

## MINUTES

### DAVIDSON COUNTY BOARD OF HEALTH

September 11, 2012 – 12:30 PM

#### **BOARD MEMBERS PRESENT**

Dr. Mark Hamrick  
Ms. Alice Gray  
Commissioner Don Truell  
Rev. Lamar Moore  
Mr. Keith Raulston  
Dr. Cathy Riggan  
Dr. Rick Gilliam  
Ms. Becky Daley  
Mr. Rod Kcuik  
Mr. Corey Buggs

#### **STAFF PRESENT**

Mary Lou Collett  
Barbara Jones  
Nancy Rosier

#### **VISITORS PRESENT**

Michael Newby, Asst. County Attorney  
MHA Student at Pfeiffer University  
Kristy Berrie

#### **WELCOME**

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

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

Dr. Hamrick recommended that amendments to the agenda: technical corrections to Board of Health February 17, 2012 Budget Sub Committee meeting minutes and amendments to the Board of Health Bylaws needed to be added to the agenda. Dr. Hamrick asked for a motion for approval of the amended agenda and the consent agenda including the July 10, 2012 minutes, monthly and financial reports.

#### **MOTION**

Mr. Corey Buggs made the motion to approve the items on the meeting agenda and consent agenda as amended. Commissioner Don Truell seconded and the motion was approved without dissent.

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

- **Strategic Planning Retreat** – During the July 10<sup>th</sup> meeting I reported that the expectation was to conduct the annual strategic planning session in late August. That date was changed due to difficulties with obtaining a facilitator as well as time issues due to the implementation of integrated services in the clinic and accreditation. Strategic Planning is now scheduled for October 1<sup>st</sup> at Wallburg Town Hall. Steve Orton with the University of North Carolina Institute for Public Health will be facilitating the session. The final plan will be completed by and presented during the November 2012 Board of Health meeting.
- **Dental Record Scanning** – As previously noted a contract was executed with Laserfiche to scan all dental records and the records were sent out on June 29<sup>th</sup> to be scanned. The scanning has been completed and the Laserfiche files are being copied and attached to Dentrax for record management. These files are view only and any new information is entered into Dentrax. There were no additional charges incurred for adding the records that were in question as to whether or not scanning had been completed.
- **Electronic Medical Records** – The vendor Allscripts demonstrated their product for a second time on August 29<sup>th</sup>. The decision is still pending on which product will be used; but, the time frame for selecting a vendor is still being targeted for December 2012 or January 2013.

- **Title X Funding/ Family Planning Funding** – There was an 18% reduction in Title X family planning funding to the state this year due to direct federal awards going to five Planned Parenthood clinics. On August 16th, the NCALHD voted for the five counties where the Planned Parenthood clinics are located to absorb a 50% cut in Title X while the remainder of the counties will take around an 11% cut. Davidson County did not anticipate receiving this funding in the current budget. Actually, Davidson County won't have a cut. The state took into account bonus performance based funds that would have been awarded and the cut is basically absorbed by removing those bonus funds. So the cut is zero. Last Fiscal Year we received approximately \$15,500 in Title X Funding and an additional \$25,000 for bonus performance.
- **Food Code Implementation** – The FDA Food Code began on September 1<sup>st</sup>. Thus far, things are going well; though, staff and businesses are going through a big learning curve. The amount of time to do an inspection is increased dramatically with this new process. Additionally, staff is working toward implementing “risk based inspections” in either October or December. Risked based inspections will decrease the number of times a facility is inspected in some cases and allow more time for inspections. Davidson County is one of the last counties to implement risk based inspections.
- **“Centralized Permitting”** – The concept of one central office to accept applications for Environmental Health, Building Inspections, Planning and Zoning and Fire Marshal offices is again being discussed. Currently, the old Elections Board building is being considered for siting of the office and for building inspections to move into. Additionally, Planning and Zoning is offering a position to be the office manager. Environmental Health would not staff the office permanently – only for two to three hours per day during the busiest times under the current proposal with the intent being that the office staff will become familiar with all department/division methods.

## OLD BUSINESS

- **Accreditation Update – Barbara Jones**

Ms. Jones stated the accreditation site visitors will be here two weeks from today and we are scurrying to get everything done. I would like to say I'm very proud of our staff; we have had a lot going on in the last several months with Mr. Long leaving, implementing integrated clinical services and Environmental Health reorganization. Everyone has pulled together and are continuing to do the same with accreditation.

Ms. Jones asked if there were any board members that served on any community coalitions, steering committees, advisory committees or any other boards. Ms. Jones stated she would like to meet with them after the Board of Health meeting to get more information.

- **Integrated Services Update – Mary Lou Collett**

Ms. Collett stated that the clinic is now doing integrated services and it is going very well. The clinics were blocked to allow staff to adjust and get use to the fact that we are doing services every day. The reason we went to integrated services was to increase our capacity and allow for flexibility with appointment times once we hire a mid-level provider. When we blocked clinics we blocked to our current capacity, so we didn't really schedule less appointments. Staff is working really hard and doing an excellent job.

Ms. Collett stated we are still looking for a mid-level provider and that for everyone we have spoken with, money has been an issue. Applicants can work elsewhere and earn more money. We thought we had someone that was interested in the mid-level position; but, then we read in the newspaper that they had taken a position elsewhere. Salary has been a continuous struggle for the position. We recently received two additional applications and hopefully we will be able to move forward with hiring someone for the mid-level position soon.

- **Environmental Health Reorganization – Darren Cecil**

Mr. Cecil stated the Environmental Health reorganization came about due to the retirement of John Hendren leading to the creation of two new Supervisor I positions and by the moving of the Public Health Preparedness program to Environmental Health from Nursing, due to the retirement of Steve Scarce. The interview process and difficult decision making for these positions is complete. Staff hired into these new positions are: Food, Lodging and Institutions Environmental Health Supervisor I – Greg Hennessee, On-Site Water Protection Environmental Health Supervisor I – Randy Swicegood and the Public Health Preparedness Coordinator – Lillian Barfield. Lillian is having to learn a whole new program but is doing very well.

## **NEW BUSINESS**

- **Dental Clinic – Mary Lou Collett & Darren Cecil**

Mr. Cecil stated he was going to step back in time when Mr. Long was talking with ECU and DCCC about the dental clinic at Davidson County Community College. The thoughts in 2014 were that the dental clinic would no longer be a health department program. That is not what is going to happen, ECU is saying this was never their intentions and they cannot serve that many patients. Ms. Collett stated that ECU's student to patient ratio couldn't even maintain the dental clinic for children that the health department has now; so, even if they were taking our patients their ratio could not maintain it. Additionally, Medical Ministries has an adult dental clinic which would increase the number of patients ECU would need to provide services to even more. Mr. Cecil stated he had met with the dentist from the Gaston FQHC, and to put the issue in perspective, we are scheduling seventy-five appointments per week in our dental clinic alone and ECU won't be able to handle that many appointments in three months. Mr. Cecil stated that the thinking in 2014 was that East Carolina was going to take over and look after all dental needs but we now know that this is not going to happen. Mr. Cecil mentioned the dental clinic is all intermingled with the Davidson Medical Ministries Clinic changes and issue that is next on the agenda.

- **Davidson Medical Ministries Changes and Request – Darren Cecil**

Mr. Cecil stated that he and Robert Hyatt met with Sandy Motley and the dentist from the Gaston FQHC and they are wanting to take over the dental clinic and have and enter into an agreement between Gaston Family Services and ECU that Gaston Family Services will provide a prescribed number of students to meet the university needs for the adult clinic; but, the main dental clinic, for children and adults, will be kept in the FQHC and/or Davidson Medical Ministries clinic. Mr. Cecil provided the Board with a Davidson Medical Ministries Clinic proposal that included allowing Davidson Medical Ministries to operate the children's dental clinic, continuation of funding for staffing and request for support by the Board of Health for requesting additional future funding from the Davidson County Board of Commissioners.

## **MOTION**

Rev. Moore made the motion to table the decision on Davidson Medical Ministries changes and request until the November 6<sup>th</sup> Board of Health meeting. Mr. Corey Buggs seconded and the motion was approved without dissent.

- **Board of Health Bylaws-Barbara Jones & Asst. County Attorney Michael Newby**

Barbara Jones stated that the Davidson County Board of Health Bylaws predates the accreditation process. Accreditation requirements include that boards of health have operating procedures that comply with state law and are reviewed annually. With the accreditation process a concern developed that bylaws adopted by individual counties could contain information in conflict with North Carolina laws. Especially of concern was the practice of quoting the General Statutes in the bylaws rather than referencing them. With this practice, should the General Statutes change, the bylaws could then be in conflict. A template for Board of Health Operating Procedures was developed for local health departments to use in lieu of bylaws for accreditation purposes but our bylaws had already been adopted. Initially Mr. Long had Jill Moore with the UNC School of Government review our bylaws to assure they were compliant. Now that we are going through the accreditation process again, we have asked our County Attorney, Mike Newby, to review our current bylaws to assure they meet the requirements of the Operating Procedures template and are not in conflict with NC General Statutes. He is here today to discuss some suggested revisions to assure our bylaws are compliant. Mr. Newby reviewed and discussed proposed changes to Article III – Section 2; Article IV – Sections 1, 3, 5, 6, 7, and 8; Article V – Section 3; Article IX – Section 1 and 3; and Article X – Section 3.

## **MOTION**

Mr. Buggs made the motion to accept the amendments to the Board of Health Bylaws. Dr. Riggan seconded and the motion was approved without dissent.

## **Closed Session**

Dr. Hamrick announced that the Board needed to go into closed session in accordance with North Carolina General Statute 143-318; 11(6) (1)-(9) to discuss personnel matters.

## **MOTION**

Mr. Corey Buggs made a motion to go into closed session. Dr. Cathy Riggan seconded and the motion was approved without dissent.

**Adjournment**

Following closed session, the board returned to open session and the meeting was adjourned by Dr. Hamrick.

**FUTURE BOARD MEETING DATES**

The Board of Health will meet Tuesday, November 6, 2012 at 12:30.

**MEETING ADJOURNED**

Respectfully submitted,

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Darren Cecil  
Secretary to the Board

This is a true and accurate copy of the September 11, 2012, Board of Health Minutes.

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Dr. Mark Hamrick, Chair