC had 694 last year that completed the survey and only 308 this year. Overall everything has been pretty consistent, but, the area of concern for personal health was wait time, comprising about 5.68% of complaints. Family and friends continued to be the biggest referral source. Our overall satisfaction rate was 98.45% compared to 99.9% last year. We also had a significant drop in the number of community surveys done. We had 93 last year and 57 this year. These are conducted at outreaches where many times people are in a hurry to leave and will not participate unless we have incentives for them to complete it. The biggest area of concern was our business hours. 20% reported that our hours kept them from receiving services. Most wanted after 6:00 PM or Saturday/weekend hours. 100% of those reporting that it interfered with receiving care had actually received services; so, it may still be more of an inconvenience than an actual deterrent to care.

Interim Health Director Performance Evaluation and Job Description

Ms. Daley explained that Ms. Stout and Mr. Cecil have been in conversation with her for the review of the Interim Health Director Performance Evaluation and Job Description. To be in compliance, the Health Director has to be evaluated by December 15, 2015. Ms. Daley and Mr. Tobin Shepherd have been working on this and will be scheduling a meeting with the other Evaluation Subcommittee members, Commissioner Truell and Dr. Gilliam to complete the evaluation phase and then report to Board of Health at the January meeting.

Review of Job Description and Discussion on Search for New Health Director

Ms. Daley thanked Commissioner Truell, Ms. Becky Simmons, and Ms. Janna Andrews for being on the committee with her to review and revise the Health Director job description. The revised job description was included in the Board of Health packets for the Board to review the changes.

- Page 2 - Added a residency requirement to the Health Director job description. Mike Newby felt the residency requirement in the job description would be make it fair for applicants when they review the requirements; but, to make it enforceable, the residency requirement should also be added to the employment contract. Ms. Daley stated she has already asked Mr. Newby to start working on the employment contract and Mr. Shepherd has suggested the health director “shall” be a resident instead of “should”. Mr. Shepherd stated Mr. Newby also suggested additional wording giving the Board of Health the latitude to wiggle a little bit in the residency requirement and it is not a judgement call for the health director rather it is a call for the Board of Health to mandate or to be flexible on that. Mr. Newby’s philosophy is that you want to have as much flexibly as possible, you may not think of anything now that could impact that. You never know if something may happen with somebody where they would have a requirement to be at a certain location for a particular amount of time; but, otherwise be an excellent applicant. This would allow the Board to have the ability to make a decision without being locked in.
- Page 3 Leading/Delegating - Effective management requires (added) “working collaboratively with the executive teams” and (deleted) “constant” involvement in daily program activities.
- Page 4 – Added Accreditation responsibilities statement “As secretary to the Board, this position is also responsible for accreditation governance benchmarks and their related activities Benchmarks 34-41 and Benchmark 14”.

Ms. Daley stated that to be in compliance with Accreditation and the State, she had to make the Board aware of the Accreditation requirements and responsibilities for hiring a qualified health director. The legal requirements are

specified in the North Carolina G.S. 130A-40(a) and G.S. 130A-40.1 outlines the educational and skills requirements. Once the Board identifies a candidate, the candidate's credentials will be sent to the State. The State will check credentials then send the Board a letter verifying the candidate is qualified. There are certain knowledge levels, skills and abilities that this candidate must meet; these are outlined in the current Davidson County Health Director job description.

MOTION

Mr. Tobin Shepherd made a motion to accept the Davidson County Health Director job description as presented and the Board will start an active and continuous search for a permanent health director. Dr. Michael Lanning seconded and the motion was approved without dissent.

Ms. Daley explained that she has already spoken with Interim Human Resources Director, Jim Price, and he will post the health director position and applications will be received into Human Resource office. Ms. Daley informed the Board that the approval letter from the State for Darren Cecil to serve as interim health director and stating the Board is starting an active and continuous search for a permanent health director was received.

CLOSED SESSION

Ms. Daley requested a motion to move into Closed Session for the disclosure of information that is privileged or confidential in accordance with General Statute 143-318.11(a) (1).

MOTION

Mr. Tobin Shepherd made a motion to go into Closed Session. Dr. Michael Lanning 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.

BOARD MEETING DATES

The Board of Health will meet Tuesday, January 5, 2016 at 12:30.

MEETING ADJOURNED

Mr. Tobin Shepherd made a motion to adjourn. Dr. 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 November 3, 2015 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair