

MINUTES

DAVIDSON COUNTY BOARD OF HEALTH

March 5, 2013
12:30 p.m.

BOARD MEMBERS PRESENT

Mr. Corey Buggs
Ms. Becky Daley
Ms. Alice Gray, Vice Chair
Dr. Mark Hamrick, Chair
Dr. Michael Lanning
Rev. Lamar Moore
Mr. Keith Raulston
Dr. Cathy Riggan
Commissioner Don Truell

STAFF PRESENT

Janie Ange
Darren Cecil
Mary Lou Collett
Jen Hames
Barbara Hedrick
Nancy Rosier
Nancy Stout
Monecia Thomas

VISITORS PRESENT

WELCOME

Dr. Mark Hamrick called the meeting to order, established a quorum, and welcomed everyone to the March Board of Health meeting.

MEETING AGENDA and CONSENT AGENDA

Dr. Hamrick asked for approval of the items on the agenda and the consent agenda.

MOTION

Dr. Cathy Riggan made the motion to approve the items on the meeting agenda and the consent agenda as presented. Dr. Michael Lanning seconded and the motion was approved without dissent.

PROGRAM UPDATED

Ms. Thomas explained that each executive management team member has submitted a one to two page program update to give the Board an opportunity to skim over the information from the individual programs then each executive team member will share highlights they would like to point out on their updates to the Board.

- Director of Nursing Mary Lou Collett explained her department is Personal Health which also includes: Office Support Staff, Clinic Nurses, School Health Nurses, Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) Staff, Communicable Disease Staff, Community Care Managers and Health Check Staff. Ms. Collett stated the largest undertaking will be electronic medical records and hopefully make the transition by the fall also staff need training with the changing over from ICD-9 to ICD-10 coding for the billing process. Ms. Collett shared Office Support is fully staffed also progress is being made in filling the two clinic positions.
- Environmental Health Supervisor Darren Cecil focused on Environmental Health Section Chief Layton Long is currently meeting with all the counties to receive feedback for future program improvements. Mr. Long sent out a survey on the food and lodging program wanting feedback on what is right and what is wrong. Food and Lodging is going through a QA process just as WIC and clinic services have done to try to identify strength and weakness and what needs to be changed.

Mr. Cecil stated he had a couple of meetings with newly hired Central Permitting Supervisor Jose Colon but logistically environmental health is not there yet and still need to figure out how it will all work. The renovations on the permitting office should be completed around March 22nd. Mr. Cecil reported Project 319 is moving a little faster, it is a study to look at wastewater movement in the Abbott's Creek Watershed being conducted by NCSU. Lee Parks was promoted to the Vector Control Program Specialist and Eric Bailey is the new Environmental Health specialist and will begin work March 25th also the authorization/cross training of Randy Swicegood in the Food Inspection program.

- WIC Director Barbara Hedrick stated the Nutrition Services Branch provided webinars in January and February and will continue until June to acclimated staff to Crossroads a web-based data system that the WIC programs across the state will use to keep all of WIC records electronically. One of the challenges to attend the Crossroads webinars we have to block the appointments and still maintain the caseload that is required to continue to receive the funding. Ms. Hedrick reported the caseload is 4,353 and they have done a really good job in 2012 to have an average participation of 98%. Usually from November through January participation tends to drop a little bit because of weather conditions and folks traveling for the holidays.
- Quality Improvement Coordinator Nancy Stout stated the biggest thing she has been working on is closing Phase I of Clinical QI Project which involved getting clinical services integrated to provide service for each clinic each day. From the Kaizen data the actual goal of 94 minutes wasn't quite met but a lot of grain was made in the time over as a whole going from 122 minutes to 103 minutes then in Phase II each individual clinic will be looked at so hopefully we will be able to shave more time off. Ms. Stout mentioned the QI Counsel is still getting established and they hope to do a little mini project as a learning experience to get all the members familiar with QI. Ms. Stout explained every year the employee appreciation is an event scheduled on the last Friday of April where management team provides lunch to all staff in every department and typically have a customer service theme presenter come and talk to the staff.
- Division of Finance/Human Resource - Janie Ange stated she and Monecia presented the 2013-2014 budget to the Board of Health Budget Subcommittee on March 25th. The budget would be presented to the full Board of Health today for approval then will be summited to Zeb Hanner Asst. County Manger this afternoon. The State cut immunization funding \$17,000 so we plan to use our Medicaid Maximization funds to cover costs for this year. The state has put all the immunization funding back in for next year.
- Division of Health Education - Jen Hames reported the health department and both hospitals participated in a pilot project hospital collaborative with the Institute for Public Health. We have given our final presentation back to all the counties that were a part of this collaborative about how we have worked together on our community health assessment and how we hope to continue. Both hospitals and Ms. Hames presented the findings on the community health assessment to all three Chamber of Commerce's last week (learned North Davidson has a chamber as well). Community transformation project has contracted with Health by Design who will be meeting with county/city planners to make sure health is included in any city or county planning by taking a look at the built environment and what can be done to increase access to physical activity. Community Transformation Project developed fact sheet for each of the counties on the different types of activities/projects so they could choose ones they would like to work on. Have a fact sheet for the Community Transformation Project where we started looking at access to locally grown produce by working with the corner stores in isolated areas offering locally grown produce at their convenience stores and will be continuing that. Planning on working with the schools on joint use agreements on what we can do with playgrounds and other

facilities at the schools to open them up for access by the public. Tobacco Work Group continuing the process of looking at tobacco free county grounds. City of Thomasville is working on the Children at Play Initiative and we are partnering with them to address obesity prevention in children. Davidson County Healthy Communities Coalition has as its three priorities that came out of the community health assessment were obesity, tobacco and access to healthcare so we have work groups that are focusing on each of those areas to come up with an action plan for what are we going to do in Davidson County to address these over the next three years. Submitted a couple of grant proposals that are pending. Thomasville City School submitted a grant proposal that Ms. Hames wrote to enhance their TRU (Tobacco Reality Unfiltered) group, a teen tobacco prevention concept with a lot of peer activities involved. The grant was written for a \$1,000 and the State liked the grant so well they are actually receiving \$5,000. Ms. Hames explained the media articles are usually submitted once a month to the local newspapers and are tied into a theme, for example February is heart month and March is nutrition month. In January was a WIC article and our first case of rabies and in February Monecia and I met with the newspaper and did article on reaccreditation. Ms. Hames shared the fact sheet on what community transformation is and she explained they were modified specifically for each county with a contact person listed on their sheets.

- Health Director Monecia Thomas attended the County Commissions Annual Retreat and gave a brief presentation on the responsibility of the County Animal Shelter that is currently under the responsibility of the Sheriff office. County Manager Robert Hyatt had shared with Ms. Thomas the sheriff was doing a presentation to see if there was another department that might be a better fit for the animal shelter. Ms. Thomas was please to state during Sheriff Grice presentation he specifically said in talking with the director of the animal shelter even she felt under the health department was not the best place for oversight. Ms. Thomas during her presentation happily agreed and explained the health department relates to animals in terms of rabies with the main focus on protecting the public from rabbit animals and making sure animals and people get the attention they need to prevent rabies. Two of the commissioners spoke after the presentations with suggestions that maybe the animal shelter should be its own department or possibly there is a third party that could provide some oversight. The meeting ended with a request to Robert Hyatt to do more research. Ms. Thomas stated in 2009 when they last looked at this issue there were about 22 health departments surveyed with about 6 or 7 oversight with the health department, about 6 or 7 oversight with sheriff department, some animal shelters that had their own department reporting directly to the county manager and then others did sort of a hodgepodge of thing. In having the School of Government look back at that list, 2 of the health departments have given the animal shelter responsibility over to the sheriff's department. Since that meeting the School of Government has printing up some information about animal shelters and their numbers now correspond with about 29 are under the sheriff's department in the counties, about 23 are their own departments so the majority are not with your average health department. Ms. Thomas felt this subject would come up again through the commissioners or through the county manager.

Ms. Thomas explained we are very close to hiring another dental assistant giving us two on staff which will reduce our cost by not using a staffing agency to operate the dental clinic. Ms. Thomas and Ms. Collett are still looking for a dentist; they have made numinous calls to the Office of Rural Health, UNC-Chapel Hill and East Carolina to see if they were aware of any dentist in the area. Ms. Thomas felt fortunate having a couple of conversations with interested dentist but it hasn't worked out with their time and schedules. One young lady came from Winston Salem to meet with us one-on-one to explain she had been hired but she wanted to see if her schedule would allow her to work with us two days a week so we have had some interest but we are still searching. Medical

Ministries went up slightly per day with the dental clinic rent but has been already covered in the budget.

Ms. Thomas distributed copies of Senate Bill 23, House Bill 109 and 18 and gave a quick overview:

- Senate Bill 23 Ms. Thomas had sent an email to the Board where Senator Bingham had put forth to have tobacco free college campuses. Ms. Thomas may have miss spoke previously, the original bill does require all community colleges to have a tobacco free policy but there was some concern Senator Bingham might be pushed in to making changes to allow for designated smoking areas. People felt like that would be going backwards in terms of tobacco free college campus because the majority of campuses in North Carolina are tobacco free. As the Board saw in the email Ms. Thomas sent yesterday before they started making their phone calls to Senator Bingham that bill has been pulled.
- House Bill 109 is requiring safety helmets for those 18 and under that ride motorcycles but if you are over 18 and meet certain requirements then you may not have to wear one if the bill passes.
- House Bill 18 is the Youth Skin Cancer Prevention Act changes the guidelines from 14 to 18 years of age to have legal use of tanning equipment to protect young people from skin cancer.

Ms. Thomas pointed out the North Carolina Association of County Commissioners (NCACC) Legislative Goals in the Board of Health packet were recently release at the health director meetings and she noted that several that were a Health and Human Services related:

- The health directors appreciate the opposing of weakening of smoke-free restaurant and bars law. North Carolina has made great strides and we don't want to go backwards.
- Increase Medicaid rates to cover costs
- Support an increase in food and lodging inspection fees to cover costs. Currently the health directors are promoting and encouraging an increase from \$75 to \$120 with a portion of that money going to the State and a portion to the local health departments. Ms. Thomas felt two things stand out; one of the health directors that was a former environmental health director suggested \$75 to \$120 is probably the best we are going to get and is where we need to aim for right now and they did work in conjunction with the Restaurant Association in North Carolina. The second part that stands out is the State plan to take a portion of their funds to develop an IT system may be more user friendly than some counties may have.
- Restore state funding of public health accreditation - Ms. Thomas couldn't remember the time frame but Darren may have covered it with the Board that all health departments had to pay \$2,750 for accreditation because funding was removed from the State so in order to get the \$300,000 that it takes to run the program each local health department paid \$2,750. The last time the health directors talked there were 5 health departments that haven't paid most likely they are trying to wait until they get to the end of their fiscal year to get the money together. There has been a lot of discussion about \$2,750 knowing that as a health department pay that this year but not being accredited to support the program for other health departments that are being accredited this year. There is some concern why not change the formula, instead of every county health department paying \$2,750, have every health department pay a \$1,000 plus a certain percentage of your population. If you do the math for Davidson County the formula would have worked out to be \$3,400 and of course the small counties voted for the percentage based on the population but the health directors voted as a group and agreed on the \$2,750 and continue to work with the county commissioners and others to make sure we get funding back into State budget.

Ms. Thomas mentioned that Mary Lou has already alluded to some of this with our staffing under successes Ms. Thomas noted with the posting and hiring of staff in having great county support and a real good number of applicants across the board. Already hired an Environmental Health Specialist, two Management Support clerical staff their first day was last Monday, a Nurse hired in February, one School Nurse and preparing to hire a dental assistant also one nursing position posting that has just closed and will start interviewing. The nursing positions are due to internal promotions where people are moving from one department to the other.

OLD BUSINESS

• **Dental Clinic**

Ms. Thomas stated she had previously covered dental clinic staffing updates; a dental assistant would be hired soon, the health department is still searching for a dentist and also a small dental clinic rent increase occurred.

NEW BUSINESS

• **NALBOH** (National Association of Local Boards of Health)

Ms. Thomas explained the National Association of Local Boards of Health guidelines cover the six governance functions and she felt they could be directly related to the health department's accreditation activities. Ms. Thomas and Nancy Stout will work with those six functions of governance and relate them to accreditation and if the Board was interested in adopting those as rules and guidelines as a part of our Board of Health handbook. Ms. Thomas stated she was giving them to the Board at the March meeting a comeback in the May meeting to see if the Board would like to add to the official handbook. When it was presented to the North Carolina Chapter of the Boards of Health they did mention that it is going to become part of the Boards of Health training.

• **2013-2014 Budget**

Ms. Thomas explained the Budget Subcommittee meeting was a two part meeting; Darren presented environmental health fee changes he recommends are in the policy in the Board packets highlighted in yellow. Darren will be giving the Board with an overview of the changes then turn things over to Janie Ange for information about the major changes in the budget from last year to this year.

Mr. Cecil shared some history about fees beginning in 1989; Davidson County was one of the last counties to adopt fees. Fees stayed unchanged until 1999; obviously there has been a lot change in cost in ten years so in 1999-2000 time frame the Board of Health decided to adopt a policy for fees to be reviewed every two year. Mr. Cecil stated based on that policy every two years he does a comparison of counties that are comparable in size and income and also surrounding counties. The numbers in the study shows in about every category Davidson County is low in environmental health fees. Summary of recommended Environmental Health fee changes are:

- Application fee for Improvement Permit fee increase by \$20.00
- Application fee for Authorization to Construct permit increase by \$20.00
- Application fee for Building Authorization and Manufactured Home Release increase by \$10
- Application fee for new well permit increase by \$40.00
- Application for Public Swimming Pool annual permit increase by \$25.00
- Application for plan review in Food and Lodging increased by \$50.00

Mr. Cecil reported based on the revenue from the number of permits from the last three years the estimated revenues for the coming year with those revenue increases would be \$11,180.00. The fees haven't increase since 2008 because of the economy so incremental increases are needed to address fee concerns and if the budget passed would be effective July 1, 2013.

MOTION

Commissioner Don Truell made a motion to approve the request for changes in the Environmental Health Fee Policy effective July 1, 2013 as proposed. Dr. Cathy Riggan seconded and the motion was approved without dissent.

Ms. Ange pointed out the major changes:

- County Dollar Request - \$59,143 increase of County Dollars
- Expenditures – Ms. Ange stated the County has requested the first three items to be included in the budget:
 - 1/5, 1/10 salary increase
 - Health insurance increase
 - Retirement contribution increase
 - Reclassification of 2 positions in Environmental Health
 - Environmental Health Supervisor III to Environmental Health Director
 - Human Services Planner I to Human Services Planner II
 - Electronic Medical Records/Scanning of current Medical Records – proposing to use our Medicaid Maximization funds to cover costs.
 - Travel allowance increase 55 cents to 56 cents
 - Repair Dental Equipment \$5,000
- Revenue
 - Proposed Environmental Health Fee increase
 - Sliding fee scale changed – more clients are sliding to 0 – decrease in patient pay
 - Medicaid in process of changing their billing system - more denials instead of reimbursements
 - Will need additional funding for the State funded School Nurses either from the school systems or will have to use Medicaid Maximization funds.

Ms. Thomas distributed -Three Forms Davidson County Budget approval – Department Summary of Equipment and IT needs – IT and Equipment needs to help along the way and to pointed out to the Board by the Board approving and supporting what we are asking you to do give you background information and the requested action wording helps in making a motion is for our minutes and meets accreditation purposes. Janie did mention the \$5,000 for equipment also the management team met this morning and did an inventory and evaluation analysis IT and equipment needs and basically came up with this on one page about what our needs are in terms of equipment over \$1,000 and hardware and stated in our minutes we would address these things as funding would allow. Ms. Thomas wanted to make the Board aware this is for your motion wording for accreditation purposes. From the subcommittee meeting in attendance were Dr. Hamrick, Commissioner Truell, and Dr. Lanning and Corey Buggs most of the conversation focused on what Ms. Ange has just gone over on the one page, School Nurses, electronic medical records, scanning, and environmental health fees and the logic behind them.

Ms. Ange directed the Board to budget item Charges for Services line for Davidson Medical Ministries there is nothing there since we no longer contract with them for the nurse practitioner's services and did not budget any Home Health interest funds this year that was the money was used mainly for the nurse practitioner's salary. Ms. Ange stated it was a very flat budget.

MOTION

Rev. Lamar Moore made the motion to honor the administration's request to approve and support the summary list of equipment needs as presented. Mr. Corey Buggs seconded and the motion was approved without dissent.

Dr. Hamrick stated the Budget Subcommittee listened to the Environmental Health Fee Proposal and 2013-2014 budget proposal presentations and voted to support the budget as presented.

Dr. Cathy Riggan made the motion to approve and support the 2013 -2014 Davidson County Health Department's budget. Mr. Corey Buggs seconded and the motion was approved without dissent.

Ms. Thomas explained at the health department the Environmental Health department is the only group that does performance based budgeting, we have met with the assistant county manager to see if it something we could do in Clinic. Darren is sort of our residence expert on PBB.

Darren explained Performance Based Budgeting set goals of what we think we can accomplish in environmental health also if there is something we are weak or have a problem in set goals. A lot of it is things that we do every day which is basically a performance measure in an evaluation of whatever the application we use it for. The reward of PBB at the end of the year assuming all of the goals are met then 70%-80% is kept total amount of environmental health budgeting and is banked for the next year as a reserved fund and in the past has been moved out to purchase computer equipment and a vehicle with the remainder of those funds goes back to the general budget.

Closed Session

Dr. Hamrick announced that the Board needed to go into closed session in accordance with North Carolina General Statute 143-318.11(a) (1) to discuss personnel matters.

Mr. Buggs made a motion to go into Closed Session. Commissioner Truell seconded and the motion was approved without dissent.

After a brief discussion, Rev. Moore made a motion to end the Closed Session. Dr. Lanning seconded and the motion was approved without dissent.

Open Session

Mr. Buggs made the motion to remove ending of probationary period for Monecia Thomas. Dr. Riggan seconded and the motion was approved without dissent.

Dr. Riggan made the motion to approve the evaluation for Darren Cecil. Commissioner Truell seconded and the motion was approved without dissent.

BOARD MEETING DATES

The Board of Health will meet Tuesday, May 7, 2013 at 12:30.

MEETING ADJOURNED

Respectfully submitted,

Monecia R. Thomas, MHA
Secretary to the Board

This is a true and accurate copy of the March 5, 2013, Board of Health Minutes.

Dr. Mark Hamrick, Chair