

Iredell County Health Department Board of Health Minutes

Regular Meeting **Special Meeting**

August 10, 2017 - 7:00 p.m.
318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Commissioner Thomas Bowles, Sylvia Chapman, Dr. Heather Day, Lance Desmarais, Dr. Tiffany Hubbs, Ben Loftis, Candace Reeves, Jerry Turner and Lisa Warren, RN
Members Absent	Dr. Tim Burgiss, Dr. Robert Monson
Staff Members Present	Jane Hinson, Health Director; Bill Griffith, Director of Finance and Administration; Caroline Taylor, Assistant Finance Director; Norma Rife, Director of Public Health Development & Promotion; Renee Holland, Executive Assistant
Others Present	Susan Robertson, Assistant County Manager

I. Call to Order, Invocation, and Introductions

Sylvia Chapman called the meeting to order at 7:00 PM and provided the invocation. Sylvia then asked for introduction of guests in attendance. Jane Hinson, Health Director welcomed Susan Robertson, Assistant County Manager and informed that she is now our direct county management supervisor for the Health Department. Next, Jane introduced Amanda Peters, Coordinator of the WISE Program at Iredell Statesville School System. Jane further stated Amanda would be presenting the Whole School, Whole Community, and Whole Child Agreement to the Board of Health this evening for discussion and approval by the Board for the Health Department to partner with the School system on this program.

II. Public Comment

Sylvia Chapman asked if there were any representatives in attendance for public comment. Seeing none present, it was noted there were no public comments.

III. Employee of the Month Recognition

Sylvia Chapman briefly recognized the following employees for their nomination of employee of the month:

- A. June 2017 Employee of the Month – Sam Migit, Emergency Preparedness Coordinator
- B. July 2017 Employee of the Month – Ashley Gutman, Processing Assistant – Clinical Services

Jane Hinson informed that neither employee was able to be in attendance this evening due to other commitments. Jane then referred to Sylvia Chapman who shared a note of thanks and appreciation to the Board on behalf of Sam Migit, who was the June 2017 Employee of the Month recipient.

IV. Consent Agenda Items for Action (*Attachment 1 and Attachment 2 - Sylvia Chapman*)

Sylvia Chapman asked the board members if they had reviewed the consent agenda items that were included in the August 2017 mailing (*Attachment 1 & 2*) for approval. She then asked if there were any questions or comments regarding any of the items, being the agenda for this evening's meeting, minutes from the June 8, 2017 Board of Health Meeting as well as the addition of new codes and fees for Clinical Services.

Hearing none, Sylvia then asked for a motion to approve the consent agenda items.

*A motion to approve the Consent Agenda items was made by Lance Desmarais and seconded by Candace Reeves.
Voting: Ayes- 9 ; Nays- 0.*

V. Items for Discussion and Action

A. Request Approval of Whole School, Whole Community, Whole Child Agreement (*Attachment 3*)

Amanda Peters, WISE Coordinator with Iredell Statesville School System shared details of The Whole School, Whole Community, Whole Child (WSCC) model. She explained this model is an expansion and update of the Coordinated School Health (CSH) approach and stated the WSCC incorporates components of CSH to strengthen a unified and collaborative approach to learning and health between the Iredell Statesville School System and the Iredell County Health Department. She also informed that the WSCC model focuses its attention on the child, emphasizes a school-wide approach, and acknowledges learning, health, and the school as being a part and reflection of the local community. Next, she informed the purpose of this Partnership Agreement is to provide clarity by outlining stakeholders, goals, and responsibilities of each stakeholder group in the participation of the Whole School, Whole Community, Whole Child (WSCC) Pilot, as a framework for supporting the health behaviors and academic performance of students. She then referred to the handout listing specific goals, responsibilities and objectives associated with supporting the health and academic achievement of adolescents. She also reported that by working together, the various sectors can ensure that every young person in every school in every community is healthy, safe, engaged, supported and challenged. Lastly, she referred to the handout which listed survey results associated with the 2015 Youth Risk Behavior Survey of Iredell-Statesville High School students. She briefly highlighted some of the data from the questions asked to this age group emphasizing that topics were all related to risky behaviors ranging from wearing seat belts, current alcohol consumption, current tobacco use, current use of marijuana, suicidal thoughts, and if the student had ever been sexually active. She further commented on the outcome of the survey and stated that through this Partnership Agreement, we can work together to provide ongoing collaboration through use of feedback to enhance best practices by reviewing data regularly and using it to prioritize action steps.

Ms. Peters then asked if there were any questions related to the Whole School, Whole Community, Whole Child (WSCC) Agreement.

Sylvia Chapman questioned if there was a cost associated with this agreement for the Health Department. Amanda Peters responded stating there was no cost involved. She stated it would only require time of those individuals who attend the meetings but mentioned they are also working on a skype option for those who are unable to attend the meeting in person.

Candace Reeves questioned if this Program affected any other schools, such as charter schools or the Mooresville Graded Schools in Iredell County. Ms. Peters informed this does not affect any other schools in the County, and explained the reason why is that it is a requirement to have an active School Health Advisory Committee (SHAC) and to date, Iredell-Statesville School's is the only school district

that has an active SHAC. Amanda also informed that they are actively seeking members and invited the board to join the committee if interested as well.

Jane Hinson questioned training opportunities of this Program in the future. Ms. Peters responded that \$1500 had been funded for future training opportunities and stated that training opportunities are being planned at present.

Sylvia Chapman asked if the School Nurses are involved. Ms. Peters responded that the Lead School Nurse is the Co-Chair of the Committee.

There being no further questions, Sylvia Chapman asked for a motion to approve the Memorandum of Agreement of the Whole School, Whole Community, Whole Child (WSCC) partnership agreement.

A motion to approve the Memorandum of Agreement of the Whole School, Whole Community, Whole Child Agreement was made by Commissioner Thomas Bowles and seconded by Dr. Tiffany Hubbs.

Voting: Ayes- 9 ; Nays- 0.

B. Request Approval of Healthy Communities Budget Amendment(Attachment 4 – Norma Rife)

Norma Rife presented the Healthy Communities Budget Amendment and reported that we are requesting approval for the additional \$3,810 Healthy Communities Grant. She stated the initial FY 17-18 Healthy Communities Grant from the Division of Public Health was anticipated to come in at \$36,174; however, it came in slightly higher at \$39,984, which is a difference of \$3,810. She noted that the additional funds will be used to implement health risk reduction and messaging related to the community action plans. Specific expenditures include the following:

- \$700 will be spent on updating and printing the very popular Iredell County Parks and Trails Map and this will help promote access points for active living.
- \$1,300 will be spent on hybrid signage related to No Tobacco Use within 50 feet of the health department buildings/No Smoking on Campus. Signage will be available for all three health department sites and this will allow us to meet the accreditation requirements associated with a tobacco free campus within 50ft of the building.
- \$1,810 will be spent on healthy eating literature and relates to current action plans.

Lastly, Norma informed that 52% of deaths are related to chronic diseases and stated that the Healthy Communities grant pushes policy changes, marketing, health risk education and environmental literature. Norma then asked if there were any questions regarding the acceptance of an additional \$3,810 for the Healthy Communities Budget Amendment.

Sylvia Chapman asked if the sign will say no smoking and no tobacco. Norma responded that we will have to get creative with the signage so that the message is very clear to the public as well as satisfies the accreditation standard which is tobacco-free within 50ft of the building.

Dr. Tiffany Hubbs asked what the Health Department would do with their current signage. Susan Robertson responded that these would be submitted to the County Surplus for bidding at a future Auction. However, Norma informed that the state has sent some signage at no cost for Public Health to infuse into the community and stated this may be an option for local businesses and partners if they choose.

Sylvia Chapman then asked for a motion to approve this budget amendment for \$3,810 in revenue and community awareness expenditures for activities related to active living/health eating, risky behaviors (tobacco) and chronic disease related community health assessment action plans.

*A motion to approve the Healthy Communities Budget Amendment in the amount of \$3,810.00 in revenue was made by Candace Reeves and seconded by Lisa Warren.
Voting: Ayes- 9 ; Nays- 0.*

C. Request Approval of Health Director's Job Description (Attachment 5 – Sylvia Chapman)

The Board was given a copy of the Health Director's job description. Sylvia Chapman presented the job description informing that this is required to be done once a year. Sylvia noted there was only one update reflecting the name change from Jane Murray to Jane Hinson.

Sylvia Chapman asked if there were any questions regarding the Health Director's Job description or if there were any additional changes or revisions to be made. There were no additional revisions, changes or questions.

*A motion to approve the Health Director's Job Description was made by Commissioner Thomas Bowles and seconded by Lance Desmarais.
Voting: Ayes- 9 ; Nays-0.*

VI. Items for Discussion and Action as Needed

a. Financial Report (Attachment 6 – May 2017 & Handout D – June 2017– Caroline Taylor)

Caroline Taylor referred to the financial report for May 2017, labeled as Attachment 6. She reported that Handout D is the interim financials for June 2017 and noted that the financial report reflects the essential services of public health that are being provided by our agency. She also informed that County will be closing out the fiscal year 2016-17 on August 11, 2017. She then stated that as of June 30, 2017, the Health Department revenues are at 87.1% and expenditures are at 87.9%.

Caroline then asked if there were any questions regarding either of these two reports. There were no questions regarding the financial report.

b. Health Director's Report (Handout A– Jane Hinson)

Jane Hinson discussed the following topics and referred to the *Handout (A)* that each BOH member was given relating to topics referenced in the Health Director's Report below:

Administration

- Employees of the Month: Samantha Migit, Preparedness Coordinator, was the June Employee of the Month. Ashley Gutman, Management Support, was the July Employee of the Month.
- KRONOS (the County electronic payroll system)
- Activities Project: This project will begin on August 9th with a goal of automating the tracking of program hours in the KRONOS system. This data is currently being captured on paper.
- Personnel: We wish Caroline Taylor well in her new position in the County Finance Office as the Budget Analyst. We are actively recruiting for her position.
- Lockdown Inside & Outside Event: On July 17th a real lockdown inside and outside was called because of a situation at Daymark next door.
- 2016 Medicaid Cost Study: Work is underway to gather all the required data to submit the report by the end of August.
- CureMD: The new Electronic Medical Record went live on July 5th. Medicaid & Insurance billing is going out and coming back electronically.

Clinical Services

- McGuire Exercise: We participated in this exercise on August 8, 2017 by providing leadership in the Iredell County Emergency Operations Center and support at the Joint Information Center at Duke Power.
- Healthcare Preparedness Committee: This committee is led by Sam Migit and continues to meet on a quarterly basis. At our meeting on July 24, 2017, Kent Green, Iredell County Emergency Management Director, did a presentation on public health's role related to nuclear incidents
- Iredell County Shelter Plan and Operating Committee: On August 2, 2017 we heard a presentation by Wendy Pulley, Asst. Manager of the Human Services Branch, NC Emergency Management on mass care and resources available during sheltering. The Red Cross, DSS, Emergency Management & Iredell Statesville School System participates in these planning meetings.
- DPH Maternal/Child Health Grant Cuts: Over \$20,000 was cut in our funding from the General Assembly. We chose to take all the cuts in the Child Health Program.
- Care Coordination for Children (CC4C): Staff are working with DSS staff on the Plan of Safe Care Initiative which is a result of the Comprehensive Addiction and Recovery Act of 2016. The initiative aims to help address the effects of substance use disorders on infants and families. A Child Protective Services (CPS) Report will be made by the hospital to DSS if an infant is born affected by substance use, withdrawal symptoms or Fetal Alcohol Spectrum Disorder. The DSS Child Protective Services worker will then make a referral to the CC4C program to start a Plan of Safe Care.. This allows possible involvement with CC4C staff even though the CPS report may not meet the definitions of DSS abuse/neglect/dependent.

PHDP

- Substance Misuse Prevention Specialist: Interviews will begin on August 21st. Mooresville ABC Board contributed \$62,500 for the position and Partners Behavioral Health contributed \$25,000.
- Project Alert: 30 middle school age students participated in the Leadership Based Substance Misuse Prevention Program at the Boys & Girls Club.
- Primetime Programs: 77 elementary school students participated in general health education classes from N.B.Mills, Woodland Heights and Troutman Elementary.
- Sexual & Reproductive Health Education: 10 youth participated in this program at Children's Homes of Iredell County.
- Regional Local Information Team Communication training: Laurie Johnson, PIO Lead, coordinated this training with over 25 participants from public, private and non-profit organizations. The training was led by Dr. Alan Freitag, a Communication Professor from UNCG.
- Category Assessment Tracking Tool (CATT): Norma Rife presented information related to the newest version of this tool developed to help health departments manage the required accreditation evidence at a State Accreditation training in July for local health department Agency Accreditation Coordinators. Norma revised this tool that allows health departments to manage their evidence for their entire 4 year accreditation cycle. She will also be training the regional nurse consultants on the tool so they can share this information with other local public health staff.
- PHDP Intern: Aisha Barringer (MS in Public Health Intern) provided 300 hours of intern support while being mentored by Caroline Hager, MPH in the Division. She assisted with the Youth Substance Use trainings. She also earned a Project Alert Curriculum certification during her internship.

Environmental Health

- **Environmental Hazards Training:** Pierre Lauffer, an Industrial Hygiene Consultant with NC DHHS-Occupational & Environmental Epidemiology Section will conduct staff training on August 11th related to environmental drug contaminants like fentanyl. Other county organizations were invited to participate in the training.
- **Personnel:** We have a new OSWP intern starting soon and plan to make an offer for the second vacant OSWP position in the near future. The vacant FPF position should be filled soon with an intern.
- **Lake Norman Fish Advisory:** We posted s advisories at the major landing docks and at the state parks related to elevated PCB (polychlorinated biphenyl) levels in the striped bass population.

Animal Control

- **Rabies:** There have been eight animals testing positive for rabies since May 22, 2017.

Animal	#
Raccoons	2
Skunks	2
Fox	1
Bat	1
Goat	1
Horse	1

Drug Abuse Free Iredell

- **Attorney General Visit:** The NC Attorney General, Josh Stein, will be visiting Iredell County on August 24, 2017 at 10:00am to do a roundtable discussion with community leaders about the opioid epidemic at the health department
- **Health Disparities Training:** Several staff members will participate in this three hour training related to using data to identify behavioral health disparities
- **Impact Health Opening:** Partners Behavioral Health will be hosting a grand opening of this primary care/behavioral health care clinic on Signal Hill Road on August 30, 2017. There will be four different behavioral health providers and a medical provider located at this site to include Children's Hope Alliance, Daymark, PQA and Turning Point Family Services.

Jane then asked if there were any questions with regard to her report. Sylvia Chapman questioned if Drug Abuse Free Iredell would be developing a Community Forum related to the Opioid Epidemic. Jane responded that a Community Forum is being planned for October 24, 2017 from 6:30pm – 8:30pm at the Statesville Civic Center. She emphasized that once the program details have been finalized, she will relay the information to the Board of Health so members can make arrangements to attend this event.

c. Activity Summary (Handout B & Handout C– Jane Hinson)

Jane Hinson provided a report on the data noted in the Activity Summary highlighting the tremendous increase in the monthly family planning visits as well as an increase in the number of immunizations administered. Jane continued to report that the number of lab tests performed was up as well as the number of lab patients served. She also noted Environmental Health is remaining steady but needs to verify the number of meth labs reported with Brady Freeman to confirm accuracy of our data. Jane then asked if there were any questions with regard to the Activity Summary. There were no questions.

VII. Closed Session: N.C.G.S. 143.318 11 (6)

A. Health Directors Performance Evaluation (Attachment 7 – Sylvia Chapman)

A motion to move into closed session to discuss the Health Director's Performance evaluation was made by Dr. Tiffany Hubbs and seconded by Lisa Warren at 8:15pm.

Voting: Ayes - 9; Nays – 0.

A motion to close the closed session meeting and return to open session was made by Commissioner Thomas Bowles and seconded by Lisa Warren at 8:45pm

Voting: Ayes - 9; Nays -0.

VIII. Other Discussion

Sylvia Chapman asked if there were any additional items for discussion.

There were no additional items for discussion.

IX. Adjournment

Sylvia Chapman asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:50p.m. was made by Commissioner Thomas Bowles and seconded by Candace Reeves.

Voting: Ayes- 9 ; Nays- 0.

