

## MINUTES

### DAVIDSON COUNTY BOARD OF HEALTH

September 12, 2017

12:30 pm

#### **BOARD OF HEALTH PRESENT**

Ms. Rebecca Daley, Chair  
Mr. Tobin Shepherd, Vice-Chair  
Ms. Jana Andrews  
Dr. Roy D. Cope  
Dr. Rick Gilliam  
Dr. Michael Lanning  
Mr. Dale Swicegood  
Ms. Tammy Troublefield

#### **STAFF PRESENT**

Janie Ange  
Darren Cecil  
Mary Lou Collett  
Jen Hames  
Lillian Koontz  
Janna Walker  
Nancy Stout  
Carmen Carrick

#### **VISITORS PRESENT**

Mike Newby, Ast County Attny  
Sheri Woodyard, DSS Attny  
Debbie Harris  
UNCG Nursing Students (3)

#### **WELCOME**

Ms. Rebecca Daley called the meeting to order, established a quorum and welcomes everyone to the September 12, 2017 Board of Health meeting. Ms. Daley shared that three students from UNC-G who are working with the Health Department have joined us today.

#### **OATH OF OFFICE FOR REAPPOINTMENT T THE BOARD OF HEALTH**

Ms. Debbie Harris administered the Oath of office for Reappointment to the Board of Health to Ms. Jana Andrews.

#### **MEETING AGENDA and CONSENT AGENDA**

Ms. Daley requested a motion for approval of the September 12, 2017 Board of Health meeting agenda.

#### **MOTION**

Mr. Tobin Shepherd made a motion to approve the meeting agenda. Dr. Michael Lanning seconded. The motion was approved without dissent.

Ms. Daley requested a motion to approve the consent agenda, July 11, 2017 meeting minutes, Closed session minutes, August 9, 2017 Bylaws subcommittee minutes, and financial report as presented.

#### **MOTION**

Dr. Lanning made a motion to approve the consent agenda, July 11, 2017 meeting minutes, closed session minutes, August 9, 2017 Bylaws subcommittee minutes, and financial report as presented. Ms. Andrews second. The motion was approved without dissent.

#### **PUBLIC COMMENT**

None

#### **HEALTH DIRECTOR'S REPORT**

In addition to the report mailed out in the packet Ms. Lillian Koontz shared:

- Thrilled Davidson County collected almost 3 million dollars of WIC food instruments in Davidson County last year. That is almost 3 million dollars of Federal monies to help with healthy foods for our Davidson county families. WIC numbers are still down, but we are working across the state to get those numbers up. Coming soon will be a debit card instead of paper vouchers for WIC, hopefully that will increase participation in the WIC program.
- Short fall with the Susan G. Komen grant, Jen Hames met with Bill James at Wake Forest Baptist Health Lexington Medical Center, and Jon Applebaum, new CEO of Novant Thomasville Medical Center to ask for \$10,000 each, to help with the short fall. They are on board, but no contracts have been drawn up yet.
- Working on a Rabies Post-Exposure Policy with the Davidson County Animal Shelter.
- Two dogs are quarantined due to rabies exposure. Dogs were unvaccinated and seen carrying a skunk-skunk was sent to state for testing and the result was positive for rabies.
- New logo has lunched and we are using on letterhead.
- Davidson County is one of the few Health Departments in the state that has yet to sign the Participation Agreement with the NC Health Information Exchange (HIE). Plan to write a letter to the administrator of the program explaining why Davidson County has not joined.

## **NEW BUSINESS**

### **Health Department Staff Recognition**

Leadership Development- Carmen Carrick graduated from the last course.

### **Bylaws Subcommittee**

- Page 19 Article III Section 4: replaced health director with Agency's director.
- Page 24 Article X Section 3: changed to published by the School of Government
- Several edits made to make the document more uniform in regards to terms: Board Chair, Vice-Chair, and G.S. for General Statutes abbreviation.
- Ms. Koontz also shared that Attorney, Mike Newby had submitted in writing that he has reviewed and approved that the bylaws are compliant.

## **MOTION**

Mr. Shepherd made a motion to approve the submitted changes to the Board of Health bylaws. Ms. Andrews seconded the motion, it was approved without dissent.

### **Medicaid Cost Settlement**

- Ms. Koontz and Ms. Janie Ange shared with the Board, that the Davidson County Health Department received \$290,732.00 in September of 2014 for Medicaid Cost Settlement FY 2013.
- In either 2015 or late 2014 it was determined by the Division of Medical Assistance that the formula used to calculate Medicaid cost settlement for 2013 was flawed at the many local health departments would owe money back.
- North Carolina allocated \$14.8 to local health departments in preparation of payback; the Davidson County portion was \$86,129.80.
- On July 31, 2017 received a letter stating Davidson County owed back \$111,616.00 a difference of \$25,486.20 from what we received to payback.
- Following the guidance of Steven Garner, the accountant who handles cost settlement with NCPHA, we scrubbed the report-removing irrelevant data and have resubmitted. Ms. Koontz

reported Mary Lou Collet, Janie Ange, and Cindy Harris worked extremely hard on this tedious task. We are hopeful to lessen the \$111,616.00 that is owed back.

- Currently awaiting response from the state.

### **Reappointments**

- Dr. Lanning – 8/23/2017 (On the agenda for Commissioner’s meeting in October)
- Ms. Daley – 10/25/2017

### **Mary Lou Collett**

- Flu Vaccine Cost \$25/dose
- FY 2015-16 revenue approximately \$8,000 (Cost- \$37,000, Made- \$46,000)
- Other Pharmacy costs: Walgreens-\$39.99, Rite Aid- \$33.00, and CVS- \$40.99

Ms. Daley requested a motion to approve to keep flu vaccine cost at \$25.00 until a time in which the costs of the vaccines require the price to be raised.

### **MOTION**

Ms. Andrews made the motion to approve the flu vaccine cost at \$25.00 until it is required to be raised. Ms. Tammy Troublefield seconded. The motion was approved without dissent.

### **Policy Review**

- Nancy Stout reviewed the Policy changes for policy 100.46 stating there were no significant changes.

Ms. Daley asked for a motion from the Board to accept policy 100.46 as presented.

### **MOTION**

Dr. Lanning made a motion to accept, Mr. Shepherd seconded the motion. The motion passed without dissent.

### **Annual Customer Service Report**

- Ms. Stout presented the Customer Service Report. (Copy to be emailed with minutes)
- 100% of respondents replied they would refer family or friends to the Davidson County Health Department

### **Communicable Disease Report/Foodborne Illness and CD Control Measures/Enforcement Action**

Jen Hames presented the following reports: Public Health Enforcement Actions, Communicable Disease Control Measures, and Communicable Disease in Davidson County. (Copy to be emailed with minutes) Ms. Hames highlighted increases in Communicable Disease trends from previous years for the Boards information.

### **Annual Performance Evaluation for Health Director**

Ms. Daley shared that it is once again time for the performance evaluation for the Health Director:

- Will be using the 360 Tool like in years passed
- County Time frame is October 15<sup>th</sup>- December 15<sup>th</sup>
- Evaluation Committee will meet the last week in October
- We will bring the evaluation back to the Board of Health meeting in November

**BOARD OF HEALTH TRAINING**

Mike Newby, Davidson County Attorney presented on Open Meeting Law and Closed Sessions. For the Annual Board of Health Training. Mr. Newby went into details regarding note taking during closed session, when minutes from closed sessions may be released as public record, and how to properly announce a closed session during a meeting as well as come back from closed session. Mr. Newby also explained why the Board of Health is required to have open meetings and procedures for properly handling open meetings with closed session portions.

**CLOSED SESSION**

Ms. Daley requested a motion to move into Closed Session pursuant to North Carolina General Statute 143-318.11 (a) (1) due to HIPAA protected patient information.

**MOTION**

Ms. Andrews made the motion to move into Closed Session. Dr. Cope second the motion. The motion was approved without dissent.

**CLOSED SESSION**

**OPEN SESSION**

Mr. Tobin Shepherd made the motion to return to Open Session. Dr. Lanning seconded. The motion was approved without dissent. Ms. Daley stated that a closed session occurred pursuant to N.C. G.S 143-318.11 (a) (1) regarding HIPAA protected patient information. No other discussion occurred.

**BOARD MEETING DATES**

The Board of Health will meet next on November 7, 2017 at the Davidson County Health Department.

**MEETING ADJOURNED**

Mr. Shepherd made the motion to adjourn. Ms. Andrews seconded. The motion was approved without dissent.

Respectfully submitted,

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Lillian Koontz, MPA, REHS  
Secretary to the Board

This is a true and accurate copy of the September 12, 2017 Board of Health Minutes.

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Rebecca Daley, RN, MHA  
Chair, Board of Health