

# Iredell County Health Department Board of Health Minutes

**Regular Meeting**       **Special Meeting**

**August 13, 2020**

**318 Turnersburg Hwy, Statesville, NC 28625**

<b>Board Members Physically Present</b>	Dr. Tim Burgiss, Sylvia Chapman, Ben Loftis, Dr. Candace Reeves, and Lisa Warren
<b>Board Members Present via Remote Participation</b>	Commissioner Thomas Bowles, Dr. Robert Bundy, Sue Corwin, Andrea Sherrill and Dr. Raphael Weeks
<b>Members Absent</b>	Dr. Amanda Whitener
<b>Staff Members Present</b>	Jane Hinson, Health Director; Renee Holland, Executive Officer; Martin Moose, IT Network Analyst
<b>Others Present</b>	Susan Robertson, Deputy County Manager
<b>Others Present via Remote Participation</b>	Marsha Branch, Administrative Officer, Finance & Operations; Susan Johnson, Director of Clinical Services; Brady Freeman, Director of Environmental Health; Norma Rife, Director of Public Health Development & Promotion

**I. Call to Order, Invocation, and Introductions**

Lisa Warren called the meeting to order at 7:00 pm and informed that a quorum was present. Dr. Tim Burgiss provided the invocation. Lisa then welcomed everyone and asked those who were participating remotely to please introduce themselves for record of attendance.

**II. Public Comment**

Lisa Warren asked if there were any community members or citizens scheduled to speak during the public comments time period. Jane Hinson, Health Director informed there were none scheduled. It was noted there were no public comments.

**III. Board Education: Legal Roles & Responsibilities of the BOH and BOH Advocacy/Outreach Activity Log**  
(Attachment 1 and Attachment 1A)

Via remote participation, Norma Rife provided a brief overview of the legal roles and responsibilities of the BOH as well as informed board members to complete the advocacy/outreach activity log as they participate in community events. She then reminded the board that in early March, they unanimously agreed to move forward with working on logistics for a facilitator from the Gillings School of Global Public Health to provide a group BOH training on the legal authorities, roles and responsibilities. A date to complete this training was scheduled for May 14, 2020. However, in mid-April, we received communication that UNC – Chapel Hill policies prohibited university affiliated travel, due to the COVID-19 social distancing protective measures. Norma reported that we hope to resume planning for this training when it is safe to do so.

Norma then proceeded to provide information related to the Board of Health's legal roles and responsibilities as required for accreditation. She informed that the onboarding training regarding these topics are required by the accreditation benchmark/activity **36.2**, within the first year of appointment to the board. She added that ongoing training is required by the accreditation benchmark/activity **36.3**, within the four-year period, since the last accreditation audit. She noted that ongoing trainings does not have to be specifically the formal authorities and responsibilities training and added that training can be related to things like isolation or quarantine authorities, state environmental health rules, or other educational opportunities. Norma then referred to Attachment 1, and stated this is basically a flyer we created reflecting a similar, but online training opportunity that is a good alternative to an in-person formal training. This is not required but recommended. She stated the flyer explains how to access the three-part training, what sections and sub-topics are included in the training and how to receive printed certificates of completion as well. Altogether, all three (3) sections will take just a little less than an hour to complete. Norma added that she recommended completion of Section 2 (Legal Responsibilities and Authorities), if your time is limited, as this is the most comprehensive section and includes content in both Section 1 and 3. She asked for those who complete the online training to please forward her a copy of the certificates for the components completed, as this will serve as evidence for accreditation reporting purposes. She also noted that many board members have specialty backgrounds and disciplines so the thought behind the legal authorities, roles and responsibilities upon initial orientation and the ongoing training of these topics are in place to share the technical side of public health to equip board members with enhanced knowledge to better serve the health department and the community.

Norma then referred to the recently updated BOH Orientation & Training e-handbook located on the ICHD website. She reminded board members how to access this site and where the links were located to access the training material. She also stated there are a variety of power point slides available from the Institute for Public Health located on this site related to rule-making authority, legal responsibilities and authorities as well as general expectations of the board of health. She then informed that if you have trouble accessing the site to please contact her and she will be happy to assist.

Next, Norma referred to the Advocacy/Outreach Activity Log labeled as Attachment 1A. She briefly reminded board members of their role of being an advocate in the community to support and promote the work of the health department. She added that there are many ways to accomplish this such as sharing information related to our services and programs to serving on a sub-committee. Each of these are just a few examples and asked that any involvement related to outreach activities be logged onto this form and returned to her upon for use as accreditation evidence related to benchmark activities **39.4**, **40.1**, **41.1** and **41.3**.

Norma then asked if there were any questions related to the legal roles and responsibilities of the BOH or the Advocacy/Outreach Activity log. There were no questions noted.

#### **IV. Consent Agenda Items for Action** (*Attachment 2, 3, 3A, 4*)

Lisa Warren asked the board members if they had reviewed the consent agenda item for approval. She referred to the items labeled as Attachment 2 (*Minutes of the June 11, 2020 BOH Meeting*); Attachment 3 (*Additional Codes and Fees for Clinical Services*); Attachment 3A (*Revised Fees for Clinical Services*) and Attachment 4 (*COVID CARES Budget Amendment*). Lisa asked if there were any questions or comments regarding the consent agenda items.

There were no questions or comments noted. Lisa Warren then asked for a motion to approve the consent agenda items.

*A motion to approve the Consent Agenda items was made by Ben Loftis and seconded by Sylvia Chapman*

*Voting: Ayes-10 ; Nays- 0.*

## **V. Items for Discussion and Action**

### **a. Request Approval of Health Director’s Job Description** *(Attachment 5)*

Lisa Warren informed that as a requirement for re-accreditation, the local board of health shall assure the development, implementation and evaluation of local health services and programs that protect and promote the public’s health. She stated to meet this requirement, the board of health must review and approve the job description of the local health director once a year as outlined in accreditation benchmark activity **37.4**. Lisa then referred to a copy of the job description labeled as Attachment 5 in the packet. She reported there were no revisions noted.

Lisa Warren asked if there were any questions regarding the Health Director’s Job description or if there were any changes or revisions to be made. Lisa Warren then referred to the checklist for physical activities and requirements of this position as outlined on pages 10 – 13. She recommended that additional categories identified on this checklist which could potentially be required of the Health Director, be marked with an “X” and included as additional working conditions for this position.

*A motion to approve the Health Director’s Job Description with the recommended changes to the checklist for physical activities and requirements, visual acuity , and working conditions of the position be updated to reflect a more accurate scope of duties that may occur in this position was made by Dr. Candace Reeves and seconded by Dr. Tim Burgiss.*

*Voting: Ayes: 10 ; Nays- 0.*

## **VI. Items for Discussion and Action as Needed**

### **a. Semi-Annual Statistical Data Report**

- 1) Clinical Services** – Via remote participation, Mary Gantt provided the Semi-Annual Statistical report for Clinical Services, referring to Attachment 6. She stated that as you can see by the graphs, most of our clinical numbers have been down for the last six months. She did note that our Maternal Health visits, WIC contacts, TB contacts which include TB testing and follow-up as well as Communicable Disease contacts are up for the past six months. Mary added that we currently have four (4) individuals, all unrelated, that are on directly observed therapy related to TB, and a fifth (5<sup>th</sup>) case that we are also working up in addition to all of the latent TB cases that are receiving treatment. Mary also informed that our Dental Clinic opened back up for services on June 15, 2020 adding that for the month of July, the number of clinic visits have increased in addition to all of the COVID-19 work we are doing. Mary added that in referring to COVID-19, we have added seven (7) full-time temporary staff and two (2) part-time temporary staff who are working diligently making calls and completing the contact tracing requirements. She also reported that we have one

(1) county department employee that has been reassigned to us to help with COVID-19 operations, not to mention multiple health department employees from other divisions helping as well.

Mary then asked if there were any questions related to the semi-annual statistical report for Clinical Services. There were no questions or comments noted.

2) **Environmental Health** – Via remote participation, Brady Freeman referred to Attachments 7 & 8 distributed in the packets that were mailed. He briefly highlighted data for both the Food Protection & Facilities Program (FP&P) and the On-Site Water Protection Program (OSWP). He stated that while inspections in the FP&F Program have shown a decrease, the number of visits has increased tremendously. He states the staff have been very active from January – June 2020, making visits to establishments to educate them on disinfecting properly as a result of COVID-19. He noted there has not been any significant change in activity related to visits, inspections and samples collected by staff in the OSWP Program in comparison with previous reporting periods.

Brady then asked if there were any questions related to the semi-annual statistical reports for Environmental Health. There were no questions or comments noted.

b. **Financial Report** (*Attachment 9 & Handout A – presented remotely by Marsha Branch*)

Via remote participation, Marsha Branch, Administrative Officer provided the financial report. She referred to both, Attachment 9 and Handout A, highlighting the financials for both June 2020 and July 2020. 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 June 2020 the Revenue was 85.2% and the Expenditures were 88.6%. Next, she reported on the financials for the month ending July 2020, referring to Handout A, highlighting the Revenues were 6.9% and the Expenditures were 12.2%.

Marsha then asked if there were any questions related to the financial reports given. There were no questions or comments noted.

c. **Health Director's Report** (*Handout B – Jane Hinson*)

**Public Health COVID-19 Pandemic Response:**

- Training fulltime and contracted staff on all aspects of Case Investigation & Contact Tracing.
- Follow-up with positive cases in schools and child care facilities to determine appropriate public health control measures
- Rapid response to positive cases in long term care facilities
- Environmental health and clinical site visits as needed in response to outbreaks and clusters
- Disseminating new guidance from the CDC and DHHS to community partners that include businesses, schools, municipalities, long term care facilities, child care facilities, restaurants, providers, churches, non-profits, EMS, law enforcement, first responders, jail etc.
- Responding to questions from community partners
- Follow-up with clusters in churches, businesses, municipalities etc.

- Educating the community through print, social and video media
- Complaint follow-up that includes sharing information related to Executive Orders and public health preventive measures (cloth face coverings, social distancing and good handwashing)
- Collecting and Analyzing Data to guide public health response
- Responding to citizen calls, e-mails and social media posts
- Assisting with Outbreaks and Clusters to include collecting test specimens, processing tests, reviewing infection control plans, monitoring PPE usage and sanitation practices
- Assisting health care providers with securing PPE
- Planning for non-congregate shelter needs-MOU with Mecklenburg County
- Planning Testing Clinics
- Advertising Testing Clinics
- Responding to media requests and questions
- Working closely with the schools and child care facilities to advise and determine appropriate control measures. Close contact notification.
- Engaging with Community Partners in their COVID-19 prevention planning (Court System, ISS, MGS, Charter Schools, Private Schools, Parks & Rec., Clerk of Court etc.)
- Reviewing re-opening plans and making recommendations based on CDC and DHHS guidance
- Completing Daily Situational Reports
- Updates to the Incident Action Plan
- Regular virtual meeting with the Healthcare Preparedness Committee
- Weekly Epidemiological Response Team meetings
- Regular calls with local governments
- Updating local leaders and elected officials
- Presentations for elected officials
- Interviews with media as requested
- Participating in trainings and webinars to stay current on all COVID-19 guidance
- Weekly calls with NC DHHS
- Monthly Health Director virtual meetings and Regional Health Director meetings
- Completing FEMA 214 Form and Daily Activity Sheets related to COVID-19 activities and hours worked
- Grant Management to include assuring compliance with deliverables and fiscal accountability

**Testing and Case Data from February 2020 to August 8, 2020**

<b>Estimated Total Tests</b>	<b>26,925</b>
<b>Electronic Lab Reported Tests</b>	<b>18,584</b>
<b>Total Positive Tests</b>	<b>2,152</b>
<b>Electronic Lab Reported Positives</b>	<b>1,482</b>
<b>Non-Electronic Lab Reported Positives</b>	<b>670</b>
<b>% Positive for Electronic Lab Reported</b>	<b>7.97%</b>
<b>% Positive for All Tests</b>	<b>7.99%</b>

<b>Total Cases</b>	<b>Isolated at Home</b>	<b>Assumed Recovered</b>	<b>Hospitalized</b>	<b>Deaths</b>
<b>2063</b>	<b>461</b>	<b>1566</b>	<b>16</b>	<b>20</b>

**16 Community Testing Events  
 (data pending for last testing event)**

# tested	2030
# positive	101
% positive	4.97%

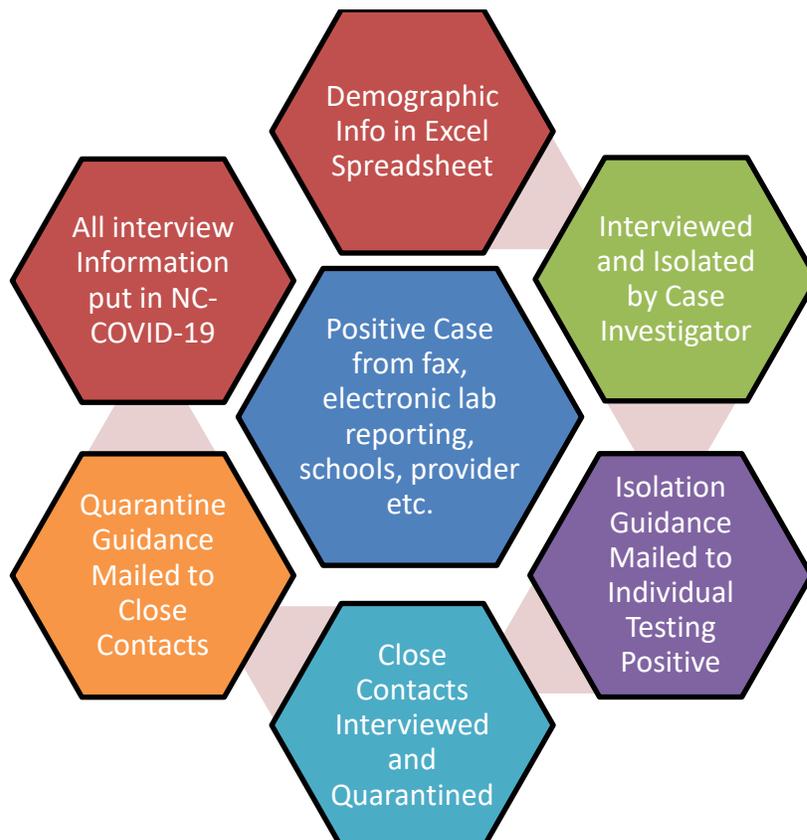
**Close Contact Testing at the Health Department since May 26<sup>th</sup>**

# tested	# positive	% positive
207	65	31.4%

**Clinical Services:**

- **Outbreaks:** Total of 7 outbreaks in long term care facilities
- **Clusters:** 1 child care facility, 1 school, several churches and businesses
- **Close Contacts:** Over 1,500 since March
- **Calls:** 5,586 since March
- **Lab Processing:** Since March our lab has processed 3,941 specimens to send to Quest or the State Public Health Lab for testing
- **Staffing:** 7 fulltime and 2 part-time contract staff members, reassigned 2 employees
- **Visits:** Around 25 long term care facility visits for prevention and additional visits to test residents and staff

**Case Investigation & Contact Tracing**



**Environmental Health COVID-19 Activity:**

- 988 establishments were contacted by phone, visit or email to distribute guidance or educate
- 450 consultative calls were received and made
- 55 restaurants were visited with an additional 7 complaint visits
- 4 Elderly nutrition sites were visited
- 4 child care facilities were visited
- 4 lodging visits were made
- 32 school buildings have been visited/ 32 more to go
- 1 residential care facility was visited
- 18 long term care facilities were visited with 6 follow-up visits made

**Public Relations:**

- 31 press releases
- 113 media inquiries
- 244 concerned citizen calls
- 321 citizen emails and Facebook messages
- 154 guidance documents disseminated
- 8,000 contacts in Hispanic marketing campaign

Jane then asked if there were any questions related to the Health Director's Report. Ben Loftis referred to flattening the curve of Coronavirus and questioned at what point as medical professionals will this become reportable like the flu. Jane responded this will not occur anytime soon. Dr. Rob Bundy then questioned the number of positive cases that are being duplicated, referring to nursing home patients who are tested multiple times. Jane responded that the staff do a tremendous job in verifying the positive cases reported in Iredell County as not to include any positive that is a duplicate to a previously reported case. She referred to the Iredell County website listing as the most accurate data being reported for the County in regards to the number of positive cases. This report is updated daily by our designated staff members.

**d. Activities Summary (*Attachment 11 and Handout C – Jane Hinson*)**

Jane Hinson referred to the Activities Summary labeled as Attachment 11 and Handout C. She briefly highlighted the data and emphasized that we are beginning to see an increase in our numbers in comparison to the data reported for the months of March, April and May.

Jane also noted there were a total of three (3) positive rabies cases reported by Animal Control during the months of June and July. She stated these involved one fox and two skunks.

Jane then asked if there were any specific questions with regard to the data reported on either of the Activity Summary reports. There were no questions or comments noted.

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

**a. Health Directors Performance Evaluation (Attachment 12 – Lisa Warren)**

*A motion to move into closed session to discuss the Health Director's Performance evaluation was made by Sylvia Chapman and seconded by Dr. Tim Burgiss at 8:55pm.*

*Voting: Ayes – 11 ; Nays – 0*

**Board of Health: Closed Session Meeting Discussion: N.C.G.S. 143.318 11 (6)**

*A motion to adjourn the closed session meeting and return to open session was made by Dr. Tim Burgiss and seconded by Ben Loftis at 9:15pm.*

*Voting: Ayes – 11 ; Nays – 0.*

**VIII. Other Discussion**

Lisa Warren asked if there were any other items for discussion. There were no additional items noted for discussion.

**IX. Adjournment**

Lisa Warren asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting was made by Dr. Candace Reeves and seconded by Ben Loftis at 9:20pm.*

*Voting: Ayes – 11 ; Nays – 0.*

**XI. Reports:**

<b>A. Health Director</b>	<i>Handout B</i> – Health Director's Report –presented by Jane Hinson in Section VII-C <i>Attachment 11 &amp; Handout C</i> – Activities Summary presented by Jane Hinson in Section VII-D and VII-E
<b>B. Personnel</b>	<i>Attachment 5</i> – Health Director’s Job Description presented by Lisa Warren in Section VI-A <i>Attachment 12</i> – Health Director’s Performance Evaluation presented by Lisa Warren (Closed Session: N.C. G.S. 143.318.11 (6) ) in Section VIII-A
<b>C. Finance &amp; Operations</b>	<i>Attachment 9</i> – June 2020 Financial Report presented by Marsha Branch in Section VII-B <i>Handout A</i> – July 2020 Financial Report presented by Marsha Branch in Section VII-B
<b>D. IT</b>	
<b>E. Clinical</b>	<i>Attachment 3</i> – Additional Codes and Fees for Clinical Services – <i>Consent Agenda</i> presented by Lisa Warren in Section IV-C <i>Attachment 3A</i> – Revised Fees for Clinical Services – <i>Consent Agenda</i> presented by Lisa Warren in Section IV-D <i>Attachment 6</i> – Clinical Services Semi-Annual Statistical Report – presented by Mary Gantt in Section VII-A(1)
<b>F. Environmental Health</b>	<i>Attachment 7 &amp; 8</i> – Environmental Health Semi-Annual Statistical Report for OSWP and FP&F Programs – presented by Brady Freeman in Section VII-A(2)
<b>G. Health Education</b>	
<b>H. Public Health Development &amp; Promotion</b>	
<b>I. Management/Clinical Support</b>	
<b>J. Vital Records</b>	
<b>K. Board Education</b>	<i>Attachment 1</i> – Legal Roles and Responsibilities of the Board of Health – presented by Norma Rife in Section III <i>Attachment 1A</i> – BOH Advocacy/Outreach Activity Log – presented by Norma Rife in Section III <i>COVID-19 Updates – Included in report presented by Jane Hinson</i> – Section VII
<b>L. Other</b>	<i>Attachment 2</i> – June 11 2020 BOH Meeting Minutes – <i>Consent Agenda</i> presented by Lisa Warren in Section IV-B <i>Attachment 4</i> – COVID CARES Budget Amendment – <i>Consent Agenda</i> presented by Lisa Warren in Section IV-E

**XII. Next Meeting Date**

The next meeting will be October 8, 2020 at 7:00 p.m.

Respectfully submitted: \_\_\_\_\_, Secretary  
Signature Date