

# MINUTES

## DAVIDSON COUNTY BOARD OF HEALTH

November 4, 2014  
12:30 p.m.

### **BOARD MEMBERS PRESENT**

Ms. Jana Andrews  
Ms. Becky Daley  
Dr. Rick Gilliam  
Dr. Mark Hamrick, Chair  
Rev. Lamar Moore  
Mr. Keith Raulston  
Mr. Tobin Shepherd  
Commissioner Don Truell

### **STAFF PRESENT**

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

### **VISITORS PRESENT**

Mike Newby, Asst. County Attorney

### **RECOGNIZED FOR NCPHA:**

Karen Copley  
Sherry Yarborough

### **EPI TEAM MEMBERS:**

Ava Byrd  
Karen Copley  
Lillian Henderson  
Gwen Yates

### **WELCOME**

Dr. Mark Hamrick called the meeting to order, established a quorum, and welcomed everyone to the November Board of Health meeting. Dr. Hamrick specifically welcomed the additional Health Department Staff in attendance to be recognized for NCPHA awards and those present to talk about the Outbreak Preparedness Plans.

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

Dr. Hamrick asked for approval of the agenda and the consent agenda, including the September 2014 minutes and the financial reports.

### **MOTION**

Mr. Keith Raulston made a motion to approve the items on the meeting agenda, the consent agenda, the September 2014 Board of Health minutes and the financial reports as presented. Ms. Becky Daley seconded and the motion was approved without dissent.

### **PUBLIC COMMENT**

None

### **PROGRAM UPDATES**

- **Environmental Health Director Darren Cecil** highlighted a few items:
  - The number of Applications is increasing because builders are returning to Environmental Health for Applications. Approximately 10% of Environmental Health Applications are being received in the Central Permitting Office.

- A ‘Field trip’ is being planned for early December to Catawba County to look at Central Permitting Software to replace the aging software the County is currently using for Permitting.
  - Material costs for conducting private water supply sampling were increased significantly by the Legislature. These costs could significantly impact the EH budget. A proposal for raising fees is being developed. This issue is scheduled to be presented to the Board of Health and Board of Commissioners in January 2015.
  - The changes to the carbon monoxide testing law for lodging facilities by the Legislature resulted in the inspections being completed by the Fire Marshal. If the lodging facility doesn’t comply then enforcement of compliance will be the responsibility of the Health Director and ultimately to Environmental Health to enforce within three days.
- **Director of Nursing Mary Lou Collett** mentioned they are moving forward on November 19<sup>th</sup> with the Laserfiche training for the scanning of medical records with the Office Support and Clinical Staff.
    - A Medical Laboratory Technician was hired and a Lab Manager was hired from within the agency.
  - **Health Education Supervisor Jen Hames**  
Dr. Hamrick stated that Jen Hames is away attending training, but her report is in the Board of Health packet and Ms. Thomas would be happy to answer any questions the Board may have.
  - **WIC Director Barbara Hedrick** explained that her report is sort of ‘sketchy’ because since the Crossroads roll out WIC has not had complete participation numbers. Ms. Hedrick commented that she told the Nutritionist Services Branch Coordinator that she feels like she is “flying blindfolded”.
    - WIC has completed the Final field testing for the County Audit by Martin Starnes.

**Quality Improvement Coordinator Nancy Stout**

Dr. Hamrick stated that Nancy Stout is absent and her agenda items will be covered by others present instead of postponing them. Monecia is available to answer any questions the Board may have.

- **Health Director Monecia Thomas** mentioned she had a few items to share with the Board.
  - **Professional Meetings/Trainings Attended:** DCSPAN is Davidson County Stop Prescription Abuse Now Coalition and last night they held their Project Bedroom event. The Project Bedroom presentation is completed by a young lady who shares her personal story of her 16 year-old daughter who passed away from a prescription drug overdose a few years ago. The event was opened up to the entire community, all three school systems and parents. We were very pleased with about 50-60 engaged audience members in attendance. Project Bedroom is constructed to look like a teenager’s bedroom and it is designed to teach parents where their children may hide drugs. It is an interactive presentation where the presenter asked volunteers to come up and look for drugs and drug paraphernalia in the room and amazingly there a lot of places you would not think to look. Ms. Thomas considered Project Bedroom a real success for DCSPAN and the School Sector Group did a great job with the presentation.
  - **Meeting with Local Government Federal Credit Union (about Board of Health options)**  
Ms. Thomas distributed pens to the Board from the Local Government Federal Credit Union. The Credit Union can help Board of Health members by providing trainings and assistance for training opportunities at UNC Chapel Hill. Ms. Thomas will send the Board an email to see if the Board is interested in hearing directly from the Credit Union on the trainings and the setup they have with UNC-Chapel Hill.
  - **Items to Note**
    - **New Hires:**
      - Tiffany Cottingham, Medical Laboratory Technician II
      - Alan Ray, Computer Systems Administrator II

▪ **Re-Appointment Dates for Board of Health Members:**

- Dr. Mark Hamrick completes maximum term in January 2015.
- Rev. Lamar Moore and Keith Raulston complete their maximum terms in February 2015.

Ms. Thomas encouraged the Board to reach out to others who will fill these positions that will become vacant very soon; Veterinarian, Engineer and Public Citizen.

- **Board of Health Orientation for newest Members:** Jana Andrews and Tobin Shepherd are working on their On-line Orientation, and training for all Board members will be scheduled in 2015. According to Accreditation requirements, the Board of Health training to be held at least once during four years and with new Board members coming on, it would be a good training opportunity for them.

▪ Successes:

- School Nurse Funding were added on the list of NCALHD (Association of Local Health Directors) Legislative Priorities. Davidson County receives eight school nurses through that funding for a total of \$400,000 for the three school systems.
- Ms. Thomas explained that the Animal Shelter was not on her report because this is not an issue related directly to the health department. She reminded the Board about the emails concerning the County's discussion about the Animal Shelter. Ms. Thomas thanked the Board for responding back and giving very good information on what might be possible alternatives. During the Commissioners meeting, the decision was made to pursue an option with the United Animal Coalition that operates the Shelter in Guilford County. Ms. Thomas thanked the Board for their support and she mentioned that we all strongly felt the Health Department was not the best location for the supervision of the Animal Shelter.

Dr. Hamrick stated that a Chair and Vice-Chair are elected annually by majority vote of the Board at the first regular meeting of the new calendar year. Alice Gray is currently serving as Vice-Chair and she has indicated her last term ends in January 2016. Alice has suggested that it may be best to go ahead and elect a new Vice-Chair in January. In addition, Dr. Hamrick, the current Chair, will end his term in January.

Dr. Hamrick encouraged each of the Board members to start thinking about these positions and who should be nominated. He encouraged the Board members to feel free to contact him if they had suggestions, ideas or questions.

Dr. Hamrick commented that Ms. Thomas did not have the East Carolina University (ECU) Dental Clinic update on her Report, but he wanted to share that they are moving forward with their plans to open later this year. The Ribbon Cutting Ceremony is scheduled for December 15 at 2:00PM. East Carolina has provided us with a list of individuals who should be invited. Dr. Hamrick asked the Board if there are other individuals or groups that they think should be invited.

Ms. Thomas distributed the list of invited guests to the Board to see if they had any recommendations for additions. Ms. Thomas also shared a spreadsheet of the categories of people ECU invited: Northwest AHEC, the NC Governor, the NC Secretary of State, UNC General Administration, Davidson County Manager and Commissioners, Board of Health members, several County Health Directors from our region, the Davidson County Workforce Development Board, the Davidson County Economic Development Commission, Davie County Commissioners, Davidson Medical Ministries Personnel and Board, Wake Forest Baptist-Lexington Medical Center President, Novant Health-Thomasville Medical Center President, Davie Medical Center President, Davidson County Community College Foundation Board and their Trustees, NC State Board of Community Colleges, City of Lexington Mayor and Manager, Lexington Council Members, City of Thomasville Mayor and Manager, Thomasville Council Members, Lexington and Thomasville Chamber of Commerce, the NC Secretary of Health and Human Services, the Division of Public Health Director and other key staff, BCBS NC Foundation, the Dental Society, DEST Dental Management, Fuquay Solutions, NC Community College System representatives and Senators and Representatives from our area.

## **Old Business**

Dr. Hamrick stated that during our November Board of Health meeting, we ran short of time, so Ms. Thomas provided us with the UNC-CH School of Government Legislative Update Follow-up via email. The update focused on the key items that included the Well Water Testing Fee increase. It should be noted that a meeting with the Environmental Health subcommittee has been scheduled for December 2 at 10:30AM to discuss the changes.

Dr. Hamrick brought the Board up to date on the Health Director's Performance Evaluation and Job Description Review Process; On October 21, Board of Health members that were able to meet participated in a session with the facilitator, Dr. Steve Orton. The purpose of the session was to establish a series of target areas that the Board of Health would like to see the Health Director/Health Department work on throughout the next calendar year. These 4 targeted areas could possibly become the foundation of the Annual Performance Evaluation. These areas could also lead to a structure that the Health Director could update every other month and distribute via email to the Board of Health members. This information can be used in the future for Evaluation purposes. Also, the Board of Health Evaluation Subcommittee met on Friday, October 31 to discuss the Performance Evaluation for this year. More detail will be discussed during the Closed Session.

## **New Business**

Dr. Hamrick announced the Davidson County Health Department Staff recognized at the NC Public Health Association (NCPHA) Annual Education Conference. Dr. Hamrick mentioned that Jen Hames and Karen Villines are attending a training and so they are not here with us, but the Board they wanted to take an opportunity to honor these individuals:

- Karen Villines – Selected as an NCPHA ALL-STAR
- Karen Copley – GLAXOSMITHKLINE INDIVIDUAL RECOGNITION AWARD NOMINEE
- Jen Hames and Karen Villines – GLAXOSMITHKLINE NOMINEE for HEALTH DEPARTMENT DIVISION
- Sherry Yarborough – NURSING SCHOLARSHIP WINNER and ROBERT S. PARKER LEADERSHIP SCHOLARSHIP WINNER

Dr. Hamrick stated that as we recognize people, we should also recognize Commissioner Truell. Commissioner Truell received the Grady Hunter Regional Excellence Award for his dedication and service to the Piedmont Triad region.

## **Davidson County Health Department Strategic Plan Progress Update**

Dr. Hamrick mentioned that for the next item on the Agenda, Board members should refer to the Strategic Plan that they have in their Board of Health notebooks. Nancy Stout was scheduled to provide us with an update. Fortunately, she has provided us with a summary highlighting a few of the updates in the Board packet. If you have any questions about the items in the summary or other items, please feel free to ask.

Ms. Thomas commented that Ms. Stout picked out some of the main points that she wanted to call your attention to. Ms. Thomas pointed out two items that are not on the update list, but are on the original Strategic Plan:

1. There is supposed to be a Joint meeting between the BOH and the tri-district SHAC to discuss increasing students' physical activity. The original due date was January 2015. But, in 2014, SHAC altered their Bylaws and restructured their membership. These changes impacted the Strategic Planning sessions and the selection of officers. Then specific Action Plans were recently developed. As of October 2014, the 'new' SHAC has had 2 meetings focused on the new Action Plans. A joint meeting with the Board of Health will be delayed as the Council becomes more stable and focused. SHAC meets at 3:30PM on the 4<sup>th</sup> Monday of each month. Ms. Thomas asked the Board their opinion on a proposed meeting time. She mentioned requesting that they attend our meeting may be a little more difficult in the middle of the day.
2. Advocate for the Davidson County Community College to explore initiating a culinary arts program – due date December 2015. Ms. Thomas asked who may be the best person at Davidson County

Community College to contact about this idea. Ms. Daley recommended Jeannine Woody, Vice President for Academic and Programs.

### **Records Retention and Disposal Update**

Dr. Hamrick mentioned that Ms. Stout provided the information in the Board packet and that the Board is aware that the health department follows specific guidance from the NC Office of Cultural Resources – Division of Archives and Records. The guidance dictates which records have to be maintained and which ones can be destroyed. Nancy's document provides us with an update on recently destroyed records.

### **Bad Debt Write-Off Approval**

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

The totals in the bottom section can be submitted and collected. When the individuals file their taxes the Health Department can recoup some of these monies.

### **Outbreak Preparedness – Davidson County Health Department and County-wide Preparedness**

Dr. Hamrick reminded the Board that Ms. Thomas sent out emails concerning an Outbreak Preparedness Planning meeting that was held on October 31<sup>st</sup>. Ms. Thomas and Ms. Karen Copley will provide a brief overview of the meeting.

Ms. Thomas stated that she would start the overview and Karen Copley, the Communicable Disease Nurse Supervisor, would provide more detailed information. Ms. Thomas explained that the meeting was planned with Emergency Management and Emergency Medical Services. One of the goals was to make sure that everyone understood that this was an Outbreak Preparedness Planning meeting, not an Ebola meeting as we originally referred to it as. We wanted to make sure people knew who to contact if something should happen and for people to be aware of what processes were in place across our community. Ms. Thomas distributed the handouts that were provided at the Outbreak Preparedness Planning meeting. The materials were from the CDC and the NC Division of Public Health. Ms. Thomas also provided the Ebola Hotline number – 1-800-222-1222.

### **Karen Copley, Communicable Disease Supervisor**

Ms. Copley mentioned that there was a cartoon in The Lexington Dispatch showing issues that put more Americans at risk compared to those at risk for contracting Ebola. The cartoon included a big bowl of sugar, diabetes, corn syrup, obesity, sweets, calories, heart attacks, etc. The point was to illustrate that Ebola is not the greatest threat to Americans today.

Ms. Copley explained that Public Health prepares for Communicable Diseases – this is what we do. For example, HIV, SARS and H1N1. Ms. Copley highlighted a few facts:

- Ebola is not new; it has been around since 1976.
- It started in Zaire which is now known as the Congo.
- Africa is a very large continent and people should be aware of the size of the continent when considering visitors to the country.
- Ebola is rare, but very deadly.
- It is spread by direct contact; it is not airborne.
- Fever, headache, joint muscle pain, sore throat, weakness, diarrhea, stomach pain are all symptoms.
- The Case Definition: Any person with a fever greater than 101.5, symptoms listed and has traveled to one of the affected countries in the last 21 days.
- As of last week: Total Cases 9,937      Lab confirmed 5,501      Deaths 4,887
- The health department will begin Contact Tracing on any person who has these symptoms.
- The Health Department EPI team has been trained on how to use the Contact Tracing form.
- Weekly conference calls with the State Health Department are scheduled for Fridays at 11:00am.

- Ms. Copley stated that we want to be prepared so we are operating under the READY acronym: **R**eview the guidance, **E**ngage your EPI team, **A**ssess your capacity, **D**esignate your tracers, say **Y**es to table top exercises. A table top exercise is planned and our EPI team will participate. Ms. Copley explained that Contact Tracing gives public health the authority to directly observe the individual at least once daily to review symptom status and monitor temperature; a second follow-up per day may be conducted by telephone in lieu of a second direct observation.

Ms. Thomas stated that Karen Copley and Ava Byrd have been working on signage and if the Board came through the lobby they may have observed the signage on the front door and elevator to make the public aware if they are sick. Ms. Copley distributed a flyer on how to recognize Flu from the Ebola virus. Ms. Copley stated that the flyer is on the CDC Ebola website.

Ms. Becky Daley stated that she had looked on the CDC website just before she came to the Board of Health meeting and the cases are up 13,540. Confirmed approximately 7,000 Deaths 4,941

Ms. Copley spoke about the guidance being provided about the types of personal protective equipment (PPE) and the processes for putting on and removing the PPE for all healthcare workers entering the room of a patient hospitalized with the Ebola virus disease. The key concepts are repeated training and competency in performing all Ebola-related infection control practices and procedures and having no skin exposed.

Tobin Shepherd commented that the beauty of Public Health is that staff are always prepared.

Ms. Copley stated that her staff try to stay connected with other health departments and local and regional hospitals and know who those people are that need to be contacted when necessary.

Ava Byrd mentioned that because the health department does not have a dedicated room to isolate an individual, the best place would be to put them in their car and the nurses could go to them and talk to them to see if they are at risk or not.

Gwen Yates, School Nurse Supervisor, talked about a question from Davidson County Schools. Ms. Yates has been in touch with Guilford County to find out what their procedures are for isolating students. She mentioned that the Communicable Disease division should be contacted if there are any school concerns.

Ms. Thomas stated that Guilford County Schools has started asking questions of their visitors to the schools. It was noted that Guilford and a few other counties in the state have a higher percentage of West Africans in their community so they have reached out more to that population.

Preparedness Coordinator, Lillian Henderson, shared the question she asked of the partners at the Outbreak Preparedness Planning meeting. In the event that someone in Davidson County has a confirmed case of Ebola, their home has to be decontaminated as directed by CDC. The other residents of the home will not go to the hospital so that leaves the question “Where do the other residents go?” Ms. Henderson spoke with the Orange County Preparedness Coordinator and they are working on getting memorandums of agreement (MOA) with hotels to take these individuals. Ms. Henderson stressed that this only applies when a patient is diagnosed with Ebola and they must be removed from their home. During the decontamination process, no one can live in the home and the carpeting and curtains are removed. The other residents must be quarantined in Isolation for a 21-day period and Public Health is responsible to find the location. Ms. Henderson mentioned that hopefully we will not have to deal with any of this, but as Ms. Copley stated preparedness is name of the game and in Public Health we want to be prepared.

Ms. Henderson informed the Board about the State Preparedness Agreement Addendum requirement to complete a full-scale Preparedness Exercise using the Strategic National Stockpile plan. If Davidson County residents were exposed to a biological agent, medication would need to be dispensed. There are over 160,000 residents in Davidson County which would be no small feat. In the exercise, we will open a receiving site and the State will send fake medication that will need to be cataloged and then taken to one of the dispensing sites. This will be a huge undertaking. The garage area across the street will be the receiving site and the distribution sites are schools.

All of the personnel involved will not work in their regular roles that day. Different counties that have already done their exercise have used the school system because it is an excellent way to tell people to report to the high school in the district where you live. They are looking forward to the exercise and are in talks with a company to get professional guidance in planning.

Dr. Hamrick stated that he had read the Outbreak Preparedness Planning Meeting minutes and saw the participation list of the people who attended and it was very impressive. He felt it was great that the Health Department is asserting itself as the expert in the area by getting everyone together and he thought it calms everyone down once you have a plan.

**County Commissioners 2015 Schedule of Meetings – Monecia Thomas**

Ms. Thomas distributed the County Commissioners 2015 Schedule of meetings and reminded the Board to add this schedule to their Board of Health notebook.

**Closed Session**

Dr. Hamrick requested a motion to move into Closed Session to further discuss Personnel Issues in accordance with General Statute 143-318.11(a)(6).

**MOTION**

Mr. Tobin Shepherd made a motion to go into Closed Session. Ms. Becky Daley seconded and the motion was approved without dissent.

**CLOSED SESSION**

Commissioner Truell made a motion to come out of Closed Session. Tobin Shepherd seconded and the motion was approved without dissent.

**OPEN SESSION**

Rev. Moore made a motion to revise the September 9, 2014 Board of Health Closed Meeting Minutes. Commissioner Truell seconded and the motion was approved without dissent.

Tobin Shepherd made a motion to accept the Performance Evaluation as stated by the SubCommittee and the current Job Description. Jana Andrews seconded and the motion was approved without dissent.

Everyone was reminded of the Thanksgiving 5k scheduled for November 27, 2014.

**BOARD MEETING DATES**

The Board of Health will meet Tuesday, January 6, 2015 at 12:30.

**MEETING ADJOURNED**

Keith Raulston made a motion to adjourn. Tobin Shepherd seconded and the motion was approved without dissent.

Respectfully submitted,

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Monecia R. Thomas, MHA  
Secretary to the Board

This is a true and accurate copy of the November 4, 2014 Board of Health Minutes.

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Dr. Mark Hamrick, Chair