

Iredell County Health Department Board of Health Minutes

Regular Meeting **Special Meeting**

June 11, 2020

318 Turnersburg Hwy, Statesville, NC 28625

Board Members Physically Present	Commissioner Thomas Bowles, Dr. Tim Burgiss, Sylvia Chapman, Ben Loftis, Lisa Warren and Dr. Raphael Weeks
Board Members Present via Remote Participation	Dr. Robert Bundy, Sue Corwin, Dr. Candace Reeves, Dr. Amanda Whitener and Andrea Sherrill
Members Absent	
Staff Members Present	Jane Hinson, Health Director; Renee Holland, Executive Officer; Josh Hicks, IT Network Analyst
Others Present	Dr. Michael Kepley
Others Present via Remote Participation	Susan Robertson, Deputy County Manager; Jessica Ridgway, Director of Finance & Operations; Marsha Branch, Administrative Officer, Finance & Operations

I. Call to Order, Invocation, and Introductions

Lisa Warren called the meeting to order at 7:00 pm and informed that a quorum was present. Commissioner Thomas Bowles provided the invocation. Lisa then welcomed everyone and asked those who were participating remotely to please introduce themselves. Next, Jane Hinson, Health Director recognized Dr. Michael Kepley and stated that he is an Obstetrician and Gynecologist in Statesville who serves as our contracted provider for the Health Department’s Family Planning Clinic. Jane also introduced Josh Hicks, County IT Network Analyst, who works onsite at the Health Department. She stated he has been extremely helpful in coordinating the virtual meeting set-up for our staff, board members and the general public to participate remotely as a result of the current restrictions that no more than ten (10) people are allowed to gather indoors for activities or meetings due to COVID-19.

II. Employee of the Month Recognition:

Lisa Warren referred to Jane Hinson, Health Director for an update on the Employee of the Month recognitions. Jane informed that due to COVID-19, our All-Staff Meetings have been canceled therefore we have not been able to publicly recognize these employees. She noted that once an announcement is made to All-Staff, these individuals will be recognized publicly for their accomplishments

III. Public Comment

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

IV. Consent Agenda Items for Action (*Attachment 1, 2, 3*)

Lisa Warren asked the board members if they had reviewed the consent agenda item for approval. She referred to the items labeled as Attachment 1 (*Minutes of the April 9, 2020 BOH Meeting*); Attachment 2 (*Budget Amendment for WIC Nutrition*); and Attachment 3 (*Additional Codes and Fees for Clinical Services*). Lisa asked if there were any questions or comments regarding the consent agenda items.

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

A motion to approve the Consent Agenda items was made by Ben Loftis and seconded by Dr. Raphael Weeks.

Voting: Ayes- 11 ; Nays- 0.

V. Items for Discussion and Action

a. Request Approval of BOH By-Laws and Operating Procedures for FY 2020 -2021 (*Attachment 10 –distributed in April 2020 BOH Packet*)

Lisa Warren presented the proposed BOH By-Laws and Operating Procedures for the upcoming fiscal year 2020-2021. She reminded the Board members that a draft copy of this document (*noted as Attachment 10*) was mailed in the April 2020 packet for review. Lisa then referred to the addition of Section D, page 4 of the document. She informed this section (noted in red) was added to assist with future procedures and processes related to remote participation in regular and special meetings of the Board. She further explained that in the event a state of emergency is declared by the local, state or federal government where it is not possible or reasonable for a quorum to be physically present, the Board may meet electronically in accordance with G.S. 143.318-13. She briefly discussed and highlighted certain requirements and criteria that must be met by board members to participate remotely. Lisa noted the addition of this section was recommended as a result of the COVID-19 pandemic and aligns with the current operating procedures of the local Board of County Commissioners as it relates to remote participation in regular and special meetings of the Board.

Lisa then asked if there were any additional recommendations, questions or comments in regards to the proposed BOH By-Laws & Operating Procedures for fiscal year 2020-2021.

Sylvia Chapman asked if the revised document had been reviewed by the County Attorney for approval. Jane Hinson replied noting the County Attorney, Lisa Valdez has reviewed and approved the proposed changes to the 2020-21 By-Laws and Operating Procedures. Hearing no other questions or comments, Lisa then asked for a motion to approve the 2020-2021 BOH By-Laws & Operating Procedures.

A motion to approve the 2020-2021 BOH By-Laws and Operating Procedures was made by Commissioner Thomas Bowles and seconded by Dr. Tim Burgiss.

Voting: Ayes- 11 ; Nays- 0.

VI. Items for Discussion and Action as Needed

a. Financial Report (*Attachment 4 & Handout A – presented remotely by Marsha Branch / Jessica Ridgway*)

Via remote participation, Jessica Ridgway, Director of Finance and Operations introduced Marsha Branch, who was also participating in the meeting remotely. Jessica informed that Marsha previously served as the Administrative Assistant in Finance & Operations but was recently promoted and has assumed the role of the Administrative Officer-I position. Jessica stated that Marsha will be providing the financial report this evening as well as during future meetings, in her absence while on maternity leave. Marsha then presented the financial report and referred to both, Attachment 4 and Handout A, highlighting the financials for both April 2020 and May 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 April 2020 the Revenue was 69.8% and the Expenditures were 72.8%. Next, she reported on the financials for the month ending May 2020, referring to Handout A, highlighting the Revenues were 74.5% and the Expenditures were 82.3%.

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

b. Health Director's Report (*Attachment 5 – Jane Hinson*)

Executive:

- **Substantial Equivalency:** The state has approved the request submitted by County Human Resources for Substantial Equivalency to go before the State Human Resources Commission for final approval. Once approved, the County Human Resources Department will assume the responsibility of pre-screening all applications for the Health and DSS Departments. This will allow the County to have more flexibility for pay and classification studies as well as structuring of these departments.
- **NC Cancer Research Advisory Panel:** The final report was released on April 28, 2020. A link to the report has been placed on our Thyroid Cancer webpage. In the report, the Central Cancer Registry becomes the DHHS lead agency related to cancer cluster inquiries and investigations working with the Occupational & Environmental Epidemiology Branch (OEEB) and the Dept. of Environmental Quality.
- **Senate Bill 746:** Senators Sawyer (Iredell County), Perry and Johnson were the primary sponsors of this Bill that implements all the recommendations of the Advisory Panel on Cancer Research and appropriates funding for this purpose. Funding allocations in the Bill include:
 - a) \$97,911-A full-time epidemiologist for the Central Cancer Registry to be the single designated point of contact for all cancer cluster investigations.

- b) \$84,890- A full-time Public Health Educator II will be hired within OEEB who is dedicated to assist DHHS and local health departments with communications during cancer cluster investigations.
 - c) \$107,320-A full-time Geographic Information Systems (GIS) Analyst position within the Central Cancer Registry who is dedicated to GIS activities in support of cancer cluster investigations and geographic analysis of cancer patterns.
 - d) \$128,314- A full-time Business and Technology Application Specialist position within the Central Cancer Registry dedicated to enhancing and supporting the State Center of Health Statistics web site to include data visualization tools for identifying cancer rates by geographic regions.
 - e) \$131,976-Two full-time Certified Tumor Registrar positions within the Central Cancer Registry dedicated to coordinating outreach, communication and onboarding with physician practices to improve cancer case identification across the State.
 - f) \$16,065-For the purchase of geographic information system software for the Central Cancer Registry and to purchase tracking software for OEEB. Storage and maintenance costs associated for both systems are included in this request.
- **COVID-19 Response:**
 - a) We have been working with the Clerk of Court, District Court Judges, Iredell County Parks & Recreation, Mooresville Graded Schools, Mitchell Community College, Iredell-Statesville Schools and other businesses regarding their re-opening plans. Pertinent guidance documents from the CDC have been distributed to assist in planning. We have also reviewed graduation plans to make recommendations related to COVID-19 prevention.
 - b) The Epidemiological Response Team continues to meet weekly. We participate in weekly calls with DPH and Hospital/EMS Partners. The Iredell County Healthcare Preparedness Committee continues to meet virtually every other week.
 - c) DHHS is funding the hiring of 250 individuals to be Regional Supervisors, Data Managers, Case Investigators and Contract Tracers through Community Care of NC. Once trained, these individuals will be available to assist local public health when they need surge capacity related to the implementation of control measures.
 - d) All employees continue to be screened daily. Temperatures are also taken.

Finance & Operations:

- **NC Health Information Exchange:** In response to the COVID-19 pandemic, Section 3E.1.(a) of NCSL 2020-3, extends the deadline to connect to the North Carolina Health Information Exchange (NCHIE) to October 1, 2021. We will pursue our connection to the NCHIE once COVID-19 activities allow time to do so.

Clinical

- **COVID-19 Internal Clinical Efforts**
 - a) The number of COVID-19 cases continues to rise daily. Nurses and other staff continue to do contact tracing and notifications.
 - b) On Tuesday, May 26, we began referring all close contacts to cases for testing via drive through here at the health department during designated hours each day.
 - c) We have secured a contract with an additional reference lab for COVID testing.
 - d) On May 27, we held our first community drive through testing clinic at Southland Shopping Center on Shelton Avenue in Statesville. 289 tests were collected. On May 28, a clinic was held at Mooresville High School. 267 tests were collected during this clinic. We will be holding a drive through testing clinics at Mooresville High School again on June 3rd from 8:15am until noon and one at Signal Hill Mall on June 4th from 8:15am until noon. A clinic is also being planned for North Iredell.
 - e) Dental Clinic remains open only for dental emergencies one day per week. We are planning to reopen on June 15th. Some procedure limitations and use of additional PPE will make the work more challenging. Obtaining proper PPE also has proven to be problematic.
 - f) WIC continues to offer services via phone through the end of June.
 - g) Other clinical services continue by appointment including lab testing and immunizations. We are doing walk-in physicals that include work, sports, college, DOT and women's health physicals.
 - h) We have been using funds from the State to purchase supplies needed for COVID-19 work.

Public Health Development & Promotion:

- **COVID-19 Response:**
 - a) Our PIOS and Youth Risk Reduction Specialist/Safe Kids Iredell Coordinator are updating our COVID-19 web page during the week with the assistance of an Iredell County GIS Analyst. This includes the update of the cases per zip code region and all graphs.
 - b) The ICHD Facebook reach has grown astronomically since we started the COVID-19 posts several times a week. The reach is 5,678 individuals. Since March 1st, we have had 854 total page views and 757 individuals have liked our Facebook page.
 - c) The PIOs have responded to 30 media requests since April 1st and have sent out a total of 23 press releases thus far.
- **Opioid Overdose Prevention Grant:** In the last 6 months, the Substance Use Peer Support Specialist reached out to 52 non-fatal overdose individuals and 60 additional client friends and family members. 47 individuals were referred to various care and support services. 29 individuals used a transportation voucher for accessing this assistance. The position distributed 159 naloxone kits to clients and community members. Harm reduction materials were distributed to 116 clients and 287 community members. 11 Dept. of Justice involved individuals were served for opioid related harm reduction purposes. About 100 backpacks filled with toiletry

items and health risk reduction educational materials were purchased with unspent funding to be distributed to this vulnerable population.

- Health Risk Reduction: Information related to rabies, tick-borne illness and mosquito borne illnesses was sent to 87 businesses in Iredell County with a letter asking each business to disseminate this information to their clients.
- Career Fair: A powerpoint was developed with several videos of staff showcasing various public health related jobs as requested by East Elementary School for their fifth- grade career fair.
- Safe Kids Iredell: Operation Medicine Drop information was posted on the Health Department's Facebook page in the month of March for National Poison Prevention Week/National Take Back Day. The Coalition will be receiving \$400 from Safe Kids NC for this work. The Bicycle Rodeo planned for May 9th was postponed until the fall because of the mass gathering restrictions related to COVID-19. The Coordinator wrote a grant for NC Wildlife to receive 60 life jackets to be used at the life jacket loaner stations at Pinnacle and Stumpy Creek Parks.

Environmental Health:

- COVID-19 activities
 - a) All access to the public in both Environmental Health offices was limited and/or halted (doors were locked to the public) during the stay at home order. Appointments were being scheduled in the field for Onsite and for Food and Facilities activities. This has now been lifted since the implementation of phase 2.
 - b) To reduce person-to-person contact, all applications and guidance documents for both programs were reviewed and updated on the Environmental Health Website for public access. Fees can now be paid online, over the phone or left in purchased lock boxes.
 - c) A drop off station was set up in the Statesville office for applications and deliveries. A drop box was purchased and set up in the Mooresville office for the same purpose. This protocol was lifted since the implementation of phase 2.
 - d) An acceptance letter for septic permits was created and approved by the County Attorney in lieu of having the public come to the Environmental Health offices and physically sign for the septic permit. Permit delivery and acceptance is now available electronically.
 - e) Food and lodging inspections were temporarily put on hold to focus on educating owners and operators of inspected establishments about employee wellness and disinfection procedures. Inspections were resumed on May 11, 2020.
 - f) Additional hand sanitizing stations were added to both Environmental Health locations. Industrial EPA approved disinfectant solution is available in each office to wipe down surfaces. One gallon of 70% isopropyl alcohol with spray bottles was purchased for each office for cleaning surfaces or use in the field.
 - g) Call-in meetings are held bi-weekly for the food and lodging team to continue strong communication while also maintaining social distancing.
 - h) Common work station surfaces are wiped down before and after each use. These common work station areas include copy rooms and OSWP drawing stations. Door knobs are also cleaned frequently.

- i) 18 long term care facilities were visited by an Environmental Health Specialist and a clinical staff member to educate on proper infection control policies and procedures recommended by DHHS and the CDC to prevent an outbreak of COVID-19. Follow up visits were performed to assure compliance with all recommendations.
- j) The Food and Lodging program has developed a strike team to educate businesses on CDC COVID-19 guidance for related to the protection of employees and prevention of the spread of COVID-19 in the work environment. Both Chambers of Commerce were asked to disseminate this information to their members. A press release was also developed to advertise this valuable service.
- k) The onsite water protection maintenance program has been temporarily postponed due to COVID-19 but will resume again in the next few weeks.

- **BOARD EDUCATION: COVID-19 Updates** *(presented by Jane Hinson, Health Director)*

Jane Hinson, Health Director provided an update to the Board related to COVID-19 activities. First, she shared the following situation report related to COVID-19 data that was just reported today. In addition, she also provided a breakdown of the total number of cases to date, by zip code as noted in the chart below as well. She reminded board members this information is also listed on our website and is updated daily, Monday - Friday.

Location	Number of Cases	Number of Deaths	Percentage of Deaths	Hospitalized
Worldwide	7,273,283	413,372	5.7%	
United States	1,994,283	112,967	5.7%	
North Carolina	39,481	1,064	2.7%	812
Iredell County	382	6	1.6%	5

Area	Zip Code	Total
Central	28677, 28166,27013, P/O 28625	105
South	28117,28115,28036,28125	122
North	27020,27028,27055,28634,28636,28660,28689,28678, P/O 28625	57

Jane added that beginning next week, the Health Department will be partnering with StarMed Healthcare, a group out of Charlotte, North Carolina. StarMed will be doing all of our scheduled drive-thru clinics which will allow our staff the ability to begin offering more clinical appointments to citizens to receive services that are provided in our various clinics. Jane then referred to the following locations, dates and times for the upcoming clinics and shared copies of the flyers to disseminate into the community.

Date	Location	Address
June 16 th	Boys & Girls Club	1001 Cochran Street Statesville, NC
June 18 th	Mooresville High School	659 E. Center Avenue Mooresville, NC
June 23 rd	Western Avenue Baptist Church	1206 Museum Road Statesville, NC (using the East parking lot off of Radio Road only)
June 25 th	Mooresville High School	659 E. Center Avenue Mooresville, NC
June 30 th	Mitchell Community College	500 West Broad St. Statesville (using the parking lot off of West End Avenue only)
July 2 nd	Mooresville High School	659 E. Center Avenue Mooresville, NC
July 7 th	Western Avenue Baptist Church	1206 Museum Road Statesville, NC (using the East parking lot off of Radio Road only)
July 9 th	Mooresville High School	659 E. Center Avenue Mooresville, NC

Jane then provided an update on the drive-thru testing clinics that have been held recently. She reported 932 individuals were tested and of those, 40 tested positive (4.3%). She expressed that very few of the positive cases were showing symptoms and emphasized the majority were asymptomatic.

Jane then provided an update on the congregate living facilities noting there have only been two cases in long-term facilities. She expressed appreciation to the staff for creating teams and visiting all 18 facilities located throughout the County to review their infectious control plans as well as ensure these facilities have the proper personal protective equipment (PPE).

Jane reminded the board members of the importance of washing hands often, wearing cloth face coverings and social distancing. She emphasized that by following these safety measures, this will certainly play a huge role in reducing the spread of COVID-19.

Jane then asked if there were any questions or comments related to the COVID-19 updates.

Ben Loftis questioned if there have been any updates related to schools re-opening in the fall. Jane responded that Gov. Cooper announced a decision on schools would be made in the coming weeks.

Sylvia Chapman questioned if there was a charge to citizens who utilize the drive-thru COVID-19 testing that will be done by StarMed. Jane responded there is no fee for COVID-19 testing. However, if you have health insurance, the charge will be billed to the client's health insurance for reimbursement. For private pay, there are COVID-19 funds available to cover those costs.

There were no other questions noted.

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

Jane Hinson referred to the Activities Summary labeled as Handout B. She reported a decrease in the overall number of contacts as a result of COVID-19. She stated that while alternative arrangements were available to accommodate some clinics and programs, the Dental Clinic along with our Walk-In Lab clinic have not been able to provide preventative or routine services, which has resulted in a significant decrease in our number of client contacts as well as our revenue. Jane noted that beginning Monday, June 15, 2020 our Dental Clinic will be re-opening for regular services. Jane also noted there were five (5) positive rabies cases reported by Animal Control during the month of May. She stated these involved two raccoons, one skunk, one bat and one angus cow.

Jane then asked if there were any specific questions with regard to the data reported on the Activity Summary. A question was asked how large animals are tested for rabies. Dr. Amanda Whitener educated the board on the specific testing procedures that take place if a large animal displays any of the symptoms that are suspicious for rabies. There were no additional questions or comments noted.

VII. **Other Discussion**

Lisa Warren asked if there were any other items for discussion. Commissioner Bowles informed that he wanted to commend the Environmental Health inspector for their outstanding customer service in handling a recent swimming pool inspection. Commissioner Bowles added that this individual went above and beyond to ensure the proper safety measures were taken in order to complete the inspection so the pool could open for the holiday weekend. There were no additional comments or items noted for discussion.

VIII. **Adjournment**

Lisa Warren asked for a motion to adjourn the meeting.

A motion to adjourn the meeting was made by Commissioner Thomas Bowles and seconded by Sylvia Chapman at 8:35pm.

Voting: Ayes – 11; Nays – 0.

