

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

Regular Meeting **Special Meeting**

February 25, 2021

318 Turnersburg Hwy, Statesville, NC 28625

Board Members Physically Present	Dr. Tim Burgiss, Dr. Rob Bundy, Sylvia Chapman, Ben Loftis, Dr. Candace Reeves and Lisa Warren
Board Members Present via Remote Participation	Commissioner James Mallory, Andrea Sherrill and Dr. Amanda Whitener
Board Members Absent	Suzanne Corwin and Dr. Raphael Weeks
Staff Members Present	Jane Hinson, Health Director; Jessica Ridgway, Director of Finance & Operations; Martin Moose, IT Network Analyst
Others Present via Remote Participation	Susan Robertson, Deputy County Manager; Susan Johnson, Director of Clinical Services; Brady Freeman, Director of Environmental Health

I. Call to Order, Invocation, and Introductions

Lisa Warren called the meeting to order at 7:00 pm and Ben Loftis provided the invocation. Lisa then recognized and welcomed James Mallory as our Commissioner appointment to the Board of Health. She added that Mr. Mallory also serves as the Chair for the Iredell County Board of Commissioners and stated that we are glad to have him join the Board of Health.

II. Public Comment

Lisa Warren asked if there were any citizens or representatives of the community scheduled to speak during the public comments time period. Jane Hinson, Health Director informed there were none scheduled. It was noted there were no public comments.

III. Consent Agenda Items for Action (Attachments 1, 2, 3, 4)

Lisa Warren asked the board members if they had reviewed the consent agenda items for approval. He referred to items labeled as Attachments 1 (*Minutes of the December 10, 2020 BOH Meeting*); Attachment 2 (*Additional Codes and Fees for Clinical Services*); Attachment 3 (*Budget Amendment for COVID-19 Vaccination Program Funding*); Attachment 4 (*Budget Amendment for Epidemiology & Laboratory Capacity Enhancing Detection Activities Grant*). She asked if there were any questions or concerns with regards to any of these items.

There were no questions or comments noted. Lisa 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 Dr. Candace Reeves.

Voting: Ayes- 9 ; Nays- 0.

IV. Items for Discussion and Action

a. Request Approval of FY 2021-2022 ICHD Budget (Attachment 5; Handout A – Jessica Ridgway)

Jessica Ridgway presented the proposed FY 2021-2022 Budget which was included in your packet labeled as Attachment 5. She also noted there was an update to the proposed budget and each board member should have received an additional document labeled as Handout A. Jessica then informed 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 of Attachment 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 the proposed budget contains sufficient funding to meet all budget and strategic goals and fulfill the work of the organization as outlined in our mission statement (*Accreditation Benchmark 39.5 & 37.6*). She emphasized this year's budget has been very difficult due to all the unknowns as a result of COVID-19. She added that going forward, COVID-19 pandemic response continues to be at the forefront of our public health work in fiscal year 2021-2022.

Jessica referred to her powerpoint presentation (Slide #3) and provided a high-level overview of the proposed FY2021-22 budget. She reported an increase of 8.52% in the overall budget including salary & fringe in the amount of \$804,452 from FY 2020-21. She added that our operations budget is up \$396,966 from last year as a result of COVID-19. Jessica then informed that the revenue increases/decreases for FY 2021-22 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 reported a total of \$5,431,285 as the final revenue budget which is an increase of 12.99% from FY 2020-21. She also reported an increase of 3.88% in County Appropriations in comparison to FY 2020-21 budget. Jessica then discussed the Capital Improvement Replacement Plan and referred to pages 11-13 of Attachment 5. She highlighted the following purchase needs by division for FY 2021-22 along with the cost associated for these requests:

IT Equipment:

- Microsoft Surface Pros (31) - \$ 31,775
- Microsoft Surface Books (5) - \$6,875
- 2019 Microsoft Office Licenses (18) - \$4,860
- APC Smart-UPS (1) - \$1,000

Administrative Division:

- Dukane Projectors (3 - BOH Room, Computer Training Room & MultiPurpose Room) - \$3,900
- Multifunction Printer (1) - \$1,945

Clinical Division:

- So-Low 30 Cu.Ft. Pharmacy Refrigerator - \$6,000
- Phlebotomy Chairs (2) - \$2,200
- New Desk Unit (2) – 4,450 (Emergency Preparedness & Immunization Program Coordinators)

Environmental Health:

- Trimble R1 Submeter Bluetooth GPS (2) - \$5,000
- Full-Size ½ Ton Truck Quad Cab 4x4 (2) - \$61,000 *as requested by Director of Vehicle Services*
- Sport Utility Crossover - \$24,000 *as needed for new EH Specialist in the FP & F Program*

Jessica then reflected on revenue increases and decreases for FY 2021-22 and referred to pages 17-19 in Handout A. She reminded that any increases to revenue are directly tied back to our actuals. For decreases, she focused on General Services and Med Max. She explained that the med max money is directly tied back to our requested expenditures, which can only be utilized in programs who receive Medicaid funding. This money is different each year depending on our expenses. Moving on to our Expenditures for FY 2021-22, Jessica referred to pages 20-21 in Handout A and highlighted the following increases and decreases:

Increases:

- Dues & Subscriptions – \$2,940
- Supplies – Technology – \$4,950
- Contracted Services – \$408,560
- Contracted Service (SW) – \$30,358

Decreases:

- Professional Services-Medical – \$34,280
- Supplies – Medical & Drug - \$5,145
- Supplies – Printed Materials - \$6,885
- Telephone – Other - \$18,450
- Community Awareness – \$7,195

Jessica also noted that the increases also includes all of staff's merit increases over this current FY and the retirement rate increase for each employee next fiscal year. She reported that all decreases in expenditures were due to budgeted items based on actuals in previous fiscal years. Jessica then referred to slide # 8 related to personnel changes for FY 2021-22. She stated we have one (1) new position request for Environmental Health. She reported that Iredell County has seen a 14% growth in population since 2010 resulting in the opening of new restaurants, motels, and daycares that require inspections. Jessica noted that approximately 700 annual required inspections have been added since the last new EH Specialist position was approved in FY16. Jessica informed that the Regional FPF Program Specialist completed a manpower assessment which validated the need for 2 additional full-time positions based on volume, however she noted that we are only requesting one position in our FY 2021-22 budget.

Jessica referred to slide #9 and reported this time last year when we met to discuss the budget package – COVID-19 was not something we had to factor into our budget. However, a year later, COVID-19 has not only made a huge impact on our lives, it's also made an impact on the Health Department. She then referred to a list of all of the additional grants and the respective dollar amounts that have been awarded (Slide #10 and Slide #11) thus far related to COVID-19 activities that totals almost \$900,000. She also reported that we have not yet received our Agreement Addenda from the state yet, but anticipate another multi-year grant in the amount of \$454,823 which would make our total revenue

received over \$1.3 million. However, Jessica noted that to date, we have spent \$1,231,158 on COVID-19 related activities.

Lastly, Jessica highlighted several new and ongoing projects scheduled for next year, including HIE (Health Information Exchange) and Medicaid Transformation.

Jessica then asked if there were any questions or comments with regards to the FY 2021-2022 ICHD Budget.

Sylvia Chapman asked what percentage of our budget was County Share. Jessica responded that she didn't have the exact percentage but noted it was around 47% and offered to follow-up with that figure if needed.

Dr. Candace Reeves questioned the billing fee difference for the COVID-19 vaccine first dose as opposed to the second dose. She added that she was surprised to see that the first dose was less revenue than the second since the majority of the work is done during the first dose. Jessica responded that the Health Department is billing for these fees based on the guidelines set and all payers are paying the same regardless of the payer type.

Commissioner James Mallory commented on the Pandemic Response efforts of the Health Department employees over the past year. He also stated he would support the recommendation of adding a full-time Epidemiologist on staff at the Health Department for next year to the Board of County Commissioners.

There being no further questions, Lisa Warren asked for a motion to approve the FY2021-2022 ICHD Budget.

A motion to approve the FY 2021-2022 ICHD Budget was made by Ben Loftis and seconded by Sylvia Chapman.

Voting: Ayes- 9; Nays- 0.

V. Items for Discussion and Action as Needed

a. Financial Report (Attachment 6 & Handout B – presented by Jessica Ridgway)

Jessica Ridgway referred to the financial reports labeled as Attachment 6 and Handout B highlighting the financials for both December 2020 and January 2021. 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 2020 the Revenue was 45.9% and the Expenditures were 43.5%. Next, she reported on the financials for the month ending January 2021, referring to Handout B, highlighting the Revenues were 59.5% and the Expenditures were 50.1%.

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

b. Communicable Disease Report - 2020 (Attachment 7 – presented by Susan Johnson)

Via remote participation, Susan Johnson presented the 2020 Communicable Disease Report referring to Attachment 7. She noted that a new category had been added since the last reporting period as a result of COVID-19. Susan informed this report now reflects the number of COVID-19 confirmed cases, probable cases and deaths. Susan also reported that we’ve dealt with other diseases as well as COVID-19 follow-up such as a congenital syphilis case of a prenatal patient who had contracted this late in her pregnancy as well as follow-up of sixteen positive rabies cases.

Susan asked if there were any questions or comments regarding the 2020 Communicable Disease Report. There were no questions or comments noted.

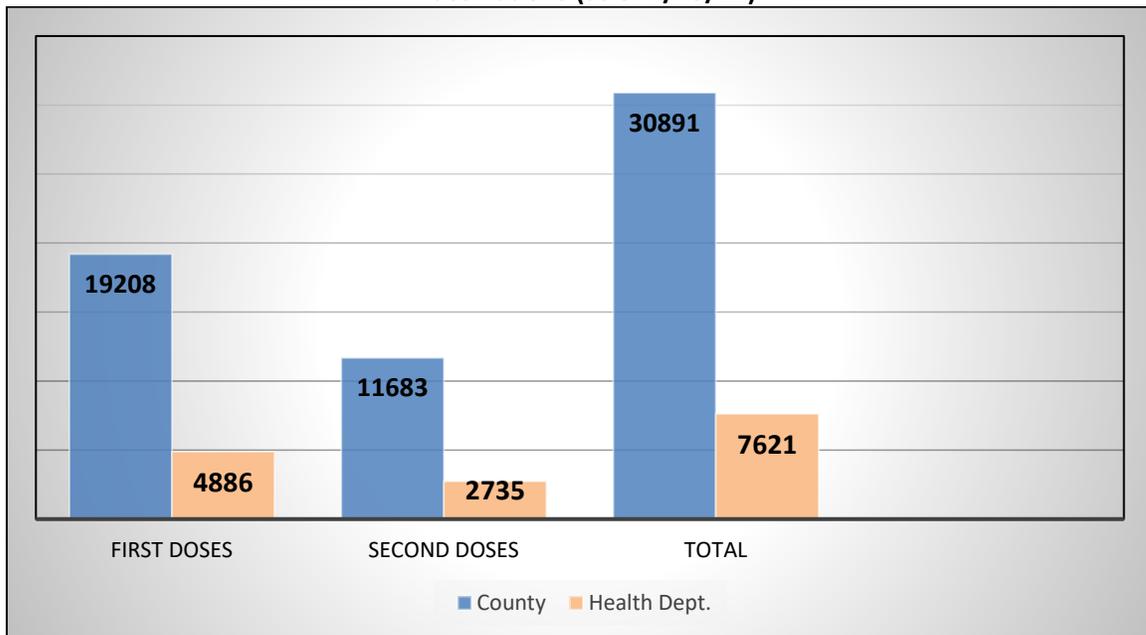
c. Health Director's Report (Handout C – Jane Hinson)

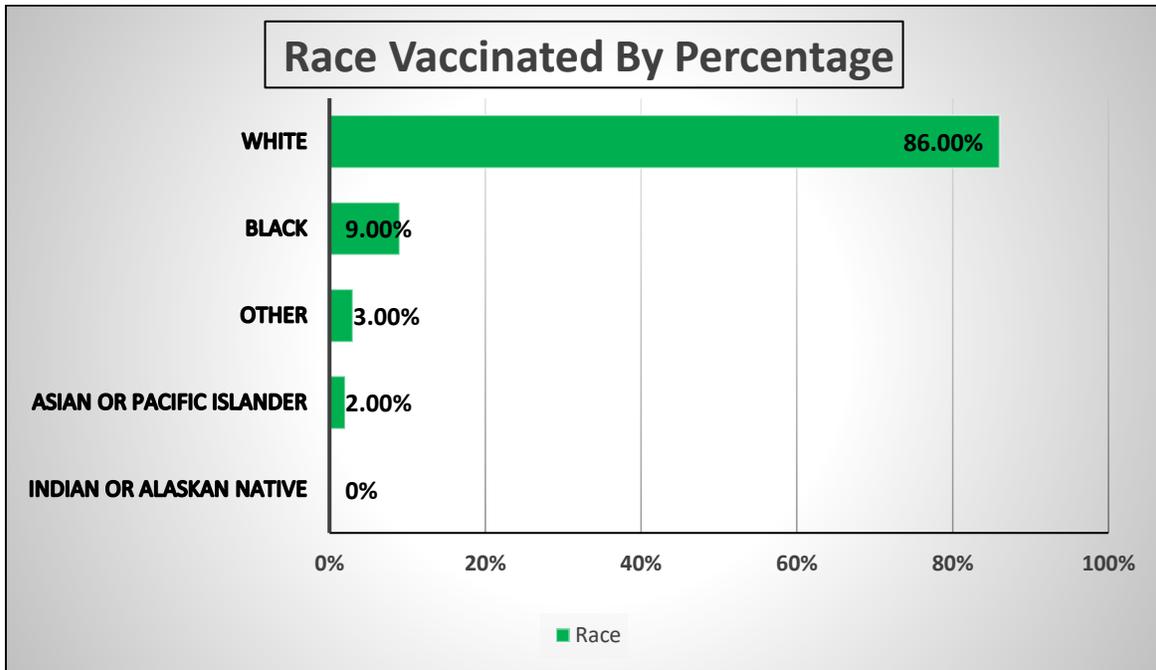
Administration & Clinical

	December BOH	February BOH (as of 2/24/21)
Total COVID-19 Positives	6898	16191
Hospitalized	59	19
Deaths	80	196

North Carolina currently has a 6% positive testing rate. Iredell County has a 11% positive rate.

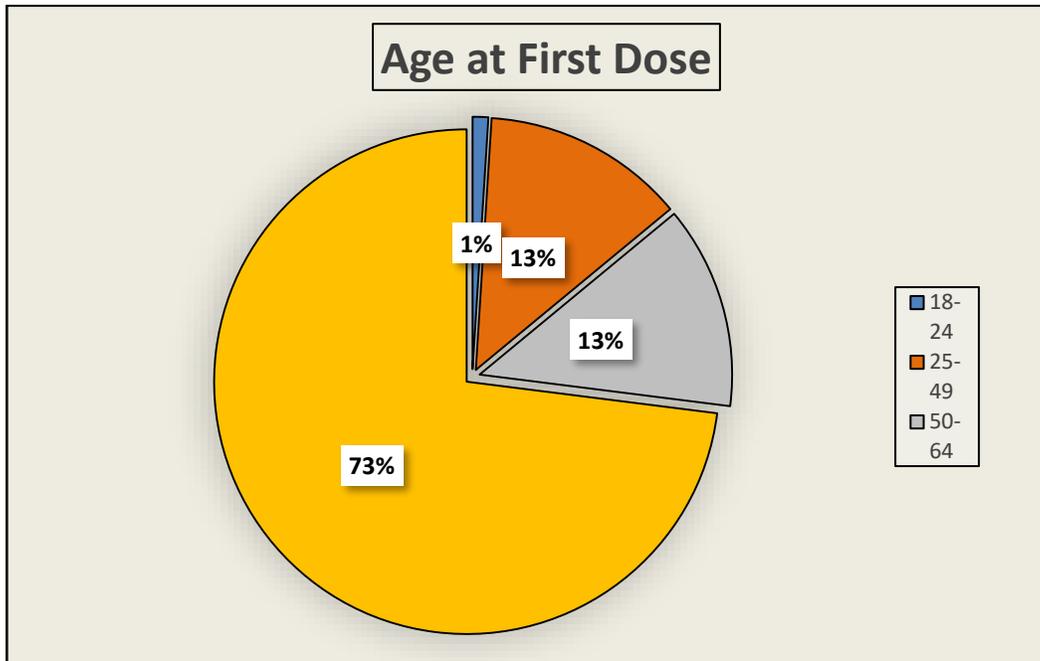
Vaccinations (as of 2/23/21)





Percentages based on 1st dose as of 2/23/21. 10.57% of our residents have received the first dose. 6.43% of residents have received the second dose.

- **Variant Strains:** Viruses constantly change through mutation and new variants of a virus are expected to occur over time. Some of these variants persist. Multiple variants of COVID-19 have been documented in the US and globally. B.1.1.7 variant was identified by the United Kingdom last fall. It spreads more easily and quickly than the COVID-19 virus. More research needs to be done to confirm that it is associated with an increased risk of death. 37 individuals have tested positive for this variant in NC. B.351 was detected in South Africa last October and in the US in January of 2021. NC has had 1 confirmed infection with this variant. P.1 emerged in travelers from Brazil in early January. This variant contains a set of additional mutations that may affect its ability to be recognized by antibodies. Per the CDC, studies suggest that antibodies generated through vaccination with currently authorized vaccines recognize these variants. This is being closely investigated with more studies underway.
- **Temporary Contract Staffing:** We have a fulltime LPN who is entering positive antigen results into the NC-COVID system and responding to school questions and concerns. Our fulltime epidemiologist started in early January. She is analyzing vaccine data and helping our Public Information Officer with outreach planning for underserved populations. We also have 10 administrative support staff and 14 nurses who are contracted to assist with vaccine administration or clinic support and data entry.
- **CureMD Vaccine Management System:** CureMD is our electronic health record vendor. They have created this program to assist local health departments with electronic clinic scheduling and billing for vaccine administration. Starting in March, all appointments will be made electronically on-line by our residents. We will also be able to bill Medicaid, Medicare, Private Insurance and Federal grant funds (for those without insurance) for vaccine administration. Reimbursement is \$16.94 for 1st dose and \$28.39 for 2nd dose.



Outbreaks in Congregate Living Facilities

	Staff+	Residents +	Deaths	Total +
Maple Lead Health Care	5	1	0	6
Summit Place of Mooresville	9	16	0	25

Clusters

	Staff +	Children +
Smart Kids Child Development Center	0	6
Mooresville High School	0	11

- **Coronavirus Vaccine Management System: (CVMS):** This is the DHHS COVID-19 vaccine management system that is utilized to document and manage all allocated vaccinations. All enrolled providers must utilize this system.
- **Volunteers:** 16 Iredell County pharmacists completed an ICHD generated survey indicating they will be willing to volunteer as a COVID-19 vaccinator. We also have several nurses who have volunteered as well.

Public Health Development & Promotion

- **COVID-19 Vaccination Clinics:** The PIO assisted with 14 vaccination clinics and had 12 on-camera interviews at the clinics.
- **COVID-19 Prevention Messaging:** Prevention messaging was electronically distributed to Mooresville South Iredell Chamber of Commerce and Iredell Statesville Chamber of Commerce for newsletters with a request that member agencies share with their employees. Estimated reach is greater than 60,000.

	December	January
Presentations & Events	3	1
Call Center Calls	NA	3945 since 1/11/21
Community Calls	516	2153
Community E-Mails	208	3930
Media Inquiries	16	36
Forwarding Guidance	15	14
Press Releases	5	2

- **Safe Kids Programming:** Upcoming events will include partnering with DACI for several Operation Medicine Drop events, a Heatstroke Prevention/Hot Car Awareness Social Media Campaign and Community Hot Car Display with Mooresville Police Department and a Child Passenger safety event.
- **Child Fatality Taskforce:** Will be ordering agricultural safety materials to educate the community on injury prevention strategies regarding all-terrain vehicles that lead to serious accidents and injury.
- **211 Resource Cards:** English and Spanish notecards with a link to local health and wellness resources have been distributed throughout the County to local provider organizations with a reach of over 9,000 that can be shared with clients.
- **Public Health Accreditation:** The NC Public Health Accreditation Board is considering a second one-year extension. Because of COVID-19 activities, a one-year extension has already been granted to all health departments making it a 5-year accreditation cycle.

Environmental Health

- **FPF Staffing:** The vacant FPF position has been filled by an intern.
- **OSWP Staffing:** One of the vacant EH Specialist positions has been filled by an intern. The vacant EH Technician position has also been filled. We still have one vacant EH Specialist position unfilled in the OSWP program.

d. Activities Summary (Handout D – Jane Hinson)

Jane Hinson briefly reported on the data in the Activities Summary for both Clinical and Environmental Health Divisions. She referred to Handout D and noted an increase in the number of walk-in lab test performed from 439 to 865. She also reported an increase in the number of walk-in physicals from December to January as well. Jane then reported an increase in the number of site visits from 224 to 336 in our On-site Wastewater Protection Program as well as an increase in total permits issued from 8 to 19 in our Food Protection and Facilities Program. Jane also discussed the back-log worklist that went from being at 1 day in September to 21 days in January. She added this was primarily the result of staffing and emphasized too that our Environmental Health staff were very instrumental initially with assisting in transporting preparedness trailers, assisting with set-up of tents, equipment, signs, etc. at our vaccine clinics. Jane stated that these duties have now been assigned to other County Departments (Facility Services and Parks & Rec.).

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

VI. Other Discussion

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

VII. Adjournment

Lisa Warren asked for a motion to adjourn the meeting.

A motion to adjourn the meeting was made by Ben Loftis and seconded by Dr. Tim Burgiss at 8:40 p.m.

Voting: Ayes – 9 ; Nays – 0.

