

Iredell County Health Department Board of Health Minutes

Regular Meeting Special Meeting

August 11, 2016 - 7:00 p.m.
318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Commissioner Thomas Bowles, Dr. Tiffany Bradford, Dr. Tim Burgiss, Sylvia Chapman, Candace Reeves, and Jerry Turner
Members Absent	Dr. Heather Day, Lance Desmarais, Dr. Robert Monson, Mark Tart, and Lisa Warren, RN
Staff Members Present	Jane Murray, Health Director; Bill Griffith, Director of Finance and Administration; Caroline Taylor, Assistant Finance Director; Brady Freeman, Environmental Health Director; Megan Redford, Community Health Planner; Susan Johnson, Director of Clinical Services; Renee Holland, Executive Assistant
Others Present	Beth Jones, Deputy County Manager

I. Call to Order, Invocation, and Introductions

Sylvia Chapman called the meeting to order at 7:00 PM; a quorum was present.

Sylvia Chapman provided the invocation.

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 announced the Employees of the Month for June 2016 (Brady Freeman), July 2016 (Martha Price) and August 2016 (Ashley Deal). She noted that Brady was the only employee in attendance and congratulated him again on his selection of employee of the month.

IV. Consent Agenda Items for Action (Attachment 1)

Sylvia Chapman asked the board members if they had reviewed the consent agenda items for approval. Everyone agreed they had the opportunity to review the agenda for the meeting as well as the minutes from the June 9, 2016 Meeting. Sylvia then asked for a motion to approve the consent agenda items.

A motion to approve the Consent Agenda items was made by Dr. Tiffany Bradford and seconded by Candace Reeves.

Voting: Ayes- 6; Nays- 0.

V. Items for Discussion and Action

a. Request Approval for 2016-17 Fees (Attachment 2 and Attachment 3)

1) Susan Johnson briefly reviewed the fee schedule for the Clinical Services Division noting the columns of current fees, proposed fees and the amount of any change in fees if any were made. She

referred to pages 6-10 of the document highlighting the letters "PC" beside the codes represent our Walk-In Lab services. These fees are taken from the reference lab and we add \$2.00 to cover the cost in the event there is an increase in fee from the reference lab during the middle of the year. She further informed that there were no changes in the fee schedule for the Dental Program. She also stated that these fees were presented and approved by the Board of Commissioners at their meeting on August 2, 2016 but require approval of the Board of Health as well. Susan then asked if there were any questions with regard to the proposed Clinical Services Fee Schedule for 2016-17. Dr. Burgiss questioned if these are cost-based fees. Susan informed that we are not allowed to use a fee analyzer associated with Medicaid reimbursement to set our fees and this was actually just confirmed in a memo from the Nursing office that we received just last week. She explained that we are trying to cover the total cost of supplies and the fees noted in the fee schedule are what a private pay client would actually pay. Dr. Burgiss asked how patients pay for services. Susan responded that if a client doesn't have Medicaid or dental insurance, we offer a sliding fee scale and these fees are adjusted based on patient eligibility requirements in relation to the sliding fee scale percentages and slides all the way down to 20% in Dental Clinic. She informed that everyone in dental pays something and clients are also required to pay any outstanding balance over \$75.00 before additional dental work is completed. Commissioner Bowles asked if the \$75.00 balance requirement is the same for adults and children. Susan confirmed this is the same regardless of the age of the patient. Commissioner Bowles also asked if there are a high percentage of patients being turned away due to lack of payment. Susan responded there are some but it is not a high percentage. She further explained that at the time an appointment is scheduled, our staff instructs the client of the required documentation which much be presented at the time of the appointment and failure to produce such documentation is typically the result of having to turn people away and reschedule.

2) Brady Freeman briefly reviewed the fee schedule for the Environmental Health Division and referenced the fee for EOP (Engineered Option Permit) Submittal of 30% of the total fee. He explained that we can only charge 30% of our total fees on any service we offer an engineer. He further stated that for the most part, this fee is for improvement permits emphasizing that it is only for septic system related fees.

Brady then asked if there were any questions with regard to the proposed 2016-17 Environmental Health Fee Schedule.

Commissioner Bowles commented that initially it was the will of the Board of Commissioners that Environmental Health Fees would reflect the cost of providing services and established user fees for septic tanks but as time has progressed, the OSWP is subsidizing the Restaurant fees since the state imposed a \$250.00 cap on Food and Lodging fees. Commissioner Bowles emphasized this is an issue that the Board of Commissioners will begin to revisit at a later date.

Sylvia Chapman asked for a motion to approve the 2016-17 Clinical Services and Environmental Health Fee Schedules.

A motion to approve the 2016-17 Clinical Services and Environmental Health Fee Schedules was made by Dr. Tim Burgiss and seconded by Jerry Turner.

Voting: Ayes- 6 ; Nays- 0.

b. Request Approval for Health Action Plans (Attachment 4)

Megan Redford presented the health action plans for the 2016 year which are designed to address Community Health Assessment priorities. The three priorities identified during the 2015 Community Health Assessment (CHA) process are required to be addressed and those are as listed: Chronic Disease, Healthy Eating and Active Living, Substance Abuse (Risky Behaviors). Megan further reported the *Healthy NC 2020 Objectives* that most closely align with their respective focus areas were

chosen for each of the three priorities. She also referred to the outline for each priority noting the evidence based strategies used with like populations including the sources as well as the goals, implementation venues and the resources utilized or needed for implementation. She also informed that the Community Health Action Plans for these three priorities are due to the State by September 1, 2016.

Megan then asked if there were any questions regarding the health action plans for the three priorities identified to be submitted to the State by September 1, 2016.

Sylvia Chapman asked for a motion to approve the Health Action Plans as noted for each of the three priorities to be submitted to the State by the required deadline of September 1, 2016.

A motion to approve the Health Action Plans was made by Dr. Tiffany Bradford and seconded by Dr Tim Burgiss.

Voting: Ayes- 6 ; Nays- 0.

c. Request for BOH to establish Sub-Committee to evaluate the 2016 Rabies Compendium
(Attachment 5 – Refer to the documents as labeled Reference 1 and 2 in the Packet)

Bill Griffith presented information by NC Division of Public Health (DPH) noting the proposed legislation for the 2016 short session of the General Assembly would have amended G.S. 130A-197 to adopt by reference the rabies post exposure management control measures for dogs and cats in the 2016 National Association of Public Health Veterinarians (NASPHV) rabies compendium. He further states that the legislative proposal was never introduced as a bill during the 2016 short session therefore the NC DPH has recommended that local boards of health adopt a rule modeling the 2016 Rabies Compendium. Bill requested that the BOH establish a sub-committee to evaluate the NC DPH recommendation and asked if there were any questions.

Brad Gates, Director of Animal Services commented on the synopsis that was provided as a handout and explained the difference in the current law verses the proposed Compendium stating it reduces the amount of time an animal would have to be observed if the animal had been exposed or was suspected to have been exposed to a rabid animal. Currently, the NC Rabies Control Law requires that if their rabies vaccine has expired, the animal would be required to be quarantined up to 6 months or euthanized if they were exposed or reasonably suspected of being exposed to an animal with rabies. However, the proposal for the new compendium states if an animal is exposed to a rabid animal or suspected to have been exposed, that animal in question could have a booster vaccine as long as there is a documented history of prior rabies vaccination. There is also, for animals with no vaccine history, a much shorter observation period. Brad also informed that if the Board of Health develops a rule, he has discussed this with the County Attorney, Lisa Valdez and has confirmed this would be very simple to update the current Animal Control Ordinance.

Sylvia Chapman questioned if there were a blood test that could be performed on an animal in regards to rabies immune status. Dr. Tiffany Bradford explained that it is very hard to differentiate if the titer is a reaction to a bite or from the vaccine administered three years ago.

Commissioner Thomas Bowles questioned the type of animals this rule applies and Dr. Bradford confirmed this applies only to cats, dogs and ferrets per the North Carolina State Law.

Brad Gates also informed that we need citizens to be aware that rabies is a real issue in this community.

Sylvia Chapman asked for a motion to establish a Sub-Committee to evaluate the 2016 Rabies Compendium and asked for volunteers to serve on this sub-committee.

Bill Griffith, Brad Gates, Dr. Tiffany Bradford, Candace Reeves, Sylvia Chapman and Jane Murray all agreed to serve on the Subcommittee to evaluate the 2016 Rabies Compendium.

A motion to establish a Sub-Committee to evaluate the 2016 Rabies Compendium and approve the following Bill Griffith, Brad Gates, Dr. Tiffany Bradford, Candace Reeves, Sylvia Chapman and Jane Murray to serve as volunteers on this sub-committee was made by Candace Reeves and seconded by Jerry Turner.

Voting: Ayes- 6 ; Nays- 0.

d. Request Approval of Budget Amendment for use of Fund Balance reserved for Medicaid Max funds to replace Netsmart Patient Management System and purchase CureMD Electronic Medical Records with Integrated Practice Management System (Attachment 6)

Bill presented the budget amendment for use of fund balance funds reserved for Medicaid Max funds in the amount of \$24,340.00 and noted the purpose to allocate fund balance reserved for Medicaid Max revenues and expenditures to purchase EMR(Electronic Medical Records) software with integrated practice management system. He further informed that our current vendor (Netsmart) will no longer support their current EHR(Electronic Health Record) suite past August, 2019. He also reported that an internal Task Force conducted an extensive study of the two (2) major EHR products used in North Carolina counties. The two companies were Patagonia and CureMD with Cure MD chosen unanimously as the EHR system of choice by the Task Force. Lastly, Bill emphasized that the purchase of the CureMD software will save the County at least \$41,292.00 in annual support costs.

Bill asked if there were any questions. Sylvia Chapman questioned if the current medical records will interface. Bill responded that all demographics will be moved into the new system but our documentation is stored in a laserfische file and we will continue to use this method to store documentation.

A motion to approve the Budget Amendment for use of Fund Balance in the amount of \$24,340.00 reserved for Medicaid Max Funds to replace Netsmart Patient Management System and purchase CureMD Electronic Medical Records with Integrated Practice Management System was made by Dr. Tim Burgiss and seconded by Dr. Tiffany Bradford.

Voting: Ayes- 6 : Nays- 0.

e. Request Approval of Health Director's Job Description (Attachment 7)

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 then asked if there were any revisions or changes made. Jane Murray informed there were no revisions made to the job description in 2016.

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 Candace Brewer.

Voting: Ayes- 6 ; Nays-0.

VI. Items for Discussion and Action as Needed

a. Semi-Annual Statistical Reports (Attachment 9, 10, 11)

The Board was given a copy of both the Clinical Services and Environmental Health Semi-Annual Statistical Reports. Susan Johnson briefly discussed the Clinical Services Statistical report as well as the Communicable Disease report emphasizing that the Family Planning and Maternal Health numbers have increased. She also reported that the two care coordination social work programs are holding steady. She also reported we have two active TB cases and explained there is a lot of work that goes into follow-up with these cases. She also noted immunizations were down from January to June which is anticipated to rise as we begin administering Flu Vaccine over next few months. Susan referred to the handout that was given out, noting this data reflects the

Communicable Disease report for July 2015 – December 2015 and informed that this report was not included in the report distributed in April 2016.

Susan then asked if there were any questions regarding either of these two reports. There were no other questions.

Brady Freeman briefly discussed the Environmental Health Semi-Annual Statistical Reports starting with the Onsite Water Protection Program referring to the graph for the number of site visits and new systems. Brady referred to the trend from 2013 – 2016 on the bar graph for site visits seems flat but in comparison to the new system layouts from 2013 – 2016, the numbers are continually increasing. He further explained that layouts are actually brand new septic systems being permitted in Iredell County which essentially means the efficiency is improving. Brady also informed that the Board may notice a decrease in numbers reported for existing systems stating this is primarily due to the fact that these inspections have been placed on hold until January 2017 when it will then be mandated by law to complete. He further explained the waiver process highlighting that if the property owner request the inspection be completed beforehand, his division would proceed with offering the service but still emphasized it is not required by law at this time. He also explained that discontinuing this once required service, at this time, has allowed staff to focus on the backlog. Dr. Tim Burgiss questioned what the current backlog status was and Brady responded that the backlog is currently at 5 weeks.

Next, Brady reported on the FP & F data stating that Iredell County has seen an increase in the number of new restaurants in the southern end of the county, more specifically in Mooresville. He then highlighted the numbers noted on the report emphasizing this as a result of the quality assurance process that had been implemented in the FP & F program. He also referred to an increase in the numbers reported for the months of January – June, emphasizing this is primarily due to an increase in the number of swimming pool inspections during this time period.

Brady then asked if there were any additional questions regarding any of the data reported for the Environmental Health Division.

There were no other questions regarding the semi-annual statistical information for the OSWP or FP&F programs.

Dr. Tiffany Bradford inquired about the Town of Love Valley issue. Brady commented that he had contacted the State last week to inquire about the status and is awaiting a reply from the State Environmental Health Division for further guidance.

b. Health Director's Report (Handout A)

Jane Murray discussed the following topics and referred to the handout that each BOH member was given relating to topics referenced in the Health Director's Report below:

Administration

- **Employee of the Month:** Brady Freeman, EH Director, was selected as the June Employee of the Month. Martha Price, Computer Consultant, was selected as the July Employee of the Month. Ashley Deal, RN was selected as the August Employee of the Month.
- **Drug Abuse Free Iredell:** 32 individuals representing 24 community partners participated in the August 10th Strategic Planning Retreat. The strategic planning process will continue with focus groups, a second meeting to review the SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis and select top focus areas and a third meeting to report

health actions plans related to short and long term goals. Norma Rife is leading this process.

- **New Legislation:** Legislation was passed this last session for the State Health Director to write a standing order that allows pharmacies to dispense Naloxone. Government and non-government entities were also authorized in law to offer needle and hypodermic syringe exchange programs to reduce the spread of HI V, hepatitis and other bloodborne diseases, reduce law enforcement needle stick injuries and encourage individuals who inject drugs to enroll in evidence based treatment. These programs must offer all of the following:
 - 1) Disposal of used needles and hypodermic syringes
 - 2) needles, syringes and other injection supplies at no cost and in sufficient quantities to ensure they are not shared
 - 3) Reasonable and adequate security of program sites, equipment and personnel. Written security plans must be submitted to local law enforcement and updated annually
 - 4) Education materials on overdose prevention, prevention of HIV, AIDS and viral hepatitis, drug abuse information and information on treatment for mental illness and treatment for substance abuse
 - 5) Access to naloxone kits and
 - 6) Personal consultations from a program employee or volunteer when an individual requests services related to mental health or addiction treatment. No public funds may be used to purchase needles, hypodermic syringes or other injection supplies.
- **BOH motion made at the June meeting for fire extinguishers and first aid kits for Environmental Health trucks and a paging system for Government Center South in Mooresville and Building Standards Building:** First aid kits have been made for each EH truck. We were advised by the County Risk Manager that fire extinguishers are not recommended for vehicles because of the risk of explosion in the vehicle. Facility Services said that overhead paging systems for Government Center South in Mooresville and Building Standards in Statesville are not priorities for the county at this time.

Clinical Services

- Zika:

	NC	US	US Territories
Travel Related	33	181	23
Locally Transmitted	0	6	5525
Lab Acquired	0	1	0
TOTAL	33	1825	5548
• <i>Pregnant</i>	0	479 <i>15 live births with birth defects 6 pregnancy loss with birth defect</i>	493 <i>1 pregnancy loss with birth defect</i>
• <i>Guillian Barre</i>	0	5	18
• <i>Sexually Transmitted</i>	0	16	0

- **Iredell County Healthcare Preparedness Planning Committee:** We learned about the CDC sponsored Chempack program at the July 25, 2016 meeting.

Chempacks are an initiative of the CDC Division of the Strategic National Stockpile. The program provides for the decentralized placement of antidotes against large scale accidental and deliberate release of chemical nerve agents. The program was launched in 2003. There are 1340 Chempacks sites in the US (57 in NC). Each Chempack contains a volume of nerve agent antidote kits (atropine, pralidoxime), diazepam auto injectors, multi-dose vials of these drugs and pediatric doses). Iredell Memorial houses a Chempack in our county. The committee plans to do a mini table-top exercise at their October meeting on how to activate and utilize the Chempack .

- **Women's Health Audit (Family Planning, Maternal Health):** The NC-DPH Women 's Health Branch will be auditing our programs on September 26th-27th(policy review) with the actual audit being conducted on October 25th-26th.

PHDP

- **Community Outreach:** There have been 4,395 individual outreach contacts made over the last year. 284 staff hours have been spent on outreach opportunities that include health fairs, school open houses etc. We will have a staffed information table throughout the entire 2016 Iredell County Agricultural Fair.
- **Rabies Information:** Over 2,000 rabies prevention brochures and posters were disseminated throughout the county in April.
- **Mosquito & Tick Borne Illness Brochures:** Over 3,275 brochures were mailed to community partners. Brochures were also placed in kiosks at all three hospitals and all three health department buildings.

Environmental Health

- **OSWP Staffing:** We have hired internally for the OSWP Supervisor and the Program Specialist.
- **OSWP Backlog:** Staff met with Commissioner Bowles, Beth Jones (Deputy County Manager) and Ron Smith (County Manager) this week to discuss the 5 to 6 week backlog and the current staffing situation. An action plan was developed that includes discussing the following with the Board of Commissioners at their fall retreat: 1) A proposal to possibly add one more position (environmental health specialist or technician) 2) A proposal for staff incentives to encourage longevity and productivity 3) A proposal to possibly require backhoe pits that includes an analysis of potential revenue loss if application fees are reduced accordingly. Geographic assignments were also discussed for possible consideration. Mr. Smith also plans to meet with OSWP staff to discuss administration's role and answer questions.
- **Meth Labs:** There have been three identified meth labs in the last two weeks. Two were in the county and one was in the City of Statesville.
- **City of Statesville Boil Water Advisory:** FLI program staff quickly mobilized with the assistance of our PIOs and clinical service staff on July 27th when over 500 daycares, restaurants, nursing homes, hospitals etc. had to be contacted because of the boil water advisory for the City of Statesville.

Contacts were made by e-mail, phone, fax or personal visit.

- Mosquito Control: We are working closely with the county attorney to address mosquito control ordinance and rule violations in homes going through foreclosure.

Jane then asked if there were any questions with regard to her report. There were no questions or comments regarding the information presented in her report.

c. Activity Summary (Handout B,C)

Jane reported on the data noted in the Activity Summary highlighting an increase in the number of TB follow-up visits as well as an increase in the number of lab walk-in services from June to July.

Jane then asked if there were any questions with regard to the Activity Summary. There were no questions or comments regarding the data presented in the Activity Summary.

d. Health Directors Performance Evaluation – (Closed Session per N.C. G.S. 143.318 11(6))

A motion to move into closed session to discuss the Health Director's Performance evaluation was made by Commissioner Tommy Bowles and seconded by Candace Reeves at 8:35pm.

Voting: Ayes - 6; Nays - 0.

A motion to close the closed session meeting and return to open session was made by Commissioner Tommy Bowles and seconded by Jerry Turner at 8:55pm

Voting: Ayes - 6; Nays - 0.

VII. Open Session: Other Discussion

Sylvia Chapman then asked if there was any additional discussion. Hearing none, the meeting was adjourned.

VIII. Adjournment

Sylvia Chapman asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:55 p.m. was made by Commissioner Tommy Bowles and seconded by Jerry Turner.

Voting: Ayes- 6 ; Nays- 0.

