

**Iredell County Health Department
Board of Health
Minutes**

Regular Meeting **Special Meeting**

March 5, 2020

318 Turnersburg Hwy, Statesville, NC 28625

Board Members Present	Dr. Robert Bundy, Dr. Tim Burgiss, Sylvia Chapman, Suzanne Corwin, Ben Loftis, Dr. Candace Reeves, Andrea Sherrill, Lisa Warren and Dr. Raphael Weeks
Members Absent	Commissioner Thomas Bowles and Dr. Amanda Whitener
Staff Members Present	Jane Hinson, Health Director; Renee Holland, Executive Officer; Susan Johnson, Director of Clinical Services; Mary Gantt, Assistant Director of Nursing; Norma Rife, Director of Public Health Development; Megan Redford, Health Promotion Manager; Jessica Ridgway, Director of Finance & Operations; Maria Call, Management Support Supervisor
Others Present	Susan Robertson, Deputy County Manager; Sandra Cates, Nursing Student at Lenoir Rhyne University
Participation by Phone	

I. Call to Order, Invocation, and Introductions

Lisa Warren called the meeting to order at 7:00 pm and Dr. Tim Burgiss provided the invocation. Lisa welcomed our new board members, Dr. Raphael Weeks, Optometrist Member and Andrea Sherrill, Public Member. Lisa also recognized Dr. Amanda Whitener, Veterinarian Member, who was unable to attend. She then asked for self-introductions from all in attendance noting that Mary Gantt, Assistant Nursing Director introduced and Sandra Cates, a nursing student at Lenoir Ryne University.

II. Public Comment

Lisa Warren asked if there were any representatives in attendance for public comment. Seeing none present, it was noted there were no public comments.

III. Employee Recognitions:

Lisa Warren called on Jane Hinson to announce the employee recognitions. Jane recognized the following individuals for their award(s):

- Maria Call, Management Support Supervisor was selected as the winner of the 2019 Employee of the Year Award. Jane also informed that Maria was recognized as the Employee of the Month for December 2019.

- Jessica Ridgway, Director of Finance & Operations was selected as one of our 2019 Firestarter Award winners. Jane added that Jessica was also nominated and selected as Employee of the Month for January 2020.
- Rhona Williams, Medical Office Assistant was the other employee who received the Firestarter Award for 2019. Unfortunately, Rhona was unable to attend the meeting.
- Maria Castillo, Patient Accounts Supervisor was selected as the Employee of the Month for February 2020. Unfortunately, Maria was unable to attend the meeting.

IV. **Coronavirus Updates / Presentation** *(See attached slides)*

Samantha Migit, Emergency Preparedness Coordinator completed a presentation on the 2019 Novel Coronavirus (COVID-19). She briefly highlighted some of the key topics as well as explained what COVID-19 is and described the symptoms usually associated with the virus. She informed that COVID-19 is a respiratory illness that can spread from person to person by coughing, sneezing, touching an object with the virus on it then touching your face before washing your hands as well as being in close personal contact with someone who has COVID-19. She also reported that COVID-19 Community transmission originated in Wuhan, China and provided statistics along with travel advisories, specific actions from NC DHHS as well as actions of the Iredell County Health Department. She informed COVID-19 is rapidly evolving and as of March 5, 2020, a total of 93,090 cases had been reported globally with 3,198 deaths. She also informed that one (1) confirmed case has been reported in North Carolina as of today's date. Samantha then referred to the slide highlighting the CDC Case Definition of COVID-19 and provided a link to the website for additional guidance and information related to COVID-19: <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html>. Samantha emphasized that the CDC updated the case definition to be very board on March 4, 2020 noting that NC DHHS is only recognizing the PUI (persons under investigation) case definition dated February 28, 2020 to use State resources for testing. Samantha briefly discussed the travel advisories related to affected geographic areas with widespread or sustained community transmission, which was last updated on February 28, 2020. Next, she highlighted and discussed the CDC Actions, NC DHHS Actions and the Iredell County Health Department Actions. She emphasized that precautionary measures have already been put into place at the Health Department and briefly reviewed the specific actions. Lastly, Samantha discussed ways to prevent COVID-19 and how to protect yourself. She also shared a detailed listing of Novel Coronavirus (COVID-19) – Ready to Use Cleaning Products and informed this could also be found on the Iredell County Health Department website as well as the CDC and NC DHHS websites. *(See Actions Listed Below)*

❖ **CDC Actions:**

- Containment phase of the response in the U.S.
- Preparing for mitigation phase of the response, if it is activated
- All return travelers from China and Iran must fly into one of 11 identified airports in the Country. The CDC is screening these return travelers for signs and symptoms of COVID-19 before allowing them to travel to their final destination

- Travelers from Hubei Province of Wuhan, China returning to the US will be in quarantine and not able to leave the quarantine facility for 14 days.
- Travelers from other parts of China who do not have any symptoms are being asked to monitor their health and practice social distancing for 14 days. CDC notifies each State Public Health Department of returning travelers from China and Iran that do not have symptoms, but require monitoring
- Emergency Operation Center activated with implementation of conference calls across the nation and incident action plans created to create a common operating picture
- Creation of case definition of the illness
- Numerous guidance documents for healthcare discipline and many other audiences to follow
- Approving all testing before done by the State Labs and validating all positive tests from State Labs.

❖ NC DHHS Actions:

- Activated an Incident Management Team in January
 - providing guidance to local health departments and the public
 - providing incident action plans and executive summaries daily
- Notifying local health departments of return travelers from China and Iran not showing symptoms that require active monitoring for 14 days.
- Governor's Taskforce has been created which includes, NC DHHS, NC Communications, NC Office of Emergency Medical Services, NC Emergency Management, 911, and other state level partners
- Weekly calls with Public Health, Hospital Preparedness Program, Emergency Medical Services, 911, and Emergency Management
- Established Public Hotline with NC Poison Control 1-866-462-382
- Updated guidance for healthcare and non-healthcare settings on the NC DHHS website & NC OEMS website:
<https://epi.dph.ncdhhs.gov/cd/diseases/COVID19.html> and <https://www.ncems.org>

❖ ICHD (Iredell County Health Department) Actions:

- Activated Epidemiology Team
- ICHD will be notified by NC DHHS of travelers returning to Iredell County from other parts of China and Iran who do not have any symptoms but are being asked to self-monitor their health for 14 days
- ICHD will monitor the return travelers through daily telephone contact
- Meeting regularly to discuss preparedness, plans, response
 - Internally and with partners agencies in the community
- Attending weekly calls with CDC, NC DHHS & Hospitals/EMS
- Reviewing Health Department plans and policies
- Disseminating information to healthcare providers and partners via blast fax and email
- Fielding calls from healthcare providers and the public

- Continuing to ask travel questions when patients make appointments or come to the Health Department
- Signage posted at all Health Department locations
- Working with EMS and the 911 call center to modify Call Guidance protocol for 911 call center
- Inventory of Personal Protective Equipment (PPE) and ordering of additional PPE and lab supplies
- Coordinated the Iredell County Healthcare Preparedness Committee meeting on February 27th
- Created and shared a flowchart and contact information form for local healthcare providers
- Reviewing NC DHHS and CDC guidance regularly

Samantha then asked if there were any questions. Dr. Rob Bundy questioned if the Health Department would be supplying test kits. Samantha responded No. She explained that the Health Department only has collection kits. She also informed that a message had been sent through Blast Fax to all Healthcare Providers regarding testing procedures. She asked that he provide her with his direct office contact information and she would verify that his practice be added to the provider listing for all future correspondence.

Samantha also informed that providers could visit the NC State Lab Website for a specific supply list for testing. There were no other questions noted.

V. Consent Agenda Items for Action (*Attachments 1, 2, 3*)

Lisa Warren asked the board members if they had reviewed the consent agenda items for approval. She referred to items labeled as Attachments 1 – 3 in the packet and asked if there were any questions or concerns with regards to any of these 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 all Consent Agenda items was made by Sylvia Chapman and seconded by Sue Corwin

Voting: Ayes- 9 ; Nays- 0.

VI. Board Education: Public Health Promotion (*See attached slides*)

Megan Redford, Public Health Promotion Supervisor provided a brief presentation and overview of the job responsibilities of the Public Health Promotion Team. She highlighted some of the specific duties and tasks performed by staff in this division are outreach, marketing, public information, health education for youth, drug education and prevention, health planning, and coordination of health services. She stated their duty and overall mission is to help prevent the spread of disease and to promote and protect the health of the community. She added that the team works hard to educate the residents of Iredell County. She noted that the team, along with volunteers spread awareness on a

variety of health topics while also marketing through social media outlets and through the local county and health department website. Megan stated that they are heavily involved in many community-based coalitions as well. Megan then provided hands-on learning tools for board members to personally participate. Upon completion of the activity, Megan explained how each of these devices are used as a resource for providing education and prevention programs throughout the community.

Megan then asked if there were any questions. There were no questions noted.

VII. Items for Discussion and Action

a. Request Approval of Community Health Assessment & Discuss NC Early Childhood Action Plan County Data Report *(Attachment 4 & Attachment 5 – Megan Redford)*

Megan Redford presented the Community Health Assessment (CHA) noting that the process for this began in November of 2018 and it takes a little more than a year to complete. She stated this is a very comprehensive 8-phase process that includes collecting and analyzing primary and secondary data, and determining health priorities.

She provided details related to the process and explained that primary data is the information that is collected from the community while the secondary data is provided by the state. Detailed information about the demographics and outcomes can be found on pages 12-17 of the CHA document. Megan emphasized that throughout the document, you will see that the primary data is displayed in orange. She stated that in years past, the primary and secondary data were in separate sections but the committee felt that having these together improved the readability of the document. She also informed that by combining the two, it also made it much easier to find data related to specific topics.

Megan referred to page 19 and reported this is where you will find secondary data related to the demographics of Iredell County. She shared that Iredell County's poverty rate, unemployment rate, and median household income are rated better than the state.

Next, she referred to page 22, and stated this is where the Health data begins and expands all the way to page 38. She informed this section displays everything from chronic diseases to infant health, including both primary and secondary data.

Megan then reported that Cancer remains the leading cause of death, but stated it is important to note that since 2012, cancer incidence rates have begun to decrease, along with heart disease, stroke, and diabetes. Nearly 70% of Iredell county residents are either overweight or obese, and 91% do not consume the recommended amount of fruits and vegetables.

Moving on to page 27 and 28, she pointed out that since 2017, the Iredell smoking rate has increased by 4% but emergency department admittances for drug or medication overdoses has decreased by around 40 incidences since 2016.

She continued and referred to the data related to infant mortality, which begins on page 30. She noted that the Iredell County infant mortality rate remains higher than the state emphasizing there is still a

significant disparity rate. African American infants are 3 times as likely to die before their 1st birthday than white infants. African American's also have more infants born with a low birth weight by mothers who are overweight or obese, more teen pregnancies, lower breastfeeding rates, and mothers who smoke during pregnancy than any other racial group.

The leading cause of child death in Riedell county is conditions originating in the perinatal period, but what stands out most is the third leading cause of child death, which is self-harm/suicide. Iredell County children are 3x as likely to die of suicide than children in NC. 33% of Iredell children are wither overweight or obese. More than half of all survey respondents reported that their children have experienced bullying and anxiety, and 30% reported their child being depressed. The rate of Iredell children age 0-3 who are victims of maltreatment is double that of the state.

On page 39 you will find how Iredell county compares to other counties in regards to certain health indicators and on page 40 you will see exactly how the primary and secondary data compare to each other.

Next, on page 41, you will find the selected health priorities. In order of importance, they are mental health, chronic disease prevention, and infant mortality. This summer the Healthy Carolinians taskforce will dive deeper into each of these areas to create the community health improvement plans.

She referred to the survey tool that was used to collect the primary data and informed this is located at the very back of the document.

Megan reported that this document will be submitted to the state for review in early March, and once approved, it will be available to our partners, stakeholders, elected officials, and the general community, both electronically and hardcopy.

Next, Megan referred to the NC Early Childhood Action Plan for Iredell County, labeled as Attachment 5. She stated this document is a condensed version of the NC Early Childhood Action Plan-County Data Report. She stated the Early Childhood Action Plan data book provides local data for the 10 goals and more than 50 measures that are the foundation for the state's Early Childhood Action Plan. She informed this document provides a brief overview of the demographics, health, and wellbeing of Iredell County Children. She reported there are over 18,000 children age 0-8 in Iredell County. She noted that more than 6% of children under the age of 18 live in poverty.

She then referred to the Iredell County infant mortality rate as well as the African American infant mortality disparity, reporting that both of these rates are greater than the state. She did report that Iredell's percent of babies born at a low birthweight is better than the state's rate. Megan then informed that the percent of children in Iredell County enrolled in Medicaid and health choice plans, who receive regular well-child visits and blood screenings for lead, are lower than the state.

Megan then referred to page 2 of the document and added that nearly 20% of the child population in Iredell County are food insecure, and more than 30% age 2-4 are overweight or obese.

She also added that one of the most alarming statistics in this report is the number of children who are victims of maltreatment. The rate of children age 0-3 who are victims of maltreatment in Iredell County is 40.4, compared to 20.1 in NC; and for ages 4-5 the County rate is 29.1 compared to 14.5 in NC. The rate for Emergency Department visits for injuries in Iredell is 90.2 compared to 73.9 in NC.

On page 3 of the report, Megan stated that you will find the total number of Iredell Children ages 0-8 in foster care, and at the bottom of that page you will see that on average, more than 10% of a family's median income is spent on childcare.

The last page of this report focuses on school success. Megan stated that based on this report, only 50% of students entering Kindergarten in Iredell County are proficient according to Kindergarten Entry Assessment Standards.

Megan then asked if there were any questions related to the either the Community Health Assessment or the Early Childhood Action Plan - Iredell County Data Report. There were no questions noted.

Lisa Warren asked for a motion to approve the Community Health Assessment.

A motion to approve the Community Health Assessment was made by Dr. Candace Reeves and seconded by Sylvia Chapman.

Voting: Ayes- 9 ; Nays- 0.

Lisa Warren then asked for a motion to approve the Early Childhood Action Plan – Iredell County Data Report.

A motion to approve the Early Childhood Action Plan- Iredell County Data Report was made by Sue Corwin and seconded by Dr. Tim Burgiss.

Voting: Ayes- 9 ; Nays- 0.

b. Request Approval of FY 2020-2021 ICHD Budget (Attachment 6 – Jessica Ridgway)

Jessica Ridgway presented the proposed 2020-2021 Budget which was included in your packet labeled as Attachment 6. She stated that the data from the Community Health Assessment, the Workforce Development Plan, the Strategic Plan for both the Health Department and County as well as the SOTCH Report are used to ensure we have the resources available to reach our goals, which are listed on pages 2 – 5. She added that the Health Department budget package also describes what we do in Public Health specifically related to the clients we serve as well as the services we provide. In addition, she reported that resources in our budget assure that essential services of public health are being provided in accordance with local, state, and federal requirements. She also noted that funding in the budget is provided for recruitment, retention, and workforce development through financial allocations in training, salaries, and advertising. (*Accreditation Benchmark 39.5 & 37.6*)

Jessica then referred to pages 15-17 discussed the revenue increases/decreases for FY 2020-21. She stated these numbers are based on actuals or known changes from the current fiscal year to the next. She explained that any increases to revenue are directly tied back to the actuals. She noted that Environmental Health anticipates an increase in revenue for next year. She informed that we are adding money into our revenue for the Linkages to Care Grant (flow through money for EMS) and noted the child health grant is also increasing.

For decreases, Jessica focused on general services and Med Max. She stated that our Med Max revenue is directly tied back to our requested expenditures, which can only be utilized in programs that receive Medicaid funding. She explained this money is different each year depending on our expenses.

Moving on to our Expenditures for FY2020-21, Jessica referred to pages 18 -19. For increases, this includes all of staff's merit increases over this current fiscal year emphasizing an increase in the retirement rate for each employee next fiscal year. She reported an increase in the capital expense relates to the purchase of two new vehicles for Environmental Health totaling \$66,000. She added that one is on the replacement rotation with vehicle services while the other is for the new position request. She noted that under Personnel, we are requesting one position, an EH Specialist in the Food, Protection and Facility Program area. She noted that while we are only requesting one new position, we are eliminating a Processing Assistant IV position in Clinical Services that has been vacant since March 2017. Other capital expenses include the following, however these purchases will be paid with Med Max funds:

- A Colposcope (\$4,600) for Clinical Services
- a Nitrous/Oxygen Manifold (\$4,100) for Dental
- (52) 2019 Microsoft Office Licenses (\$13,995)
- Cisco Port Switches (\$25,000)
- HL7 Software (\$8,750)
- Office Furniture (\$3,500)

Jessica also reported that we have included in this budget, funding to pay license renewal fees for the environmental health specialists, nurses, laboratory technicians, dental hygienists and registered dietitians. This was requested by staff during our Employee Engagement Interviews. This total expense is \$3,145.

Jessica then highlighted several new and ongoing projects for next fiscal year. Those include Health Information Exchange (HIE) and Medicaid Transformation. Although it has been suspended, we are still focusing our efforts on how it will impact us.

Jessica then provided an overview of the proposed FY 2020-21 budget. She reported that we have an increase of 4.79% in our entire health department budget, including Salary and Fringe Benefits which makes up 2.82% of the 4.79%. She stated that our operation budget is up \$166,765 (1.82% of the 4.79%) from last year. However, she noted that \$99,990 is from the Opioid Grant.

Jessica then asked if there were any questions or comments with regards to the FY 2020-2021 ICHD Budget. There were no questions noted.

Lisa Warren then asked for a motion to approve the FY 2020-2021 ICHD Budget.

A motion to approve the FY 2020-2021 ICHD Budget was made by Ben Loftis and seconded by Dr. Tim Burgiss.

Voting: Ayes- 9 ; Nays- 0.

VIII. Items for Discussion and Action as Needed

a. Financial Report (Attachment 7 & Attachment 8 – presented by Jessica Ridgway)

Jessica Ridgway referred to the financial reports labeled as Attachment 7 and Attachment 8 highlighting the financials for both December 2019 and January 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 December 2019 the Revenue was 43.9% and the Expenditures were 51%. Next, she reported on the financials for the month ending January 2020, referring to Attachment 8, highlighting the Revenues were 55.5% and the Expenditures were 57.3%

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

b. Communicable Disease Report - 2019 (Attachment 9 – presented by Mary Gantt)

Mary Gantt, Assistant Nursing Supervisor presented the 2019 Communicable Disease Report. She stated that a new category for CRE (Carbapenem-resistant Enterobacteriaceae) was added, noting this had not been reportable until October 2019. She also stated the data for Bite Reports from Animal Control has been added to the CD Report as well. Mary then reported that overall, there was a slight increase in STD's reported for 2019 (1,224) compared to 1,199 reported in 2018.

Mary asked if there were any questions or comments regarding the 2019 Communicable Disease Report. There were no questions or comments noted.

c. Health Director's Report (Attachment 10 / Attachment 11; updated on 3/5/20 – Jane Hinson)

Executive/Finance & Operations

- **December 2019 Employee of the Month:** Maria Call, Management Support Supervisor, Clinical Services Division, was selected as the Employee of the Month for December.

- **January 2020 Employee of the Month:** Jessica Ridgway, Director of Finance and Operations, was selected as the January Employee of the Month.
- **February 2020 Employee of the Month:** Maria Castillo, Eligibility Supervisor, Clinical Services Division, was selected as the February Employee of the Month.
- **2019 Employee of the Year:** Maria Call, Management Support Supervisor, Clinical Services Division, was selected as the 2019 Employee of the Year by the Board of Health.
- **2019 Firestarter Awards:** Jessica Ridgway, Director of Finance & Operations and Rhona Williams, Medical Office Assistant, Clinical Services Division, received the most Pats on the Back in 2019 and were awarded the 2019 Firestarter Awards.
- **NC Cancer Research Advisory Panel:** Jane Hinson was appointed to this panel that was developed through the NC Policy Collaboratory at UNC as mandated in Senate Bill 297. This legislation was sponsored by Senator Sawyer. The Panel will make recommendations regarding strategies to assess NC cancer incidence and mortality rates and recommendations on strategies to communicate cancer rate patterns with community members and other stakeholders. Ms. Hinson is also serving on the Panel's Communication Workgroup.

Clinical Services Division

- **Flu Vaccine:** 1,446 flu vaccines have been administered as of 1/29/20 including 175 that were given at the employee wellness event.
- **Iredell County Jail:** Staff administered 46 doses of Hepatitis A Vaccine in 2019 at the jail.
- **Fifth Street Shelter:** Staff have served 105 individuals during 5 visits to the shelter since November of 2018. Services included: 1) Vaccine administration-Twinrix (10 doses), Tdap-(26 doses), MMR (4 doses), Hepatitis A (1 dose) and 2) TB tests (9) and 3) Lab Tests- HIV (18), Syphilis (19), Hepatitis C (22) and Hepatitis B (12).
- **Coronavirus:** The World Health Organization has declared the 2019 novel Coronavirus (COVID-19) a Public Health Emergency of International Concern. All travelers from China and Iraq coming into the United States must fly into one of eleven airports (DC, Newark, Dallas, Detroit, LA, San Francisco, NY, Atlanta, Chicago, Seattle and Honolulu) where they will be screened by CDC workers for symptoms. As of 3/4/20, there were 93,090 cases confirmed with thousands more under investigation. There have been 12,668 cases confirmed in 74 countries outside of China. 2,984 people have died in China from complications related to COVID-19 with an additional 214 deaths outside of China. The mortality rate based on diagnosed cases is around 3.4%. There have been 80 confirmed cases in the US in 13 states with 9 deaths. NC has had 1 confirmed case in a traveler who returned from Washington State. The State Health Director has signed an emergency declaration making COVID-19 a reportable disease. The FDA granted an emergency use authorization for the CDC COVID-19 Real-Time RT-PCR Diagnostic Panel. Our State Lab of Public Health started testing for COVID-19 on March 3, 2020. We are participating in webinars, trainings and numerous calls each week with the NC DPH, CDC, Emergency Management, EMS and hospitals. Guidance documents are being disseminated and updated frequently as this is an evolving public health situation.

- **Medical Countermeasures Full Scale Exercise:** All agency staff will participate in the CDC required Medical Countermeasures full scale exercise on March 13, 2020 that will simulate mass vaccination for the pandemic flu. We will open the Local Receiving Site, a Point of Dispensing Site and the Public Health Command Center. You will have a full report on this exercise at the April Board of Health Meeting.
- **Patient Satisfaction Survey:** A patient satisfaction survey was posted to our website that is available for all clinics. Responses will go directly to the Assistant Director of Nursing. This will help us better meet the needs of our clients and community.

Environmental Health

- **Public Swimming Pool Training:** The Food Protection & Facilities program will host this training at the agency on February 25, 2020 for certified pool operators. Two NC Public Swimming Pool Regional staff members with the NC Division of Public Health will be presenting at the training with topics including documentation, suction hazard identification, understanding pool pumps, chemical analysis and how to meet all safety requirements.
- **Thyroid Cancer Community Meeting:** This meeting will be held on March 19, 2020 at South Iredell High School at 6:30pm and is hosted by Iredell County Health Department. Presenters will include Dr. Zack Moore-NC Division of Public Health, Dr. Andy Olshan-UNC, Dr. Heather Stapleton-Duke University and Sheila Holman-NC DEQ. A press release will go out in local media outlets giving the citizens an opportunity to register if planning to attend. They can also complete a survey prior to the meeting to help presenters better address their questions and concerns. A Question and Answer session will follow the formal presentation.
- **Maintenance Program:** Mailings were sent to over 1200 owners of specific septic system types that were not compliant with the maintenance rules. The mailing informed the owners that they currently did not have a maintenance contract with a NC Certified Operator on file as is required by law. The mailing and calls to our office resulted in many of these owners quickly coming in compliance with the law. Phase two of the project will consist of a visual inspection of these system types by on-site program staff.

Public Health Development & Promotion

- **NC Agency Accreditation Coordinator Advisory Council:** The Council is made up of Agency Accreditation leaders from all of the NC local public health regions. Norma Rife is the lead in the Regional Accreditation Workgroup that comprises Gaston, Cabarrus, Cleveland, Iredell, Mecklenburg, Stanly, Rowan and Union counties. She is also the representative on the NC Accreditation Coordinator Advisory Council. The Regional and State Councils coordinate and develop best practices for the local public health department re-accreditation process.
- **Safe Kids Coalition:** As part of the 2019 Holiday Helmet drive, 24 bike helmets were collected and donated to children in need. Helmets will also be purchased with the \$625

received in donations during this campaign and with a \$400 Safe Kids grant. These helmets will be distributed at a Bike Rodeo that is planned for the spring of 2020.

- **Public Information:** Guidance from the NC Division of Public Health on nCoV has been blast faxed to providers and hospitals (5 blast faxes to date) by the PIO. Information has also been posted on our website. The PIO is developing marketing materials for the upcoming Thyroid Cancer Community Meeting.
- **Tobacco 21:** The President amended the Federal Food, Drug & Cosmetic Act on 12/20/19 raising the minimum age of sale of tobacco products from 18 to 21. This includes the sale of cigarettes, cigars and e-cigarettes.
- **E-cigarette flavored cartridges:** The FDA issued a policy on enforcement of flavored cartridge-based e-cigarette products, including fruit and mint flavors, that appeal to kids. Under this federal policy, companies that do not cease the manufacture, distribution and sale of unauthorized flavored cartridge-based e-cigarettes within 30 days risk enforcement actions by FDA.
- **BOH On-line Orientation Manual:** Please note the handout at your table on Instructions for Accessing the Board of Health Orientation & Training Handbook. You will be given a log-in and password to utilize the system.

d. **Activities Summary** (*Attachment 12 – Jane Hinson*)

Jane Hinson provided a brief update on the Activities Summary labeled as Attachment 12 She reported an increase in Family Planning, Maternal Health, STD program areas for Clinical Services as well as an increase in WIC. She also noted an increase in the number of site visits for Onsite Wastewater Protection (OSWP) program as well as an increase in the number of inspections completed in Food Protection & Facilities (FP&F) program.

Jane then asked if there were any questions with regard to the Activity Summary. There were no questions or comments noted.

e. **BOH Roles & Responsibilities – Required Annual Training**

Jane Hinson reminded board members of the annual Board of Health Training requirements related to their Roles and Responsibilities as a governing Board. She stated this is also a requirement for Accreditation (Benchmark Activity). She informed that UNC School of Government UNC SOG) offers a free training which would be scheduled at the Health Department site. She informed the training will take approximately two (2) hours to complete. Jane then asked board members what their preference would be for scheduling, whether during the daytime or perhaps an evening. It was unanimous to move forward with coordinating an evening training session. In looking at the calendar, a decision was made by all board members in attendance to schedule the training on Thursday, May 14, 2020 from 6:00pm -8:00pm. Jane asked Norma Rife to contact UNC SOG to verify their availability to conduct the training on the selected date. Once this is confirmed, a meeting invitation will be sent to board members to get this date and time added to their calendar.

IX. Other Discussion

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

X. Adjournment

Lisa Warren asked for a motion to adjourn the meeting.

A motion to adjourn the meeting was made by Sue Corwin and seconded by Dr. Candace Reeves at 8:55 p.m.

Voting: Ayes – 9 ; Nays – 0.

