

Wilkes County Board of Health Meeting Minutes

February 8, 2016

The Wilkes County Board of Health held a regular business meeting Monday, February 8, 2016 at 5:30 p.m. in the Wilkes County Health Department Conference Room. Board of Health members in attendance were:

Mr. Don Manus, Chair
Dr. Joe Fesperman, Vice Chair
Dr. Robbins Miller
Mr. Carl Page
Dr. Robert Ricketts
Ms. Deborah Britton
Ms. Sandra Sheppard
Dr. Gary Nash
Ms. Sylvia Robinson

Ms. Ann Absher was also in attendance. (Prior to the February meeting, packets containing the materials to be discussed were mailed to each Wilkes County Board of Health member for review.) Also in attendance was Nancy Moretz, Management Support Supervisor, Chris Huffman, Financial Officer, Debbie Nicholson, Director of Nursing and Meshale Anderson to administer the Oath of Office for the new members.

Oath of Office for Deborah Britton, Dr. Gary Nash, and Sylvia Robinson was administered by Meshale Anderson, Notary Public for the Health Department. New Board members were formally welcomed by Don Manus, Chairman.

Adoption of agenda –Sandy Sheppard made the motion to adopt the agenda for the Board of Health meeting for February 8, 2016; the motion was seconded by Dr. Fesperman and unanimously approved.

Election of officers-State of Officers – Motion – Dr. Ricketts made the motion to approve the Election of Officers for 2016 with Mr. Don Manus serving as the Chairman and Dr. Joe Fesperman serving as the Vice-Chairman; the motion was seconded by Deborah Britton and unanimously approved. Mr. Manus addressed the Board stating 2016 is his last year serving as Chairman since he would be rotating off the Board of Health after this year.

Approval of Minutes for December 14, 2016 meeting – Motion – Dr. Fesperman made the motion to approve the minutes for December 14, 2016; the motion was seconded by Deborah Britton and unanimously approved by the Board of Health.

Administrative Report:

- WCHD Annual Report – This report is based on CY2015 and our next report will be based on FYI. Ms. Absher distributed copies of the Annual Report Comparisons discussing increases in Adult Health visits and Child Health visits. However, the Child Health PE's decreased due to staffing issues. 2% decrease in lab tests from CY2014. Other services did not change significantly. Ms. Absher reported that next year's report will be done on a fiscal year rather than calendar year because the reports are based on fiscal year in our database so this is easier to run

and maintain accuracy (Report is attached to minutes).

- Child Fatality Team Annual Report – Team reviewed 8 child fatalities in 2015 in three quarterly meetings. These are reviewed as the state processes the child fatalities. This doesn't mean we had 8 deaths in 2015 but the number the team reviewed. The team identifies if there are systems problems or trends and patterns that could result in decreased child fatalities and implements strategies to decrease. This year the child deaths are due to prematurity, birth defects, placental separation, acute infection and motor vehicle accidents. Dr. Fesperman asked if the fatalities from the vehicle accidents were utilizing their seat belts and/or safety seats. Ms. Absher stated she didn't think the child was secured in the car seat appropriately in at least one of the fatalities. The health department will be receiving funding from the state to review our higher infant mortality rates – \$20k grant – to implement evidence based strategies and do collective impact work with our community partners along with \$60k for the next two years to implement these strategies to decrease infant mortality rates, improve birth outcomes and improve child health for children to the age of 5. The Collective Impact team members are reviewing SIDs (safe sleep education to prevent), providing cribs to prevent co-sleeping and long-term reversible contraceptives as possible evidence based strategies to implement.
- Annual Communicable Disease Report and Annual Quality Improvement Report –Ms. Debbie Nicholson, Director of Nursing presented these annual reports. – (See attached power-point) The annual communicable disease report on the incidence and occurrence of communicable diseases shows there were 262 incidents of communicable disease reported for Wilkes County in 2015, 186 STDs and 76 other reportable diseases. Since Wilkes County is now endemic for Lyme disease after having 2 confirmed cases in 2014, we have also focused on public awareness for prevention of tick exposures. Our county has been identified as a target area for further monitoring by NC Communicable Disease Branch and the CDC, with enhanced focus on migration of ticks into our area from southwest Virginia that carry this vector-borne illness. Our Epi Team conducted an investigation of a possible norovirus outbreak that occurred after an event was catered by an out-of-county business. This investigation involved interviewing, and when possible testing, individuals from 4 counties. Our primary vaccine-preventable reportable disease continues to be Hepatitis B, with Wilkes County reporting 5 acute cases, and 13 chronic cases during 2015. In response to this, our clinic staff have increased their efforts to refer adults who have not received the Hepatitis B vaccine to our Immunization Clinic. Wilkes County had an increase in chlamydia cases in 2015, with 169 cases reported, up from 156 cases in 2015. North Carolina has experienced a significant increase in syphilis cases this year, and this trend has also been evident in Wilkes County. There were 2 individuals during 2015 that were placed on home isolation until TB testing could be conducted. Neither of these patients were active TB cases, with both testing positive for Mycobacterium other than TB. Hepatitis B Control Measures were issued for 12 individuals. Hepatitis B patients are case managed until chronic carrier status is determined through additional testing. Hepatitis C Control Measures were issued for 15 individuals, including those with both acute and chronic Hepatitis C. Our number of positive rabies cases in Wilkes County were low this year, with 8 animals testing positive through our State Lab facility (3 raccoons, 2 cats, 2 skunks and 1 fox). However, we continue to have a significant number of human rabies exposure investigations, with 66 required this year. Of those 66 investigations, 18 resulted in clients requiring rabies post-exposure prophylaxis, with some investigations involving multiple persons. Costs of rabies post-exposure treatment has increased considerably. Dr. Fesperman asked for follow up on the five patients who did not complete their latent TB treatment (those who were exposed to TB infection but do not have TB). What were

the reasons they did not complete? – Ms. Nicholson stated she would follow up with CD Nurse and email the information to the Board.

- Annual QI report was presented by Ms. Nicholson. The big accomplishment of the year was successful re-accreditation for another four years. The work of the Practice management team was presented with improvements to scheduling and strategies to improve the no show rates and increase number of visits. Board members addressed no shows and possible improvements to the process including flagging 2 consecutive no shows and double book these patients on the provider's schedule were suggested as ways to improve the no show rate. Dr. Fesperman expressed concerns regarding some of the chart audits. Ms. Nicholson explained the process and the steps taken to improve documentation in our Electronic Medical Record to better meet audit requirements. Ms. Nicholson reported that the health department continues the "Ray ward" Program for excellent customer service. 113 Ray wards were issued in 2015 (93 in 2014). For patient satisfaction surveys, a graph reflects an average of "yes" responses for a total response of 475 surveys. All scores were 99% or above except for Clinic (78% due to not seen at appointment time) and Community Service on the website and at health fairs (80% due to not enough services to meet the need). These scores were lower due to the low number of responses. Six client concerns and seven incident reports were addressed throughout the year. No trends or patterns were identified. Mr. Manus thanked Ms. Nicholson for her in-depth report.
- Six month Financial Review – Mr. Chris Huffman, Administrative Officer presented the financial report – (See attached Financial Report). The report shows we are about where we need to be in most programs for the first 6 months. Our total revenues are at 46% and our total expenses are at 41.9%. We adjust our spending accordingly if the revenues are down. We are seeing a decrease in some patient fees such as Family Planning but an increase in other patient fees such as Diabetes Education Program. Mr. Huffman answered questions by members.

Committee Reports

- Health Director Annual Performance Appraisal and Job Description Review – Mr. Don Manus, Chair reviewed the health director job description with comparisons of 2015 vs 2016 with recommended changes to 2016. Ms. Absher updated the job description to better reflect her community responsibilities and to change the reporting structure of the management team due to reorganization internally (See attached handouts). No other changes were recommended by the Board of Health members to the job description review. Mr. Manus reviewed the annual performance appraisal which included summaries comprised of separate evaluations from peers – (See attached summary). Overall score was 4.7 out of a possible 5. Letters of recommendation has been submitted by Don Manus and John Yates. These letters are on file.

Unfinished Business – None

New Business

- Bad Debt Write Off-- Ms. Absher presented the bad debt for the past six months. She reported to the new members that the write- off now occurs every six months instead of annually so the amount and number is manageable for patients and the staff. Motion to approve – Mr. Carl Page made the motion to approve the Bad Debt Write off in the amount of \$4119.35; the motion was seconded by Deborah Britton and was unanimously approved.
- E-cigarettes added to the no smoking ordinance– Several of the Commissioners have stated to Ms. Absher they would be willing address adding e- cigarettes to the current no smoking

ordinance after March 2016. Ms. Absher will bring the recommendation to the next Board of Health meeting.

- Health Department Safety and Security Recommendation – David Carson of the Sheriff's department did a walk-through of the health department to identify areas for improvement for employee and patient safety especially in the event of an active shooter. Ms. Absher shared David Carson's recommendation (see attached handout). Several members suggested that we post that we have no Controlled Substances on hand in this facility. Ms. Absher reported that we are discussing the possibility of moving the WIC department offsite and could utilize some of the WIC space for expanding the pharmacy for patient filling and education so the window would not be open to the lobby and wait area.

Public Concerns- There were no public concerns.

Next Meeting Date: The next board of health meeting will be on April 11, 2016 at 5:30 pm in the conference room. We will be reviewing and approving the budget for next fiscal year.

Adjournment – Dr. Fesperman made the motion to adjourn the meeting; the motion was seconded by Carl Page. Meeting adjourned at 7:30 pm.

Minutes respectively submitted by,



Ann Absher, Health Director

Secretary to Board of Health



Mr. Don Manus, Chairman