

# Iredell County Health Department Board of Health Minutes

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

**April 12, 2018**

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

<b>Members Present</b>	Commissioner Thomas Bowles, Sylvia Chapman, Dr. Tiffany Hubbs, Ben Loftis, Candace Reeves, and Jerry Turner
<b>Members Absent</b>	Lance Desmarais, Dr. Tim Burgiss, Dr. Heather Day, Dr. Robert Monson, and Lisa Warren, RN
<b>Staff Members Present</b>	Jane Hinson, Health Director; Jessica Ridgway, Administrative Officer; Brady Freeman, Environmental Health Director; Susan Johnson, Director of Clinical Services; Norma Rife, Director of Public Health Development & Promotion; Megan Redford, Health Promotion Manager; Renee Holland, Executive Assistant
<b>Others Present</b>	Susan Robertson, Assistant County Manager

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

Sylvia Chapman called the meeting to order at 7:05pm and provided the invocation.

**II. Employee of the Month Recognition**

Sylvia Chapman recognized the Employees of the Month but noted that neither was able to attend the meeting this evening.

- March 2018 – Bill Griffith – Director of Finance & Administration Division
- April 2018 – Sara Guerrero – Clinical Services Division (*Processing Assistant-Maternal Health*)

**III. Consent Agenda Items for Action (*Attachment 1*)**

Sylvia Chapman asked the board members if they had reviewed the consent agenda items for approval. She then asked if there were any questions or concerns with regards to the minutes from the February 22, 2018 Board of Health Meeting (*noted as Attachment 1*).

Hearing no comments, 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 Hubbs and seconded by Candace Reeves.  
Voting: Ayes- 6 ; Nays- 0.*

**IV. Public Comment**

Sylvia Chapman asked if there were any representatives in attendance for public comment related to the discussion and possible adoption of the proposed Decontamination Standards of Methamphetamine Sites BOH Rule. Seeing none present, it was noted there were no public comments.

**V. Items for Discussion and Action**

**a. Request Approval of Decontamination Standards for Methamphetamine Sites BOH Rule**  
*(presented by Ben Loftis)*

Ben Loftis presented the proposed Decontamination Standards for Methamphetamine Sites Rule noting that it was the intent of the Board of Health to establish these standards to ensure that property found to be contaminated is decontaminated properly as outlined in this rule and deemed reasonably safe for habitation. Jane Hinson announced that the required Public Notice was signed by the BOH Chair and published in the local newspaper ten days prior to our meeting this evening. Ben noted that we do not have any public in attendance to ask questions related to this Rule. Ben then asked if there were any additional comments, questions or discussion related to moving forward with adopting this BOH Rule effective on April 12, 2018 as written.

There were no additional questions or discussion noted. Jane Hinson commented that she will work with the Public Information Officer to get a press release sent out to the Media if the Rule is adopted.

*A motion to approve the Decontamination Standards for Methamphetamine Sites BOH Rule was made by Commissioner Thomas Bowles and seconded by Jerry Turner.  
Voting: Ayes- 6 ; Nays- 0.*

**b. Request Approval of Annual Fee Policy & Fee Schedule** *(Attachment 2 & 2A- Jessica Ridgway)*

Jessica Ridgway presented the proposed Annual Fee Policy labeled as Attachment 2A. She also informed that the BOH approves policies in compliance with the health department's policy on policy management. She highlighted some of the updates to the policy and made reference to the following additions /revisions which are noted in red and highlighted in yellow in the handout:

- Page 2 – Due to State mandates, Iredell County does not charge for returned check fees, credit card fees, or late charges. Also, Iredell County Health Department has been approved to offer pregnancy testing under “Other Services” using a flat fee.
- Page 5 – Changed software vendor from Insight to “CureMD” ; in the Section of Gross Income-Defined, under *shall not include*, which is also State mandated that Student Grants or Loans which have to be repaid (10/12/17)
- Page 8 – Addition to policy with effective date of 7/1/18 - “to receive Dental services, all outstanding balances must be at \$ 0.00”.

Jessica asked if there were any questions related to the changes outlined in the proposed Fee Policy. There were no questions.

Susan Johnson discussed the reason for changing the policy with regards to collecting fees for Dental Services. She stated this change in policy was based on the recommendation from the Billing Task Force Committee. She stated this committee formed a Dental Sub-Committee to review the policy related to fees and collection of fees for dental services being provided. She also noted that the aged accounts for private pay are on the rise and after much discussion and upon extensive research with surrounding counties, the sub-committee made the recommendation that all outstanding balances for dental services must be at \$0.00 before additional treatment can be performed. Susan continued by saying that this will be implemented effective July 1, 2018. She also informed that in order to offset this, all dental procedure codes were reviewed using a detailed reporting tool from the State that helps calculate the cost of each procedure code to determine the fees. She emphasized these fees listed on the dental fee schedule (*Attachment 4*) are as low as we can go and still be above the highest reimbursement rate from Medicaid and Private Insurance companies.

Next, Susan presented the Clinical Services proposed Fee Schedule for 2018-19 (*Attachment 3*) and noted that Fees for services provided in clinical and dental programs are based on direct costs, current Medicaid rates, and/or the most current Medicaid Administrative cost information provided by NC DHHS DMA (42 CFR 59.5 (a) (8); 8.8.4). In addition, rates set by other agencies in the area and surrounding counties are considered when setting fees as well. Susan emphasized that after reviewing the proposed process of our Dental Clinic, it was determined to implement the “payment expected at time of service” for other services offered as well. However, she noted that unlike dental, we can’t deny services if a balance is owed but we are certainly going try to make an effort in collecting all outstanding balances at the time of service. She stated that she also reviewed and calculated the fees for the clinical services procedure codes and was only able to decrease the fees for visit codes. She also referenced the fees for labs and noted that she was unable to obtain the cost of new pricing from Quest Laboratories as their pricing increases are not available until September. She stated once the updated pricing is available, if there is a need to revise our lab fee schedule, she will bring those updates to the Board for approval.

Susan then asked if there were any questions regarding the proposed Clinical & Dental Services Fees for 2018-19. Commissioner Bowles questioned if a child required dental treatment but the family was unable to pay for services, would that child be denied treatment. Susan responded this is not the intent but once this becomes effective on July 1, 2018 it could certainly occur. Susan did emphasize that most children receive Medicaid which covers their dental treatment but there are a few private pay patients that this may affect. In addition, letters will be mailed to clients prior to July 1, 2018 to notify them of the new policy related to payment requirements at time of service. Commissioner Bowles suggested if this were to ever be a problem, to please reach out to the Board for further guidance.

Next, Brady Freeman presented the proposed Fee Schedule for Environmental Health Division labeled as *Attachment 5*. Brady informed there were no revisions made to the previous fee schedule and asked if there were any comments or questions with regard to the proposed Environmental Health Division fees for 2018-19. Brady noted that Environmental Health Fees are set based on costs considering factors such as work hours, supplies, mileage, training, equipment, overhead and other related costs. Brady stated that fees charged by surrounding counties are also considered when determining fee schedules too. He also reminded that EOP’s are Engineering Option Permits which by statute we can only charge 30% of the regular fees should the applicant choose this service. Brady also commented on the Expedited Review Plan and reported that this program has proved to be very beneficial since it was implemented.

Brady then asked if there were any questions regarding the proposed Environmental Health Fees for 2018-19. Ben Loftis questioned how the fees apply when a commercial facility, more specifically new schools, have to be designed by an engineer. Brady responded there is specific criteria that has to be met related to the disposal of waste and the septic system requirements based on the sizing of the facility. He continued by stating that the fees for schools in the amount of \$1200.00 are the same. We actually lose money on these because of the amount of time spent on site. Brady informed that last year when legislation re-instated the extension of septic permits retroactive back to 2000, this has the potential of loss of revenue in Environmental Health as well.

Commissioner Bowles questioned if there has been any pushback on digging the pits. Brady replied there has been no pushbacks.

Hearing no other questions, Brady asked the Board for approval of the Annual Fee Policy and fee schedules as presented for Clinical, Dental and Environmental Health for the fiscal year 2018-19. Sylvia Chapman asked for a motion to approve the Annual Fee Policy along with the Clinical &

Dental Services Fees and the Environmental Health Fees for fiscal year 2018-19.

*A motion to approve the Annual Fee Policy, Clinical & Dental Services Fees and the Environmental Health Fees for the 2018-19 fiscal year was made by Ben Loftis and seconded by Candace Reeves.  
Voting: Ayes- 6 ; Nays- 0.*

**c. Request Approval of Public Participation & Input Policy Update (Attachment 6 – Norma Rife)**

Norma Rife presented the Public Participation & Input Policy and informed this policy relates to benchmark activity 41.1 which is required for accreditation. She also informed the purpose of this policy is to establish an agency-wide practice, which encourages community participation and input from individuals and agencies, in the development of goals, objectives, programs and strategies for community health improvement. She also noted that it is the policy of the Board of Health for the Health Department Leadership Team to consider input from patients/participants, residents, health advocates, business/agency members and key community stakeholders when making decisions about Iredell County Health Department services and programs aimed to protect the public's health. She further stated that the Board of Health encourages participation and input, which is posted on the Health Department's webpage, for patients/participants, residents and business members to give input about our programs, services and public health issues to assure that the work of our local health department best meets the needs of the community. She reminded that all input is tracked for data purposes and is considered confidential, where appropriate, and used to improve programs and services as needed. Norma also noted that it is an agency-wide practice that we gain input and that the Board of Health takes action to align with the Public Health needs of the community. Lastly she referred to the documents included with this policy noted as *Attachment A*, the Iredell County Health Department Sign-In log which is a standardized form that is used in all program meetings to assist us in identifying the individuals in attendance and *Attachment B* is the document used for communicating input requests to the Health Department.

Norma then asked if there was any additional discussion or questions regarding the Public Participation & Input Policy. Hearing none, Norma asked for approval of this policy from the Board.

Sylvia Chapman asked for a motion to approve the Public Participation & Input Policy.

*A motion to approve the Public Participation & Input Policy was made by Dr. Tiffany Hubbs and seconded by Ben Loftis.  
Voting: Ayes- 6 ; Nays- 0.*

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

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

Administration

- Employees of the Month: Bill Griffith, Director of Finance and Operations, was the March Employee of the Month. Sara Guerrero, Maternal Health Processing Assistant, was the April Employee of the Month.
- Kronos: Work continues with the County on electronic submission of daily activity hours.
- CureMD: They are working on an interface with Active Directory to have a single sign-on.
- Dentrix: Our go-live goal is July 1<sup>st</sup>. Weekly calls will be scheduled with their Project Manager.
- Cost Study: All the data for the FY 16-17 has been submitted. The cost report is being processed

- NC HealthConnex- Cure MD and our staff continue to work on an interface. We have applied and been approved for an extension to connect to NC HealthConnex in the event our vendor is not ready by the June 1, 2018 deadline.
- HIPAA Security Risk Assessment: The County Purchasing Manager is reviewing a contract for this service.
- Health Director's Legal Conference: Jane Hinson attended the Annual Health Director's Legal Conference held in Chapel Hill at the UNC School of Government on April 4-5<sup>th</sup>. Topics of discussion included service animals, emerging legal issues in opioid response, animal quarantine and the rabies compendium, drinking water regulations and the new HIV Control Measure Rules.
- Partners Behavioral Health: Jane Hinson currently serves on the Partners Behavioral Health Board of Directors and the Human Rights Committee. She has just been asked to become a member of the newly formed Partners NC System of Care Governance Board. Partners was the only NC recipient of nine grants nationwide from the US DHHS for \$1 million annually for 4 years to add new mental health resources for children and families residing in Gaston, Lincoln, Burke and Iredell Counties. This grant will expand programming for children with serious emotional disturbances.
- Iredell Statesville Schools: Jane Hinson was asked to participate in a Strategic Planning Retreat for the Iredell Statesville School System on April 30, 2018.
- Public Health Month: To celebrate Public Health Month, staff enjoyed outside field day activities and healthy snacks during our staff meeting on April 9<sup>th</sup>.
- NC Association of Local Health Directors: Jane Hinson is serving on the Communicable Disease Funding Workgroup, the Opioid Workgroup and the Medicaid Transformation Task Force for the Association.

#### Clinical Services

- Marketing: We are working to diversify marketing strategies with a professional marketing consultant. We have started using Facebook to do more posts about our services. We are also making video ads for our various clinics. These ads will run in the clinics between educational videos to advertise what other health department services are available. Ads may also be used on Facebook.
- Lab: We hit a milestone of over \$10,000 in revenue for the walk in lab program for March.

#### Environmental Health

- Personnel: We hired Mary Allen for the Environmental Health Technician position. She has a background in customer service and management at Chick-Fil-A. We are recruiting for the Program Specialist position in OSWP and a vacant OSWP position. Our previous OSWP Program Specialist requested to move to a vacant OSWP position.
- Congratulations: Brady Freeman completed the year-long NC Public Health Leadership Institute on March 21, 2018.

PHDP

- Re-Accreditation: Our site visit is scheduled for September 12 & 13<sup>th</sup>.
- 2018 Employee Engagement & Satisfaction Survey: The survey will be sent to all staff on April 15<sup>th</sup>. Responses are captured by program area. Action plans are developed to address opportunities for improvement.
- Iredell County Health Department Tobacco Signage: The enhanced signage reflects two different levels of tobacco policies 1) ICHD Tobacco Free inside buildings and within 50 feet of ICHD buildings 2) Iredell County Smoke-Free Campus.
- High School Proms: There will be a press release encouraging parents to talk to their children about risky behaviors during prom season (drinking and driving and substance use prevention).
- Substance Use Programming in Iredell Statesville Schools and Mooresville Graded School System: PHDP Staff have worked with school administration on the following upcoming activities: 1) 5<sup>th</sup> Grade Substance Use Prevention Poster Contest-Students will research substance use then design a poster that discourages peers from using. Top posters in both school systems will be mass produced and used in systems. Elmer's Products donated poster board, paint and pens for the project 2) Youth Meetings: We will conduct meetings with a diverse group of students in each school system for programming recommendations 3) Project Alert: We will be teaching this evidence and leadership based curriculum to mitigate youth substance use.
- Volunteer & Internship Program: 1) Katelyn Mitchell, ASU Marketing Major, will be with us starting May 26<sup>th</sup>. She will work with Caroline Hager to develop a substance use stigma prevention campaign. She will also learn the Project Alert program and work with Caroline as she programs at the Boys & Girls Club and Prime Time 2) Tyla Adams is a volunteer who completed her BS in Public Health at ECU. She will be working in outreach. 3) A third applicant is being assessed for internship placement from UNC-CH. We continue to recruit for a patient navigator volunteer.
- NC Public Health HIPAA Alliance Workgroup: Norma Rife is working with this team made up of local public health HIPAA Compliance Officers to streamline best practices for HIPAA policies for local public health. Jill Moore, UNC School of Government, is the HIPAA technical attorney providing guidance to this team.

Drug-Alcohol Abuse Free Iredell

- 501(c)3 Status: The Coalition will be working with Lisa Valdez, County Attorney and Susan Robertson, Asst. County Manager on this endeavor.
- Partners Health Summit on Treating the Opioid Crisis: Jane Hinson and Sandy Tabor-Gray-Chair did a presentation on Coalition Building during a break-out session at the Summit on April 6, 2018.

Jane also informed that the Board of Commissioners recently voted to join in the lawsuit against the manufacturers and distributors of Opioids. She then asked if there were any questions related to her report. There were no questions. However, Dr. Tiffany Hubbs publicly commended the work of the Lab staff.

**b. Activities Summary (*Handout B – Jane Hinson*)**

Jane briefly reported on the data in the Activity Summary. She highlighted that births were up and Family Planning numbers were up from 92 – 114. She also informed that a new category had been added to the clinical services activity sheet for intake/miscellaneous contacts. She reported that we realized this data was not being captured through our intake nurse through the phone calls we receive. She referred to the number of lab tests performed jumped from 666 to 830 which accounts for the milestone of over \$10,000 in revenue from walk-in lab program. Jane stated that we are also seeing an increase in OSWP applications received and site visits for February and March in Environmental Health. She also reported that we did have two Meth Labs in March and since the Board just passed the Meth Rule, the owners of these properties will now be required to follow the rule since they did not act prior. We have also received reports from Animal Control with three positive rabies cases reported in February and two in March 2018. She stated that in looking back at the data, since January 2018 there have been 5 positive cases reported, in 2017 there were 15 positive cases, in 2016 there were 5 positive cases, in 2015 there were 8 positive cases, in 2014 there were 7 positive cases and in 2013 there were also 7 positive rabies cases reported. Jane stated that she has actually reached out to the State Veterinarian because she was asked by Animal Control if there is anything that could be done to decrease the number of positive rabies cases we are seeing. She stated this is very concerning and the State Veterinarian has also noted a jump in the data for positive rabies cases reported in Iredell County and will be taking measures to monitor this and determine what or if any actions can be taken. Jane then asked if there were any questions or comments with regards to the Activity Summary. Dr. Tiffany Hubbs commented that we need to make a revision on the Activity Sheet to reflect the 4 month quarantine instead of 6 months which was implemented and effective in October 2017 as a result of the Rabies Compendium. Jane informed that we will make an update on the report to reflect the change as noted.

**c. County Health Rankings Report (*Attachment 7 –Megan Redford*)**

Megan Redford presented the 2018 County Health Rankings Report highlighting that these rankings are a collaborative effort between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute. These rankings measure the health of nearly all counties in the nation and rank them within their state. She further stated these Rankings are compiled using county-level measures from various national and state data sources. The data is then broken down by category, and are ranked against one another in 2 areas, Health Outcomes and Health Factors. This year Iredell County ranked within the top 25 and actually saw great improvement overall compared to 2017. She referred to *Attachment 7* that was included in the packet which lists the breakdown of each category included in this report and briefly shared a comparison of data from 2017 to 2018 noting the increase in number of Sexually Transmitted Infections which is the number of newly diagnosed Chlamydia cases from 279 per 100,00 reported in 2017 to 410 per 100,000 reported in 2018.

Megan then asked if there were any questions regarding the 2018 County Health Rankings Report. Commissioner Bowles asked what could be the contributing factor of the increased number of cases reported related to sexually transmitted infections. Megan responded that if you compare this data with the number of uninsured rate decreasing from 15% in 2017 to 12% 2018, this increase could be related to more people having access to insurance resulting in them being able to seek testing and treatment. Norma Rife also mentioned that in looking at the increase in substance use, individuals

may also be engaging in unprotected sexual activity which could also be a factor in the increase of this data as well. Susan Robertson questioned if Motor Vehicle accidents were included in the category of injury deaths. Megan confirmed these are included in that category. Ben Loftis questioned what causes a drinking water violation. Megan responded that the drinking water violation has to do with any notices received related to water advisories and sewage spills.

**d. Public Health Development & Promotion FY17-18 Annual Report/Educational Newsletter & Partner/Customer/Community Satisfaction Report** *(Attachment 8 – Norma Rife)*

Norma Rife referred to the Newsletter labeled as Attachment 8 and briefly discussed the content of each topic outlined. She also reminded Board Members this information is a requirement for satisfying the Accreditation standards for numerous Benchmark Activities. She informed that this division is made up of two sections, Public Health Development and Health Promotion. She highlighted a few accomplishments for the division over the past year and explained that the purpose of the Public Health Development section, comprised of the Division Director (Norma Rife) and the Administrative Assistant (Angela Whicker) who also serves as the intern and volunteer coordinator, is varied with the main purpose to find ways to continuously improve operational and organizational processes, practices, policies and the overall culture of the agency. She further explained the division also works with partners to infuse public health practices into their agencies and businesses as well as within the community. Norma stated, that as a team, the Health Promotion Section uses evidence-based strategies to create sustainable healthy changes that involve altering something in the environment or enhancing a process or policy to create behavioral changes and social norms. She also reported on a few of the accomplishments of the agency that include the Employee Satisfaction Survey, the 2017 Leadership Strategic Planning Process, the development and deployment of the automated electronic Cultural Diversity & Competency and Non-Discrimination Employee Training, the development of the BOH Orientation and Training Website, Strategic Planning Process and the Workforce Development Planning. Norma then referred to the Health Promotion Section, comprised of the Section Manager/Healthy Carolinians Taskforce Coordinator & Live Media PIO (Megan Redford), Community Health Transformation Planner & Print Media PIO (Laurie Johnson), Health Education Specialist (Caroline Hager) and Substance Use Prevention Specialist/DAFI Coordinator (Jill St. Clair). She explained that the main core functions of this division is to provide residents with reliable health risk reduction materials. She further informed that the team focuses strictly on evidence-based prevention strategies to improve the lives of the residents in Iredell County. She then referred to page 3 of the document highlighting some of the partnerships and programs. She noted that that over the last five years, the Share the Harvest Program, developed in partnership with Iredell County Cooperative Extension has increased access to fresh, local produce among low-income residents. In 2017 the Program collected over 17,000 pounds of produce across Iredell County to donate to Iredell Christian Ministry, Mooresville Christian Mission and Matthew 25 Ministry. She informed that this past year, Megan Redford has been working with Iredell Healthcare System to promote colorectal cancer screenings as a part of the action plans from the Community Health Assessment. She also reported on activities of the Get Fit Iredell Program, noting that during the first two seasons over 500 residents participated in various events ranging from kickball, dodge ball, yoga and dancing. She stated that in January 2018, the Health Department, United Way of Iredell and the City of Statesville Parks and Recreation partnered to host the third annual dodge ball tournament with over 220 individuals participating in this single event. Norma commented on some of the outreach accomplishments that occurred during February 2017 – March 2018 which were also highlighted on page 4 of the newsletter. She also reported that 18,212 individuals were reached in-person and approximately 80,000 individual documents were dispersed by hand. She also referred to the activities and events of the Drug Alcohol Abuse Free Iredell Coalition that occurred in 2017 -2018 as



outlined on page 6 as well as the work of the volunteer and intern program (page7) that has been further developed over the past year utilizing three volunteers/interns who have worked over 300 hours to help with ongoing projects and outreach opportunities. Lastly, she emphasized that this document also contains the 2017 Customer and Partnership Satisfaction Survey results as noted on page 8. She stated that although the Public Health Development & Promotion division is relatively small in number; there were 18 partner survey respondents. All responses were favorable with overall satisfaction with programs and services increasing from the previous year's survey from 94% to 100%.

Norma then asked if there were any questions regarding the Public Health Development & Promotion FY17-18 Annual Report/Educational Newsletter & Partner/Customer/Community Satisfaction Report. There were no questions or additional comments.

**e. Iredell County BOH Advocacy/Outreach Activity Log (Attachment 9 – Norma Rife)**

Norma discussed the BOH Advocacy/Outreach Log that was sent out in the packets labeled as Attachment 9 for board members to complete and return to her this evening. As she collected the completed logs, she emphasized that we are so appreciative of how the Board members interact through the work and support of our programs such as Environmental Health, Drug Abuse Free Iredell, Health Promotion and through everything we do at the agency and even county administration. She stated this Board is very active and this is relative to meeting 4 or 5 benchmark activities for accreditation. She reminded that accreditation is built on core services of public health and we want to make sure that the Board has continual opportunities to support our programming to help us gain funding, whether through grants or whatever is needed. Lastly, Norma referred to the information placed on the table for Board Members to take with them to distribute into the community related to the services and outreach opportunities of the Health Department.

Norma then asked if there were any additional comments or discussion related to the BOH Advocacy /Outreach Activity Log. There were no additional comments.

**f. Financial Report (Attachment 10 – February 2018; Handout C – March 2018 : Jessica Ridgway)**

Jessica Ridgway referred to the financial reports labeled as Attachment 10 and Handout C highlighting the financials for both February 2018 and March 2018. 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 March 31, 2018, the Revenues were 57.4% and the Expenditures were 62.73%.

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

**g. BOH By-Laws and Operating Procedures (Drft for 2018-19)**

Sylvia Chapman informed the Board that the “Draft” copy of the 2018-19 By-Laws and Operating

Procedures were included in the packet for their review. She noted there were no recommended revisions to this document and reminded the Board that this document was previously reviewed and approved by the County Attorney, Lisa Valdez.

Sylvia then asked the board members to please review this document for discussion and approval at the next Board of Health meeting on June 14, 2018.

**VII. Other Discussion**

Sylvia Chapman then asked if there was any additional discussion. There was no additional discussion noted.

**VIII. Adjournment**

Sylvia Chapman asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting at 8:50 p.m. was made by Ben Loftis and seconded by Jerry Turner.*

*Voting: Ayes- 6; Nays- 0.*

**Reports:**

<b>A. Health Director</b>	<i>Handout A</i> – Health Director's Report presented by Jane Hinson in Section VI-A <i>Handout B</i> – Activities Summary presented by Jane Hinson in Section VI-B
<b>B. Personnel</b>	
<b>C. Finance/Budget</b>	<i>Attachment 2 &amp; 2A</i> – Fee Policy and Fee Schedule Memo presented by Jessica Ridgway in Section V-B <i>Attachment 10</i> – February 2018 Financial Report presented by Jessica Ridgway in Section VI-F <i>Handout C</i> – March 2018 Financial Report presented by Jessica Ridgway in Section VI-F
<b>D. IT</b>	
<b>E. Clinical</b>	<i>Attachment 3</i> –Clinical Services Fee Schedule presented by Susan Johnson in Section V-B(1) <i>Attachment 4</i> –Dental Services Fee Schedule presented by Susan Johnson in Section V-B(1)
<b>F. Environmental Health</b>	<i>Attachment 5</i> – Environmental Health Services Fee Schedule presented by Brady Freeman in Section V-B(2)
<b>G. Health Education</b>	
<b>H. Public Health Development &amp; Promotion</b>	<i>Attachment 6</i> – Public Participation & Input Policy presented by Norma Rife in Section V-C <i>Attachment 7</i> – County Health Rankings Report presented by Megan Redford in Section V-C <i>Attachment 8</i> - Public Health Development & Promotion FY17-18 Annual Report/Educational Newsletter & Partner / Customer / Community Satisfaction Report presented by Norma Rife in Section VI-D
<b>I. Management/Clinical Support</b>	
<b>J. Vital Records</b>	<i>Attachment 9</i> – Administration & Vital Records Division – Customer Service Report presented by Jessica Ridgway in Section VII-C (1)
<b>K. Board Education</b>	<i>Childhood Lead Poisoning Prevention</i> : Presented by Kim Mecimore in Section IV
<b>L. Other</b>	<i>Attachment 1</i> – February 22, 2018 Minutes – <i>Consent Agenda</i> presented by Sylvia Chapman in Section III-B <i>Attachment 11</i> – <i>Draft Copy of the</i> BOH By-Laws and Operating Procedures for 2018-19 for review and to approve at 6/14/18 Meeting presented by Sylvia Chapman in Section VI-G

**Next Meeting Date**

The next meeting will be June 14, 2018 at 7:00 p.m.

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