

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

November 1, 2016

12:30 p.m.

BOARD MEMBERS PRESENT

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

STAFF PRESENT

Janie Ange
Darren Cecil
Mary Lou Collett
Karen Copley
Jen Hames
Jill Hutchinson
Lillian Koontz
Nancy Rosier
Nancy Stout
Debby Wells

VISITORS PRESENT

Mike Newby, Asst. County Attorney
Ms. Libby Essick

WELCOME

Ms. Becky Daley called the meeting to order, established a quorum and welcomed everyone to the November Board of Health meeting.

Ms. Daley stated at this time the Public Hearing is called to order for the Davidson County Rabies Rule Revision.

Ms. Lillian Koontz stated there is one person registered to speak and provided the sign in sheet to Ms. Daley.

Ms. Daley explained comments should be limited to three minutes and asked Ms. Libby Essick to come to the podium.

Ms. Essick extended her gratitude and thanks for the opportunity to speak to the Board. On Thursday, August 18, 2016 her two dogs Fergie and Casper had an altercation with a fox. By the time she got to the dogs the fox ran into the woods and the dogs ran into the house. On Friday August 19th Ms. Essick found a dead fox on her property and called Dr. Jennifer Harris. Dr. Harris gave both dogs a medical exam and gave them a booster; she also removed the fox head so it could be sent for examination. Because Ms. Essick couldn't be 100% sure it was the same fox and couldn't provide Casper's current rabies certificate Mr. Howell from Animal Control took Casper to the dog pound. On Monday August 22nd Greg Gartner explained to Ms. Essick under current recommendations an out of date vaccination is subject up to six-month quarantine in an approved facility which could cost of thousands of dollars or destroy the animal. Thanks to Greg and Lillian Koontz Ms. Essick was the first in Davidson County to quarantine her dog on her property for four months in an existing building on a lot that was brought up to specifications and inspected by the health department. The new rabies study basically states if a dog has had at least one rabies shot and a booster within 96 hours it's proven the animal is protected from the virus and recommends 45 day preservation with no quarantine. Ms. Essick asked the Board of Health to please support the health director, pet owners and animals of this county by considering the new rabies guidelines Casper is a perfect example of why the new guidelines should be considered today. Ms. Essick shared a picture of Casper with the Board.

Ms. Daley thanked Ms. Essick and asked if there was anyone else to comment during the public hearing

Ms. Daley stated with no one else here to comment the public hearing is closed.

MEETING AGENDA and CONSENT AGENDA

Ms. Daley informed the Board September 8, 2016 Environmental Health Subcommittee Meeting Minutes and October 25, 2016 Evaluation Subcommittee Meeting Minutes were in the Board packets. Ms. Daley requested a motion to amend the agenda to include the additional minutes and under VIII New Business j. Staff Recognition, k. Review of Health Director job Description l. Health Director Performance Evaluation .

MOTION

Commissioner Truell made a motion to approve amending the meeting agenda. Dr. Michael Lanning seconded and the motion was approved without dissent.

Ms. Daley requested a motion to approve the consent agenda, September 13, 2016 Meeting Minutes, September 13, 2016 Closed Session Meeting Minutes, October 17, 2016 Environmental Health Subcommittee Meeting Minutes and October 25, 2016 Evaluation Subcommittee and September 8, 2016 Environmental Health Subcommittee Meeting Minutes, and the financial reports as presented.

MOTION

Dr. Michael Lanning made a motion to approve the consent agenda, September 13, 2016 Meeting Minutes, September 13, 2016 Closed Session Meeting Minutes, October 17, 2016 Environmental Health Subcommittee Meeting Minutes and October 25, 2016 Evaluation Subcommittee and September 8, 2016 Environmental Health Subcommittee 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)

Ms. Koontz mentioned she included the Health Directors report in the Board's packets would answer any questions now. Ms. Koontz wanted to make the Board aware she had received a draft of the Board of the County Commissioners upcoming legislative updates pertaining to public health include; Public Health Alliances and local control of Environmental Health food and lodging fees. The goals of the Department of Health and Human Services this year is to improve the infant mortality rates and we will be working on this State wide initiative locally also. We received a check for \$86,129 a onetime Medicaid Cost Settlement differential payment.

Old Business

Union County Public Works Water Transfer

Ms. Koontz explained the resolution adopted by the Board was mailed and a reply was never received. Ms. Koontz felt it was good move for the Board of Health to give their support and thanked the Board for their hard work especially the Environmental Subcommittee but she felt unfortunately the resolution fell on deaf ears.

Delegation of Authority Training Follow Up

Ms. Koontz mentioned at the September Board of Health meeting Asst. County Attorney Mike Newby provided a delegation of the health director's authority training overview. Ms. Koontz will provide the Board with a delegation of authority outline determined by the Executive Management Team for discussion at the January meeting.

New Business

Re-Accreditation Site Visit Report

Ms. Koontz was excited to share the Re-Accreditation September 27th-28th site-visits is complete. A team of public health folks are sent to counties to dissect everything you have done, a little bit stressful, very labor intensive. Our Team had a health director, nursing director, environmental health director and a Board of Health member. This was an all hands on deck approach by putting our best foot forward; Ms. Nancy Stout was phenomenal and was cool, calm and collected. The site visitors mentioned a lot of great things but what they said mostly, have you bribed people because this just seems like a real happy place. Accreditation includes 41 bench marks with 147 activities of those 147 we were marked deficient in 4. Ms. Koontz is very proud of the staff.

Ms. Daley recognized the entire health department staff especially Ms. Nancy Stout for working extremely hard putting in long hours getting the information pulled together and Ms. Stout should be commended.

Board of Health Environmental Health Subcommittee-Rabies Compendium

Ms. Koontz explained when the Environmental Health Subcommittee met for the rabies compendium they were fortunate to have the expertise of resident veterinarian Dr. Cope to attend. Essentially what they are trying to do is something that could not be done at the State. The State in the short session wanted to pass this rabies compendium but it didn't get heard so now the State Veterinarian and the State Attorneys have asked the counties to pass it. The rabies compendium is group of people that get together that are subject matter experts in rabies transmission and look at scientific data to make recommendations. The recommendations in 2016 are very different from the way rabies has been handled post exposures. Currently if an animal has been vaccinated they carry some of the vaccination in their blood even post expiration date of the vaccine. If you had a dog that came in contact with a rabid raccoon and the dog is a week out over vaccination date the dog had to be quarantined for 6 month to ensure it didn't get sick or destroy the animal. The new rabies compendium will allow the pet owner to test the dog's blood to see if contains some of the vaccine called a titer or the pet owner is given a choice of a reduce quarantine period of 4 months. This not only is it smart science to adopt this rabies compendium but it is good public relations. It will drastically decrease the emotional stress on people that are unfortunately subject to this and also makes us look good that we are being on top of things and progressive with this new law. Hopefully, the law will be adopted by North Carolina in the 2017 year but with the elections coming up there is no telling what will happen. Other counties have already adopted this and have not had any problems with getting it adopted.

Dr. Cope stated the rabies compendium is the American Veterinarian Medical Association (AVMA) gold standard and was not put together haphazardly. This was put together by a National Association of State Public Health Veterinarians and is a compendium of animal rabies prevention and control. Their committee is made up of 5 people that are doctors of veterinarian medicine 4 of which have master's in public health and this rabies compendium has already been adopted by AVMA. There is always the need to air on the side of caution and that is why the 6 months quarantine has been the gold standard but they revise this compendium periodically and the newer data has shown this if the animal has received the rabies vaccine before and are given a booster the animals response to the vaccine is immediate so those animals who are at risk need to be vaccinated immediately.

Dr. Cope explained he hoped this section of the rabies compendium answered some of the Boards questions about dogs & cats that are overdue for a booster vaccination and without appropriate documentation of ever having been vaccinated. Dr. Cope read the following remedies:

The animal can be treated as unvaccinated, immediately given a booster vaccination, and placed in strict quarantine. Alternatively, prior to booster vaccination, the attending veterinarian may request guidance from the local public health authorities in the possible use of prospective serologic monitoring (drawing a titer to see if it has had any vaccine before). Such monitoring would entail collecting paired blood samples to document prior vaccination by providing evidence of an anamnestic response to booster vaccination. If an adequate anamnestic response is documented, the animal can be considered to be overdue for booster vaccination and observed for 45 days. If there is inadequate evidence of an anamnestic response, the animal is considered to have never been vaccinated and should be placed in strict quarantine.

Ms. Koontz thanked Dr. Cope for clarifying that appropriate documentation and overdue is 45 days observation and undocumented is 4 months.

MOTION

The Environmental Health Subcommittee made a motion to approve and adopt rabies compendium as presented effective November 1, 2016. Ms. Tammy Troublefield seconded and the motion was approved without dissent.

Oral Contraceptive (Gildess) Recall

Ms. Mary Lou Collett explained a birth control product Gildess recall notification was received on October 5th from Par Pharmaceuticals. Unfortunately, Gildess is the birth control predominantly offered to clients at the health department. Asst. County Attorney Mike Newby provided guidance. Two notifications have been sent to

approximately 400 clients by October 14th and currently a third notification is being prepared in an attempt to reach those clients using Gildess. Staff did a very good job with a quick turnaround in a week.

Policy Review & Approval 100.13 Strategic Plan / 100.10 Tobacco Free Policy

Ms. Nancy Stout advised the Board changes were made to the Strategic Plan policy on pages 1 & 2 to clarify the process for creating and updating the plan. After reviewing the Tobacco Free Policy, the executive team made no changes.

MOTION

Mr. Tobin Shepherd made a motion to approve the 100.13 Strategic Plan and the 100.10 Tobacco Free Policy. Dr. Rick Gilliam seconded and the motion was approved without dissent.

Strategic Plan Update

Ms. Stout mentioned the 2016-2019 Strategic Plan was approved by the Board in July 2016 and a copy of the progress report was included in the Board's packet. The Expanded Executive Staff met on October 25th to determine what progress had been made so far on each of the action steps. Ms. Stout stated that although the primary focus for the past quarter was preparation for the Accreditation Site Visit, she was happy to note that progress had been made in every area on the Strategic Plan. Ms. Stout commented she would not read the report to the Board, but she would be happy to answer any of the Board's questions.

300.9 Environmental Health Record Search Policy

Mr. Darren Cecil felt this record search policy would create efficiencies with an electronic avenue for record searches so there are no duplications of effort resulting in a better atmosphere.

MOTION

Dr. Doug Cope made a motion to approve the 300.9 Environmental Health Records Request Policy. Dr. Michael Lanning seconded and the motion was approved without dissent.

Healthiest Cities and Counties Challenge

Ms. Jen Hames distributed a copy of an overview of the 2016-17 Healthiest Cities and Counties Challenge Prize to the Board. The phase II \$10,000 prize received was made possible through a joint effort between the American Public Health Association and the Aetna Insurance Foundation. To apply and be eligible to receive Phase III of up to \$150,000 Ms. Hames shared the strategies the Health Department will be working on over the next year:

1. Increase the number of convenience stores that increase the availability of fresh produce.
2. Increase the number of employers that support breastfeeding through policy development.
3. Increase the number of vendors providing healthy food choices.
4. Increase the number of venues utilizing locally grown healthy food.
5. Increase the number of local, non-chain restaurants implementing a restaurant menu labeling initiative.
6. Support Safe Routes to School/Active Routes to School.
7. Develop and promote joint-use agreements that allow community members to use school-owned recreation facilities.

State of the County Health Report (SOTCH)

Ms. Daley stated that Ms. Hames will provide an overview of the State of the County Health report. For Accreditation, local health departments need to update the community health assessment annually with the interim state health reports. This report demonstrates that the health department is tracking issues previously identified by the most recent Community Health Assessment (CHA), including emerging issues and new initiatives. Ms. Hames explained that the Community Health Assessment is completed every three years and the State of the County Health report is completed during the interim two years, thus providing a progress update. An update on demographics and leading causes of death were provided, along with updated pregnancy statistics. An update on data related to each priority area was included. Progress was provided on each of the priority areas selected from the 2015 CHA. Grant opportunities applied for were listed, along with the grant amount and purpose of the grant. An overview of the Strategic Plan concluded the SOTCH report.

Ms. Hames stated that the State of the County Health report needed Board approval before being submitted to the State by December 5, 2016.

MOTION

Commissioner Don Truell made a motion to accept the December 2016 State of the County Health report as presented. Dr. Michael Lanning seconded and the motion was approved without dissent.

Bad Debt/Debt Set-off Report

Ms. Janie Ange mentioned that the Board had a copy of the update on the Bad Debt Write off and Debt Set-off in their Board packets and that she would be happy to answer any questions. Ms. Ange noted that the Bad Debt Write off amounts at the top of the page are not scheduled to be submitted to Debt Set Off for collections because these individuals have not returned to the health department for services and these accounts are less than \$50 each.

The Debt Set Off end of fiscal year 2016 totals shown in the bottom section are accounts balances that are greater than \$50 and will be submitted for collection. When the individuals file their taxes the Health Department can recoup some of these monies. Statements are mailed every quarter with letter enclosed stating the client will be turned over to Debt Set Off program with the North Carolina Department of Revenue and it will affect their State tax returns.

- Total amount collected from 1/1/16-9/30/16 through Debt Set off was \$4,338.67

MOTION

Mr. Tobin Shepherd made a motion to approve the Bad Debt Set Off as presented. Commissioner Don Truell seconded and the motion was approved without dissent.

Health Department Staff Recognition

Ms. Becky Daley mentioned she has received some very good comments about the health department staff and she felt it needed to more widely known and to thank and recognize the following health department staff:

Environmental Health led by Darren Cecil: Greg Gartner, Greg Hennessee, Jill Hutchinson, Angie Pinyan, Randy Swicegood and Lillian Koontz staff for working so hard and spending so many hours to ensure the safety of food at the BBQ festival.

Karen Copley who volunteered to help with a shelter in the eastern part of the state during Hurricane Matthew.

Mary Lou Collett worked diligently to schedule the flu clinics and to ensure to have enough staff to man those clinics. Please pass the board's appreciation and thanks to the nurses that have been handling the flu clinics.

Lillian forwarded an email from Luly Beckles, the Pediatric Injury Prevention Coordinator and Safe Kids Coordinator at WFBH. Jen Hames is a certified Child Passenger Safety Tech who assists parents in learning how to install car seats correctly. Jen is recognized in the email that reads: "Last fall, Jen Hames with the Davidson County Department of Public Health was also credited with saving the lives of two children that were involved in a motor vehicle accident. Those two children happened to be Luly Beckles' baby niece and nephew."

Thank you to Debby Wells with 20 years of service and Catherine Warren with 26 years of service for their dedication and commitment to public health in Davidson County and best wishes on their retirement.

Ms. Daley asked the Board to please join her in applauding all of these employees for their hard work and commitment to public health.

Review of Health Director Job Description

Ms. Daley mention the Board received the health director job description in their packets and made the Board aware the job descriptions have been placed on a new template. Ms. Nancy Stout had asked the Evaluation Subcommittee to consider:

1. Page 3 under Public Relations/Governing Board-Change the Davidson County Partnership for Children to Smart Start. This was deleted because the health department is no longer in Smart Start
2. Page 4 under Variety and Purpose of Personal Contacts the monthly "Direct Link" meetings is listed. This meeting is no longer being held and was deleted.

3. Page 5 Special Note the health department's job description does not require identification of ADA essential functions so was deleted.

MOTION

The Evaluation Subcommittee made a motion to remove those three items from the health director job description. Dr. Doug Cope seconded and the motion was approved without dissent

CLOSED SESSION

Ms. Daley requested a motion to move into Closed Session to 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. Dr. Michael Lanning seconded and the motion was approved without dissent.

CLOSED SESSION

OPEN SESSION

Dr. Michael Lanning made a motion to return to Open Session. Ms. Becky Simmons seconded and the motion was approved without dissent

MOTION

The motion was brought forth from the Evaluation Committee meeting to approve the 360 Performance Evaluation for Lillian Koontz, for Ms. Daley and Mr. Shepherd to meet with Lillian Koontz to review the evaluation. To have Ms. Koontz complete an Individual Development Plan and present at the Board of Health meeting on January 3, 2017. Dr. Michael Lanning seconded the motion and the motion was approved without dissent.

MOTION

Ms. Jana Andrews made the motion to remove the probationary status on Ms. Koontz in her position. Mr. Shepherd seconded the motion and the motion was approved without dissent.

ADJOURNMENT

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

BOARD MEETING DATES

The Board of Health will meet next on Tuesday, January 3, 2017

MEETING ADJOURNED

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

Respectfully submitted,

Lillian Koontz, MPA, REHS
Secretary to the Board

This is a true and accurate copy of the November 1, 2016 Board of Health Minutes.

Rebecca Daley, RN, MHA, Chair