

Iredell County Health Department Board of Health Minutes

Regular Meeting **Special Meeting**

October 10, 2019

318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Commissioner Thomas Bowles, Dr. Robert Bundy, Suzanne Corwin, Dr. Tiffany Hubbs, Ben Loftis, Candace Reeves, and Lisa Warren, RN
Members Absent	Dr. Tim Burgiss, Sylvia Chapman, Dr. Heather Day and Jerry Turner
Staff Members Present	Jane Hinson, Health Director; Susan Johnson, Director of Clinical Services; Brady Freeman, Environmental Health Director; Norma Rife, Director of Public Health Development and Promotion; Angela Whicker, Administrative Officer – Finance and Operations; Renee Holland, Executive Officer; and Wina Nevling, Director of WIC Nutrition
Others Present	Susan Robertson, Deputy County Manager

I. Call to Order, Invocation, and Introductions

Lisa Warren called the meeting to order at 7:00 pm. She noted that a quorum was present and Commissioner Thomas Bowles provided the invocation.

II. Public Comment

Lisa Warren 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

Jane Hinson introduced Wina Nevling, Director of WIC Nutrition Program and reported that she was selected as the September 2019 Employee of the Month. Jane congratulated Wina on her selection of being named as our employee of the month and thanked her for her service to public health. Next, Jane announced that Becky Moore, Nutritionist for WIC Program, was selected as Employee of the Month for August 2019 but was unable to attend the Meeting this evening.

IV. Board Education: Lab Program Powerpoint Presentation and Tour (Cheslie Carter, Lab Program Manager; See attached copy of Slides)

Cheslie Carter provided a presentation highlighting the services provided by the Iredell County Laboratory. She began by recognizing the lab as being a CLIA (Clinical Laboratory Improvement

Amendment) certified facility. She reported that just recently the lab underwent a CLIA audit and no deficiencies were noted. She also reported that the lab is staffed by a total of 6 employees, including herself. She stated they work 40 hours per week to staff both the Statesville and Mooresville locations. She noted the various clinics within the health department that are served by the lab. Those include, bioterrorism, communicable disease/TB, child health, employee health, family planning, maternal health, STD, walk-in physicals and WIC. Cheslie then referred to the microbiology process and provided an explanation of how testing is performed as well as gave examples of gram stains, images of gonorrhea growth on MTM II Plates, Wet Mounts, and Rapid RPR. Cheslie also shared other in-house lab tests that they are able to perform. Those include pregnancy tests, occult blood tests, urinalysis (dip), micro-urinalysis, blood glucose levels, hemoglobin and drug screens.

Next, Cheslie reported there were 9,046 in-house tests performed in FY 2018-19. She noted there were 7,300 tests that were sent to an outside lab resulting in a total of 16,346 tests performed in the laboratory. Next, Cheslie emphasized the fees for lab tests are considerably lower for the public who use the walk-in lab service. She also stated that labs can be done with or without a doctor's order. She also informed that all lab staff are certified as "Urine Collection Personnel" and currently perform drug screens for Iredell County DSS and Catawba County DSS.

Cheslie then provided a comparison from FY2013-14 through FY2018-19 reporting an increase from \$31,166.00 to \$110,877.00 in revenue. She indicated this report reflects revenue that comes from the walk-in lab orders only. She stated that at the time of the initial start-up for expanding to offer walk-in lab services, the goal was \$10,000

Cheslie asked if there were any questions related to services, fees or testing provided by the lab. Hearing none, the Board members were directed to participate in an onsite tour of the laboratory.

V. Review and Approval of Consent Agenda

Lisa Warren asked if there were any questions regarding the items listed for approval on the Consent Agenda. There were no questions noted.

A motion to approve the Consent Agenda was made by Dr Tiffany Hubbs and seconded by Sue Corwin.

Voting: Ayes- 7 ; Nays- 0

VI. Items Discussion and Action

a. Request Approval of BOH Orientation & Ongoing Training Policy & Procedures

(Attachment 5 - Presented by Norma Rife)

Norma Rife referred to BOH Orientation & Ongoing Training Policy and Procedures labeled as **Attachment 5** in the BOH Packets. She reported that she is requesting approval of this policy noting this is not a new policy. She reminded this was approved in 2017 and there were no changes in 2018. She stated the only change for 2019 is the updated information related to the electronic version of

this policy being accessible to board members (*noted on pages 2-4*). She also reminded the Iredell County Health Department (ICHD) Board of Health Orientation and On-going Training Policy is required by NC Local Public Health Accreditation. She noted that due to the diverse group of members who come from a variety of community groups and backgrounds, it is likely that board members may have little knowledge of public health prior to their appointment. Therefore, orientation, initial and on-going training are necessary for Board of Health (BOH) members. She continued noting that properly oriented and trained BOH members can better serve the Local Health Department (LHD) and the community. Norma stated that for accreditation audits, documentation of orientation training is provided for all BOH members appointed since the last re-accreditation site visit and for all those who are currently serving on the board as well. She further stated the content of the BOH Handbook serves as a tool for new BOH member orientation and a solid reference point for answers to questions related to their authorities and responsibilities of the LBOH. Norma also noted that the BOH Handbook contains key documents related to the ICHD and the community. She pointed out that each appointed BOH member has one year to complete the self-guided training; however, she informed that most BOH members often commit to completing the training within a shorter timeframe, since there are significant public health related decisions that arise soon after placement on the BOH. Norma emphasized that members are encouraged to have conversations with the health director or an appropriate ICHD executive leadership team member to gain information needed during the orientation phase, where needed. She also noted that Board of Health members can request a program or facility tour at any time during their appointment. Norma then stated that this self-guided training requires each board member to document their completion dates on a training log, as they move through each component. Once all components are completed, the completion log is turned in to designated ICHD staff for assurance purposes.

Next, Norma referred to the content of the BOH Handbook, which is also available in an electronic version as well (*See the attached reference document for additional details*). She emphasized the electronic version of the BOH Orientation and Training Handbook mimics the layout of the hardcopy handbook for easy accessibility. She stated it includes, but is not limited to, the most recent version of BOH specific information, ICHD specific information, public health information and education as well as important resource links. She briefly outlined the order in which the content appears in the electronic BOH Orientation and Training Handbook. (*noted below*)

Board of Health Content and Links

1. ICHD BOH orientation and Ongoing Training Policy
2. BOH Meeting Schedule
3. BOH By Laws and Operating Procedures
4. ICHD BOH Contact List
5. Advocacy Outreach Log for BOH
6. Roberts Rule of Order Link
7. NC General Assembly NC General Statutes Link
8. BOH Access to Legal Counsel

Iredell County Health Department

1. ICHD Mission Vision and Core Values

2. Iredell County Public Health Pillars
3. Standard of Excellence in Behavior Policy
4. Executive Division Organizational Chart
5. Administration Division Organizational Chart
6. Clinical Services Division Organizational Chart
7. Public Health Development & Promotion Division Organizational Chart
8. Environmental Health Division Organizational Chart

Business Documents and Information

1. BOH Agendas and Minutes
2. Financial Document
3. Strategic Plan and Updates
4. Workforce Development Plan and Updates
5. Iredell County Community Health Assessment or CHA
6. Iredell County State of the County Health Report or SOTCH
7. Accreditation of Local Health Departments GS 130A 341

General Public Health

1. Public Health Mission and Essential Services GS 130A 1 1
2. Questions and Answers About NC County Health Departments Link
3. Public Health Across NC
4. Public Health Core Functions and 10 Essential Services
5. Healthy NC 2020 A Better State of Health
6. Ten Great Public Health Achievements for the 20th Century Section 1
7. Understanding the Work of the BOH Core Functions of Public Health Section 2 Part 1
8. Understanding the Work of the BOH Ten Essential Services of Public Health Section 2 Part 2
9. HIPAA and Public Health Link
10. CDC Health Disparities and Inequalities Report
11. Serving Immigrant Clients Frequently Asked Questions
12. Health Law Biological Threats

Work of the Health Director and the Board of Health

1. Power and Duties of the Local Health Director GS 130A 4
2. Powers and Duties of the Local Board of Health GS 130 A 39
3. County Board of Health Appointments and Terms GS 130A 35
4. Principle of the Ethical Practice of Public Health Brochure
5. What is a BOH Rule Section 1
6. Rule Making Authority of NC Boards of Health Section 2
7. Procedural Requirements for Rulemaking Section 3
8. Legal Responsibilities and Authorities Structure Section 3 Part 1
9. Legal Responsibilities and Authorities Roles and Responsibilities Section 3 Part 2
10. Guidelines and Expectations of Board Members Section 4

Local Rules and Ordinances

1. Mosquito Rule
2. Rabies Control Rule BOH Approved

ICHD Programs and Services

1. Iredell County Health Department Brochure
2. Child Health Program Brochure
3. Dental Clinic Brochure
4. Family Planning Clinic
5. Environmental Health Brochure
6. Immunization Program Brochure
7. Maternal Health Program Brochure
8. Women Infants and Children Program or WIC Brochure
9. Walk in Services
10. Iredell County Health Department Website

Public Health Information and Education

1. Colon Cancer Information Notecard
2. Rabies
3. Tick Borne Illness Prevention
4. Mosquito Borne Illness Info-graphic Reduce Standing Water
5. Mosquito Borne Illness Info-graphic Prevent Bites

Resource Links

1. Association of North Carolina Boards of Health Link
2. North Carolina Public Health Association Link
3. American Public Health Association Link
4. North Carolina Public Health Offices and Contacts Link
5. North Carolina Institute for Public Health Link
6. Center for Disease Control and Prevention Link
7. North Carolina State Center for Health Statistics Link

Norma then asked if there were any questions with regards to the review of the ICHD BOH Orientation and Ongoing BOH Training Policy & Procedures. There were no questions noted. Norma did mention the possibility of scheduling a free on-site training in March 2020 that provides in-person training on the roles and responsibilities of local public health governing boards. She stated this training opportunity would meet the NC Local Health Department Accreditation requirements related to orientation of new board of health members who would be onboarding in February 2020.

A motion to approve the ICHD BOH Orientation and On-going Training Policy & Procedures was made by Candace Reeves and seconded by Ben Loftis.

Voting: Ayes- 7 ; Nays- 0

b. Request Approval of Budget Amendment for Bright Ideas Grant Fund (Attachment 6 - presented by Susan Johnson)

Susan Johnson reported that in May 2019, Samantha Migit, Emergency Preparedness Coordinator for the Health Department became aware of one time grant funding being offered through NC Public Health Emergency Preparedness. She stated the grant funds are for 2019- 2020 and are for Local Health Departments to use for special projects directly related to preparedness for the community. On September 27, 2019 we were notified that Samantha's grant application for

\$49,500 for the purchase of cold chain management equipment was approved. Susan stated this grant in the amount of \$49,500 will be used to cover the full cost of purchasing 10 Fridge/Freezer units, and supporting equipment.

Susan asked if there were any questions. Commissioner Thomas Bowles questioned if the Fridge/Freezer units would be used throughout the year or if only during emergencies. Susan responded that at present, the idea to purchase these units is to be prepared for any emergency that may arise but certainly we could use these units in the event there was a need depending on the given situation.

A motion to approve the Budget Amendment for Bright Ideas Grant Funds in the amount of \$49,500 to purchase cold chain management equipment of 10 Fridge/Freezer units was made by Sue Corwin and seconded by Dr. Tiffany Hubbs.

Voting: Ayes- 7 ; Nays- 0

VII. Items for Discussion and Action as Needed

a. Financial Report (Attachment 7; Handout A – presented by Angela Whicker)

Angela Whicker referred to the financial reports labeled as Attachment 7 and Handout A highlighting the financials for both August 2019 and September 2019. She stated the revenue and expenditure report reflects the essential services that are being provided at this agency. She noted the essential services include, but are not limited to, the provision of communicable disease services, health education/promotion, environmental health services, workforce development, program evaluation and policy development. For the month ending August 2019, the Revenues were 14% and the Expenditures were 15.3%. Angela then reported on the financials for the month ending September 2019, highlighting the Revenues were 22.1% and the Expenditures were 22.5%.

Angela then asked for board discussion related to the financial report given. There was no additional discussion or questions noted.

b. Health Director's Report (Handout B – presented by Jane Hinson)

Executive

- **Employees of the Month:** Becky Moore, Nutritionist, was our August Employee of the Month. Wina Nevling, WIC Director, was our September Employee of the Month.
- **McGuire Graded Exercise:** Jane Hinson, Brady Freeman, Sam Migit, Megan Redford and Laurie Johnson participated in this exercise on August 13th at the Emergency Operations Center in the new County Safety Complex. Megan and Laurie took the lead in the Public Information Officer roles for the County. The after-action report confirmed their competency in effectively communicating with the public.
- **Animal Services Fundraiser:** Our agency developed a travel basket for the 6th Annual Iredell County Animal Services “4 Paws” basket raffle fundraiser that will be held on October 12, 2019

at 2:00pm at the Iredell County Agricultural Center. Funds are used to support their spay/neuter program.

- **Leadership Team:** The Leadership Team is currently doing a book study on “The 7 Habits of Highly Effective People” by Stephen Covey.
- **Annual Halloween Costume Contest:** The Leadership Team will be providing grilled hotdogs for the annual Halloween Costume Contest that will be held on October 31, 2019 at the agency.

Administration

- **Medicaid Transformation:** The phased in implementation of Medicaid managed care was changed by NC DHHS to a statewide roll-out for February 1, 2020. The phased in approach was adjusted because critical actions were not funded in the current NC continuing budget resolution. NC DHHS announced that we must sign all contracts with Prepaid Health Plans by November 15, 2019.
- **Deputy Registrar:** Lynn Hendrix will be retiring on November 20, 2019 as the Deputy Registrar. Lynn is responsible for all vital records activities that include the management of birth and death certificates.

Clinical

- **Personnel:** Angela Druker RN, our Maternal Health/STD Assistant Program Manager, died from cancer on August 8, 2019. Angela started with us on August 13, 2018 and became ill shortly thereafter. Angela was an excellent public health nurse.
- **Flu Shots:** We started giving flu shots on September 23, 2019
- **Car Seats:** We purchased 109 car seats in April with special grant funding from DPH. We have distributed 30 car seats to date to Maternal Health clients who are receiving services with us at 35 to 36 weeks of gestation. The car seats are for children from 5 to 65 pounds. Clients receive detailed instruction on installation from one of our three staff members who are certified in car seat installation.
- **Bike Helmets:** Our Child Health Clinic is distributing bike helmets that were purchased through State funds in July.
- **Medical Countermeasures Plan:** A Point of Dispensing functional exercise was held at South Iredell High School on September 30th. We practiced mass vaccination for a pandemic flu incident.
- 86 staff members participated with 7 partner organizations. There will be a Public Health Command Center Tabletop Exercise on October 30th. All of these trainings and exercises are leading up to the Medical Countermeasures Full Scale Exercise that is planned for March 13, 2020. This exercise will involve activating the Local Receiving Site, Public Health Command Center and one Point of Dispensing site in response to a mass vaccination campaign for a pandemic influenza incident. This is a CDC requirement.
- **Respiratory Protection Program:** Fit testing for N95 respirators for ICHD personnel was conducted in August & September.
- **Highly Infectious Diseases Plan:** There will be a Highly Infectious Disease Personal Protective Equipment review and practical scheduled for late October. The Iredell County Healthcare

Preparedness Committee will review the Highly Infectious Disease Plan and the Isolation and Quarantine Plans in October.

- **National Preparedness Month:** The agency pushed out information to the public via the ICHD website and Facebook about various preparedness tips.
- **Legionellosis Outbreak with the Mountain State Fair:** There have been 131 confirmed cases of legionellosis connected to individuals who visited this fair in Fletcher NC from September 6-15th. 68% of those diagnosed were hospitalized with 1 confirmed death. NC DHHS confirmed on October 3, 2019 that people diagnosed with Legionnaires' disease were much more likely to have visited Davis Event Center while at the fair and much more likely to report having walked by the hot tub displays during the latter half of the fair compared to people who did not get sick.

PHDP

- **HIPAA Compliance Meetings:** We restarted monthly meetings to enhance coordinated communication regarding HIPAA related emerging issues, assure best-practices and reframe current practices as needed.
- **Lean Healthcare Project Certificate:** Norma Rife completed the Lean Healthcare Project Certification from NC State University. She completed Lean Healthcare 300 and 325 courses, worked with a lean coach to conduct projects that included the application of value stream mapping, Kaizen, and other lean tools to achieve this distinction. She also had to successfully pass an examination and be competent in managing lean healthcare projects.
- **Child Safety Taskforce:** Partnered with Statesville Police Department for a car seat check event at Walmart. Partnered with Iredell County's Partnership for Young Children to cohost the Touch a Truck Event and Car Seat Check at Signal Hill Mall. Supported the initiation of a lifejacket loaner program at the Pinnacle lake access point on Lake Norman.
- **Youth Risk Reduction Classes:** Through a partnership with Cochran Street Church, the Health Promotion Division taught two health education prevention sessions to 30 at risk youth participants during their summer camp.
- **School Tobacco Education:** Partnered with ISS and Carleen Crawford (Regional Tobacco Coordinator) to provide a vaping presentation to all health and physical education teachers.
- **Radio Public Information:** The PIO participated in a radio interview with Billy Buck on WAME to promote flu shots, the Dental Clinic and emergency preparedness.
- **Press Releases:** Press releases have been disseminated on mosquito safety, toxic algae and food safety after a hurricane.
- **Marketing:** The PIO will focus marketing efforts on business and trucking companies in need of DOT physicals and immunizations for their employees.
- **InDesign Software:** This desktop publishing and typesetting software has just been purchased to enable much more efficient and professional graphic designs to be developed internally.
- **Community Health Assessment (CHA):** The CHA survey closed with 1,321 respondents. The Health Carolinians Taskforce met on September 12th to review the results. Next steps will include comparing primary and secondary data and action planning. The CHA will be submitted to the State in March 2020.

- **Vaping:** As of October 1, 2019, the CDC announced that 1,080 people have been confirmed as having lung injuries associated with the use of e-cigarettes or vaping products this year. 48 states and 1 US territory have been impacted. Eighteen deaths have been confirmed in 15 states. Findings suggest products containing THC play a role in the outbreak. 80% of the impacted patients are under 35 years of age. 16% are under 18 years of age with 21% being 18 to 20 years old. As of October 3, 2019, 42 cases have been reported to the Division of Public Health in NC. Individuals ranged in age from 16 to 72 in the NC reports.

Environmental Health

- **Maintenance Program:** As requested by the BOH, Brady Freeman did a presentation for the Board of Commissioner's on September 17, 2019 about the OSWP Operation and Maintenance Policy. The BOC appreciated the education that Brady provided regarding our statutory obligation to ensure that all septic systems requiring maintenance inspections are visited by a representative of the ICHD at the frequencies outlined in the administrative rules.

c. Activities Summary (*Handout C – presented by Jane Hinson*)

Jane Hinson briefly highlighted the data noted in the Activities Summary labeled as Handout C. She reported an increase in the number of walk-in physicals from September to October as well as an increase in the number of immunizations administered in our Clinical Services Division. She also reported an increase in applications received in the OSWP Program as well as an increase in the number of Well Site visits in the Environmental Health Division. She also noted a slight increase in the number of bite investigations reported for the month of September by Animal Control. Jane asked if there were any questions with regards to the activity summary. Dr. Tiffany Hubbs questioned if hospitals are required to report animal related bites to the Health Department. Jane informed that animal related bites are required to be reported by healthcare personnel providing treatment per the NC Rabies Control Rules.

VIII. Other Discussion

Lisa Warren asked if there were any additional items for discussion.

There were no additional items for discussion.

IX. Adjournment

Lisa Warren asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:55p.m. was made by Commissioner Thomas Bowles and seconded by Candace Reeves.

Voting: Ayes- 7 ; Nays- 0.

A. Health Director	<p>Attachment 4 – Health Director’s Delegation of Authority Policy – <i>Consent Agenda</i> presented by Lisa Warren in Section V-E</p> <p>Handout B– Health Director's Report presented by Jane Hinson in Section VII-B</p> <p>Handout C – Activities Summary presented by Jane Hinson in Section VII-C</p>
B. Personnel	
C. Finance/Budget	<p>Attachment 3 – FY 2020-2021 Budget Calendar – <i>Consent Agenda</i> presented by Lisa Warren in Section V-D</p> <p>Attachment 7 – August 2019 Financial Report presented by Angela Whicker in Section VII-A</p> <p>Handout B – September 2019 Financial Report presented by Angela Whicker in Section VII-A</p>
D. IT	
E. Clinical	<p>Attachment 2 – Additional Codes and Fees for Clinical Services – <i>Consent Agenda</i> presented by Lisa Warren in Section V-E</p> <p>Attachment 6 – Budget Amendment for Bright Ideas Grant Fund presented by Susan Johnson in Section VI-B</p>
F. Environmental Health	<p>Attachment 8 & 9 – Environmental Health Semi-Annual Statistical Report presented by Brady Freeman in Section VII-B (2)</p>
G. Health Education	
H. Public Health Development & Promotion	
I. Management/Clinical Support	
J. Vital Records	
K. Board Education	<p>Clinical Services Presentation – Laboratory Services & Clinic Tour Presented by Cheslie Carter in Section IV</p> <p>Attachment 5 – BOH Training Policy & Procedures presented by Norma Rife in Section VI-A</p>
L. Other	<p>Attachment 1 – August 8, 2019 BOH Meeting Minutes – <i>Consent Agenda</i> presented by Lisa Warren in Section V-B</p>

XI. Next Meeting Date

The next BOH Meeting will be Thursday, December 12, 2019 at 7:00 p.m.

Respectfully submitted: _____, Secretary _____
Signature *Date*