

Iredell County Health Department Board of Health Minutes

Regular Meeting Special Meeting

April 14, 2016 - 7:00 p.m.
318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Commissioner Thomas Bowles, Dr. Tiffany Bradford, Dr. Tim Burgiss, Sylvia Chapman, Dr. Heather Day, Lance Desmarais, Dr. Robert Monson, Mark Tart, and Lisa Warren, RN
Members Absent	Jerry Turner
Staff Members Present	Jane Murray, Health Director; Susan Johnson, Director of Clinical Services; Norma Rife, Director of Public Health Development and Promotion; Caroline Taylor, Assistant Finance Director; Brady Freeman, Environmental Health Director; 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. Lisa Warren provided the invocation.

II. Review and Approval of Agenda

Sylvia Chapman asked for review and approval of the agenda. There were no changes to the agenda.

*A motion to approve the Agenda was made by Lance Desmarais and seconded by Dr. Tiffany Bradford.
Voting: Ayes-9 ; Nays-0.*

III. 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.

IV. Employee of the Month Recognition

Sylvia Chapman announced that Jane Murray would announce the Employee of the Month for April 2016 in her report since the individual was not in attendance for public recognition.

V. Items for Discussion and Action

a. Approval of February 18, 2016 Minutes (Attachment 1)

Sylvia Chapman asked if anyone had any comments or changes related to the February 18, 2016 minutes. There were no changes or comments.

Sylvia Chapman asked for a motion to approve the February 18, 2016 minutes.

*A motion to approve the February 18, 2016 Minutes was made by Dr. Robert Monson and seconded by Lisa Warren.
Voting: Ayes- 9 ; Nays- 0.*

b. Request Approval of Additional Clinical Services Codes and Fees (Attachment 2)

Susan Johnson presented the additional Clinical Services Codes and Fees noting that these were added due to physician orders received by clients for specific lab tests through our walk-in lab clinic.

Susan Johnson then asked if there were any questions regarding the additional codes and fees for Clinical Services.

Lisa Warren questioned if the labs being requested are actually done immediately or if patients have to wait until approved by the Board.

Susan replied that the Board approved a process approximately two years ago allowing for the fees to be set so that services could be rendered immediately to avoid patients having to wait to receive the services.

Sylvia Chapman asked for a motion to approve the Additional Codes and Fees for Clinical Services.

*A motion to approve the Additional Codes and Fees for Clinical Services was made by Dr. Tiffany Bradford and seconded by Dr. Tim Burgiss.
Voting: Ayes- 9 ; Nays- 0.*

c. Approval of the 2016 Strategic Plan Updates (Attachment 3)

Norma Rife reported that the 2013-2016 Strategic Plan was created in 2012. She stated that the Strategic Plan analyzes factors that influence the health department's ability to improve the health of the community. She also highlighted that the strategic plan defines goals, sets timelines, identifies strategies and assigns responsibilities through action planning. She further explained there are different requirements we have for our strategic plan that we have to utilize.

- Use of health status from our Community Health Assessment (CHA) data
- Use of community partners, clients, community members
- Use of internal workforce to gain input to create SWOT Analysis
- Set desired outcomes for each element
- Set priorities to implement some of the plans

Norma then referred to the Public Health Pillars of Excellence – Service, Quality, Finance, People and Growth and informed that these are incorporated into the Action Plans. She mentioned that we do not have the outcomes at this time for our smart objectives but did point out that most are quantitative measures associated with percent changes that are tied to the Employee Satisfaction Survey. This survey was rolled out on April 13, 2016. The results and action plans related to the data collected will be available for review and approval at the October BOH Meeting in conjunction with the Workforce Development Plan. Norma continued by highlighting activities that have been completed over the past year as these items are documented in green in the Strategic Plan document including:

- “*Straight A Leadership*” and “*Be Quiet, Be Heard*” – monthly trainings with Leadership Team

- Development of Standards of Excellence Behavior Pledge by Leadership Team members
- Client and Customer Satisfaction revealed an overall average of 98% for Clinical Services Division, Public Health & Development Division and Vital Records program
- Emphasis on the 2013-14 Turnover rate of 11% noting a reduction in the 2014-15 Turnover rate which was 8% - this is also reflected in the Work Force Development Plan
- Public Information Officer Outreach Team engagement to promote organizational services
- Marketing Health Department services was a priority
- On-Site Water Protection initiated quarterly meetings to focus on improvement opportunities
- Administration has been instrumental in securing additional Managed Care Contracts
- Walk-In Lab Services has increased resulting in an increase of revenue

Norma reminded the Board that all of this is the work of the Executive Leadership Team, the Leadership Team and the entire workforce. She states the objectives and quantitative outcomes will be available for approval at the October 2016 Board of Health Meeting.

Norma then asked if there were any question or comments regarding the 2016 Strategic Plan Updates. There were no questions or comments.

Sylvia Chapman asked for a motion to approve the 2016 Strategic Plan Updates.

A motion to approve the 2016 Strategic Plan Updates was made by Mark Tart and seconded by Lance Desmarais.

Voting: Ayes- 9 : Nays- 0.

VI. Items for Discussion and Action as Needed

a. Semi-Annual Statistical Reports

1. Clinical Services Division

Susan Johnson reported on the semi-annual statistical report for the Clinical Services Division and referred to the data/graph chart noting a decline in the number of clients served with the exception of an increase in the numbers reported in the Communicable Disease Program.

Susan asked if there were any questions relating to the semi-annual statistical report. Sylvia Chapman questioned if this is a trend of other Health Departments. Susan responded that she believes so but noted that for some other Health Departments, that have Primary Care, they may not be affected as much as we are. She also speculates that the Affordable Care Act has also been a huge factor in the decline of the number of clients served as well. Susan then referred to the Women's, Infant, and Children(WIC) Program, which is not a program where we get money, stating that those numbers are down all across the state to the point of funding being cut as well as positions being lost. She states that various factors could be the cause, such as decline in birth rates and the improved economy. We are trying to be diligent in managing by making adjustments with staffing during this downturn.

Jane commented that if we weren't here, there would be clients who are on a sliding scale that wouldn't be able to get care so it is very important that we offer these services to this population. Susan did mention that she has one family practice physician that has contacted her within the past month to do a health check agreement for the Health Department to complete all pediatric health and wellness physicals.

2. Environmental Health Division

Brady Freeman reported on the semi-annual statistical report for the Environmental Health Division and referred to the data/graph chart noting that the numbers trend up and down and varies depending on services needed and is seasonal. The data is also reflective of the economy as well.

Brady asked if there were any questions relating to the semi-annual statistical report. Mark Tart commented that he has noticed an increase in the media/news activity relating to restaurant scores and questioned if there has been process changes for inspections that would attribute to this. Brady responded, "Quality Assurance". He further explained that improvements have been made with staff doing plan review to be more consistent and staff are rotating territories to ensure things aren't missed. He also informed that training has changed and staff are attending Food Code Refresher Courses, Regional Meetings as well as regular staff meetings. Everyone is learning and getting better with conducting inspections by the Food Code and staff are held accountable for providing quality inspections. Overall, with these new quality measures and the correct food code violation being marked, scores may have gone down. Susan questioned the date/year the Food Code was adopted. Brady stated the food code changes occurred in 2012. Mark Tart questioned the type of feedback received from restaurant owners as well as the public. Brady commented initially, the feedback was negative but not so much now. Restaurant owners realize this is a team approach. We are trying to educate facilities to protect the public and ensure compliance with the comprehensive food code. Brady also informed that surveys are given at each inspection. Those are returned directly to him from the owner/manager.

Mark recommended that the Board refer to the Website to review some of the restaurant scores and violations. He states it is very interesting to read through those. It also helps the public to have a better understanding of exactly how that establishment received their score.

Commissioner Tommy Bowles questioned if Food and Lodging completes swimming pool inspections. Brady responded and emphasized that the Food Protection and Facility Program inspects public swimming pools. Commissioner Bowles asked what constitutes public and if a Home Owners Association (HOA) pool is considered public. Brady states HOA pools are considered public yet they don't necessarily have to charge a fee but since anyone in that subdivision can access the pool and swim, the HOA is required to complete plan review, piping inspections, final construction inspections and then regular inspections to maintain water quality and safety as well.

Commissioner Bowles then asked how many total public swimming pools are in the County. Brady informed there are a lot, and didn't have a specific number but estimates there are over one hundred (100). He reported that he will get that exact number to accurately respond to the question. He stated that number is on the rise as more subdivisions are developed. Brady also reported that there is mention of a newly designed "Mobile Wash Slide" which is very similar to the concept of the "Mobile Food Unit". There is discussion in legislation currently if this will be regulated as well. Jane noted that there were 45 applications received in March and this doesn't include the year-round public pools.

b. Financial Report (*Attachment 6 ; Section VI - B*)

Caroline Taylor referred to the financial reports labeled as Attachment 6 and Attachment 7. She stated that as of March 31, 2016; the Health Department is at 75% of the fiscal year and that our revenues are at 64.5% and expenditures are at 65.8%. She did highlight a few items such as \$20,000 was budgeted for walk-in physicals noting that as of today's date, we have collected \$18,000 emphasizing that if the trend continues, we will collect more than budgeted. She also reported that \$43,000 was budgeted for the walk-in lab services and to date, we have received slightly over \$45,000. This figure does not include the \$23,000 from the County Employee Health Risk Assessments. Caroline asked if there were any questions or comments related to the Financial Report. There were no questions or comments relating to the financial report.

c. Mosquito Control Subcommittee Update (*Attachment 8: Section VI-C*)

Lisa Warren provided an update on the work of the Mosquito Control Subcommittee which she states has met on several occasions. She informed that first, she would like to provide a little bit of background information and referred to the NCDHHS Website noting as of April 13, 2016 in NC, there have been nine (9) travel associated Zika Virus cases reported and for locally acquired vector borne cases, the number reported is zero. She discussed vector borne diseases describing the illnesses and how they transfer their disease to people. She then referred to the two common types of mosquitoes in North Carolina, the Aedes Aegypti and the Aedes Albopictus. She also stated that the committee discussed the option of adopting a rule verses an ordinance. She explained the comparison of the two stating a rule is adopted by the Board of Health, which is what the committee felt would be more substantial for the county. She further explained that while an ordinance is adopted by the governing bodies of the local governments of the counties or cities such as the Board of Commissioners, the BOH Rule applies throughout the board's territorial jurisdiction. The BOH can only adopt rules that are related to promotion and protection of public health as noted in NC G.S. 130A-39. (*Refer to attachment C in packet*). Lisa reported that when the committee was developing the rule, there were several categories the committee focused on specifically. Those areas of focus are to control, reduce, educate and lastly enact the rule. She noted that enacting or enforcing the rule will be the last resort. Lisa also emphasized that the committee is also focusing only on man-made breeding sources in the proposed mosquito control rule. In addition, the committee also felt it necessary to give the population liberal amount of time to take action in correcting the situation to alleviate the issue within 96 hours. Lisa further explains that if the owner or occupant is unable to eliminate the breeding sources within that time frame, they must notify the Health Director to develop a plan of corrective action. She also informed that the draft rule also discusses right of entry for inspection by the Health Director as well as penalties that can incur if a person violates any provision of these rules. Lisa concluded this was just an overview of the draft rule developed by the Subcommittee. She referred everyone to the hardcopy of the Mosquito Control Rule which was included in their packet. She then asked if there were any questions and reminded the board to also refer to the additional handouts given this evening. (*See Handout B – CDC's response to Zika, Handout C – N.C. GS 130A-39*)

Jane also mentioned that the committee completed a lot of research and literature review and felt that the population may question why the county isn't looking into the possibility of a spraying program. There is a false sense of security when you see a truck spraying. Most of the research mentioned how

ineffective this process can be as it affects only the mosquitoes that fly right into the spray. Jane pointed out that the committee did not see this route as an option as it could be very costly; possibly costing the County half a million dollars. Consent would also have to be obtained from the homeowners. Also, there could be issues related to health with regard to the risk associated with use of insecticides and pesticides. There are also a lot of environmental concerns such as the decline in bee population which is down by 50% as is dragon flies. Other insects could be impacted as well by mosquito spraying.

Sylvia Chapman asked who would do the spraying, if that were an option. Jane responded that emergency funding would be requested and we would hire a contractor if we followed the CDC recommendation to spray 150 meters around the home, if we have a locally transmitted case of Zika.

Jane further explained the significance of the Zika virus is not only sexually transmitted but the virus can stay in your bloodstream for seven (7) days. A mosquito could bite an infected person then bite someone else thus infecting that person as well. This is what makes this critical and the reason for recommending spraying around the site of local transmitted Zika infection. At this point, the committee felt it would not be cost effective to propose a spraying process for a county of this size. The committee felt it was more important to educate the community. Jane further informed of recent complaints from citizens who are frustrated by property that has been abandoned for many years, one with a swimming pool more specifically.

Commissioner Tommy Bowles emphasized personal protection is the best. Jane agreed that personal protection is very important and referred to the handout (*Handout B*) and mentioned the importance of using DEET for personal protection as well.

Dr. Robert Monson questioned what the life span of a mosquito is. Susan Johnson responded that the life span for a female mosquito is approximately 56 days whereas it is much less for a male; approximately 10 days.

Commissioner Bowles questioned the comparison of the risk between Zika and West Nile Virus. Jane responded that the difference with Zika is the microcephaly seen in infants in the huge outbreak of Zika in Brazil. The Minister of Health states there could be as many as 6,000 cases of microcephaly related to Zika Virus infection. Also, just yesterday, the CDC reported there has now been enough research to confirm that Zika is the agent causing the microcephaly. The CDC has made this a level one priority, which is their highest priority, with hundreds of people working all around the world completing research and collecting data related to this frightening disease.

Sylvia Chapman asked about the next step for adopting the proposed Mosquito Control Rule. Jane reminded the Board there are many steps that are required before a rule can be adopted and referred to the handout (*Handout C*). Jane emphasized that the requirement for tonight is for the Board to discuss this document to determine if there are any specific questions or changes that need to be made. Again, she referred to the required steps that must be followed emphasizing there will need to be a lot of public notification for citizens to have an opportunity to review the rule. Then, at the beginning of the next Board of Health Meeting in June, there would be a public comment period, in essence similar to when the Commissioners vote on ordinances, for citizens to comment on the proposed rule.

Jane also mentioned that she received a call earlier today from Ron Smith, County Manager asking her to attend the next Board of Commissioners Meeting to speak to them about the proposed Mosquito Control Rule. She informed that she will be attending a Conference therefore has asked Brady Freeman to attend the Commissioner's Meeting to provide an update in her absence.

Dr. Monson asked about plans for public education. Norma Rife reported that her division is currently working to develop a document to assist in educating the public. She informed that there are three phases and we are currently in the first phase, which is no local Zika in the U.S. :

- Media notification via news releases - will continue to monitor for any updates
- Enhanced Mosquito borne illnesses on the Website
- PIO developed post for Facebook
- Outreach education planned with partners and vendors
- Blast fax notification is scheduled to be released to OB/Gyn and Pediatric Offices tomorrow
- Information material to distribute to travel agencies

The second phase of public education is when local Zika is in the central southern states of the U.S. :

- Continue the above methods and add;
- Radio Announcements
- Breeding and Bite Prevention strategies
- Educate on travel

The third phase of public education is when local Zika is in the eastern states and/or N.C.:

- Special mailings to business partners, recreational departments, farmers, outdoor workers
- Bite prevention and signs and symptoms
- Special delivery – develop hard copies to be delivered to school systems
- If Zika comes to N.C. ; we will provided door hangers as a means for educating
- Scheduled Community Meetings

Commissioner Tommy Bowles questioned if the Connect CTY system would be effective. All agree This would be another great idea to notify and connect with the public.

Lance Desmarais questioned if there are other counties that have a Mosquito Control Rule and if the committee benchmarked those. Jane responded this committee completed research and there are several counties including: Forsyth, Lincoln, Mecklenburg, Scotland, New Hanover, and Brunswick that have programs in which the Board of Health developed Mosquito Control Rules.

Jane emphasized the difference between a Board of Health Rule which is countywide whereas an Ordinance requires going to each city or town for them to adopt individually. Brady will explain this to the Commissioners during the meeting on Tuesday evening. Beth Jones, Deputy County Manger stated it would be helpful if the Board of Commissioners endorse the proposed Board of Health Mosquito Control Rule.

Lisa Warren confirmed that as the Committee developed this rule, it was scrutinized with meticulous detail. Brady also commented that Lisa Valdez and Bill Pope, the County Attorneys, validated the Board of Health's authority to adopt rules as outlined in N.C. G.S. 130A-39. They also reviewed the draft rule to ensure all legal requirements are met in the document.

Sylvia Chapman asked if the Board wanted to move forward with this draft document of the proposed Board of Health Rule for Mosquito Control. All members in attendance agreed unanimously to proceed with a public comment period regarding the draft document at the June 2016 Board of Health Meeting.

d. BOH By-Laws & Operating Procedures (Draft for 2016) (Attachment 9 – Section VI-D)

Sylvia Chapman explained that this item will be on the June 9, 2016 BOH Agenda for discussion and action. It is required for BOH members to be given an ample amount of time to review the recommended changes on the By-Laws and Operating Procedures prior to the June meeting. Sylvia pointed out that the only revision to this draft copy was the addition of the Consent Agenda as noted on page 4 of the document. She explained that with the addition of the consent agenda, this will allow the opportunity to group items that are non-controversial and vote one time to cover all of those items rather than the current process of voting on each individual non-controversial item. Again, Sylvia reminded that the Board would be discussing and voting on the proposed By-Laws and Operating Procedures at the June Board Meeting.

e. Health Director's Report (Handouts A, D, E)

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

Administration

- **Employees of the Month:** Rosa Foster, Pregnancy Care Manager, was selected as the March Employee of the Month. Natasha Lowe, Management Support, was selected as the April Employee of the Month.

Clinical Services:

- **Zika:**

	NC	US	US Territories
Travel Related	9	346	4
Locally Transmitted	0	0	471
Pregnant	0	32	58
Sexually Transmitted	0	7	0
Guillian Barre	0	1	1

We participated in a 6 hour CDC Zika Action Plan Summit on April 1, 2016 via webinar. We have distributed three provider guidance documents. DPH is working with all state blood collection centers to ensure donors are deferred if they have recently traveled to an area with active Zika infection. DPH is also hiring two entomologists. Sixteen counties have been selected to collect mosquito samples in an effort to identify the distribution of the Aedes Aegypti mosquito. The DPH Zika Action Plan goal is to develop a comprehensive program that includes the principles of Integrated Pest Management (Surveillance, Source Reduction, Larval Mosquito Control, Adult Control, and Public Education).

- **Emergency Preparedness:** The Sheriff’s Department is assisting us with a planned “Active Shooter Exercise” training drill that is scheduled for April 29, 2016 at the Statesville

health department. The Sheriff's Department will also lead a mandatory Active Shooter training for all staff on May 10, 2016.

- **Mumps:** We had two confirmed and 5 probably cases of mumps. Our last case was identified on February 16, 2016.

PHDP

- **Tobacco Champions Training:** The division coordinated this training with presentations led by regional and state tobacco control officials on March 18, 2016. Participants from the school systems, three hospitals, Partnership for Children & Families and other community organizations were given Tobacco Educational kits for distribution within their organizations at the conclusion of the training.
- **Public Health Month:** The Board of County Commissioners signed a proclamation at their April 5, 2016 meeting recognizing April as Public Health Month. Several press releases have been developed. Outreach has occurred throughout the county. "This is Public Health" Facebook campaign is going on. The division will lead the development of a brief agency YouTube video by all staff to highlight all program work. The division is also leading a "Thank our Partners Campaign" this month.

Environmental Health

- **FP&F Program:** One of our FP&F interns recently resigned to accept another position. Interviews have been completed and we will be making an employment offer soon.
- **OSWP Program:** Mandatory overtime has been implemented again for staff for the third time this fiscal year. A dually authorized FP&F staff member has been temporarily reassigned to the OSWP program to assist with the increase in applications this spring. (*Handout E*)

f. Activity Summary (*Handout D*)

Jane reported that the Lab has been very busy noting an increase in the numbers which went from 392 to 454. Susan reported that we have seen an increase in the number of drug screen testing being done. There was also an increase in the number of Department of Transportation (DOT) Physicals. Jane reported there was a positive case of rabies in a cow and that the Department of Agriculture was called to investigate.

VII. Other Discussion

Sylvia Chapman announced that we have a Pharmacist vacancy on the Board. Mary Lacy Johnson has resigned from her Board of Health appointment. Jane suggested that if anyone knows of a Pharmacist, to fill this vacancy, to refer them to complete the Iredell County Committee Volunteer Application that is listed on the website.

VIII. Adjournment at 8:45 p.m.

Sylvia Chapman asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:45 p.m. was made by Lance Desmarais and seconded by Dr. Tiffany Bradford.

Voting: Ayes-9 ; Nays-0.

