

Wilkes County Board of Health Meeting Minutes

June 17, 2019

The Wilkes County Board of Health held a regular business meeting Monday, June 17th, at 5:30 p.m. in the Wilkes County Health Department Conference Room. Board of Health members in attendance were:

Mr. Carl Page
Ms. Teana Compeau
Ms. Deborah Britton
Dr. Robbins Miller
Ms. Sylvia Robinson
Ms. Susan Bachmeier
Mr. David Gambill, Jr.
Dr. Gary Nash
Ms. Marcia Reynolds
Dr. Robert Ricketts

Ms. Rachel Willard, Ms. Nancy Moretz, Mr. Chad Shore, & Ms. April Edwards were also in attendance. Prior to the June meeting, packets containing the materials to be discussed were mailed to each Wilkes County Board of Health member for review and sent via email.

Meeting Called to Order: Mr. Carl Page, Vice Chair called the meeting to order at 5:35 p.m.

Adoption of Agenda: Ms. Deborah Britton made the motion to adopt the agenda for the Board of Health meeting for June 17th, 2019; the motion was seconded by Dr. Gary Nash, and unanimously approved.

Approval of Minutes for April 9th, 2019 Meeting: Dr. Gary Nash made the motion to approve the Minutes from April 9th, 2019; the motion was seconded by Ms. Teana Compeau and unanimously approved.

Old Business:

Administrative Reports: Ms. Rachel Willard

- Updates on Grants: We did receive a new grant from the Office of Rural Health, for the MESH unit to do Mental Health in the middle schools. We will start that on July 1st, 2019, and Jodi Province is going to get trained in the "Teen Power" to help reduce "bullying" in the middle schools. We were also renewed for our year to Access-to-Care Grant, which is how we fund our "extended clinic" and the year 3 as well, so we have an Office of Rural Health Grant in every one, two, and three year cycle and this included our "Care Management" which is Denise Monahan & Armando Limon in conjunction with the Duke Endowment to get "uninsured" people connected to resources.
- Legislative Update: Ms. Willard – The NC Connects which is the Health Information Exchange (HIE), are still in the final process of getting their rules adopted and passed; in Public Health we are concerned about the Minor Consent piece for "confidential patients", so we have initially stopped that pilot, but it will start back up in the Fall. Staff are quarantining the encounters they are getting for ten days; that will eventually go away once the "pilots" are complete and will only hold them for three days and then if the "minor" does not opt out of the exchange, then the exchange will release it to the hospital or a private practice if the record was needed. We have to go live on the HIE; we are connected to it, but we are not yet transmitting data

(November 1st, 2019 is the “go-live” date currently). In regards to other legislative information; we have not had an update in about a month, so only the bills that are still on the “floor” and could be approved are Environmental Health bills, one allowing oyster shells to be used as serving dishes and Public Health does not want that because it is unsanitary and the chance of “food born” outbreaks is a huge concern (the Environmental Health section is pushing very hard against this rule). The Senate is also looking to pass the 2017 Food Code which Wilkes County has already adopted and met that standard. The ABC Reform Bill is looking at the definition of “private bars” and that bill is still on the table and has made crossover. The Child Centered Lead Bill goes into effect October 1st, 2019; Environmental Health will now have to go do lead & water testing at all childcare centers (this will put a strain on the EH Team...we do not know if the state is going to do the initial samples and our team follows up or if it will all depend on the local EH Team. Environmental Health did receive money for the first year to collect the samples, so the cost will not fall on the health department at this time.

*Mr. Carl Page asked if a center does test positive for lead, does the center close immediately...what happens? Ms. Rachel Willard answered stated they have a 30 day window to fix it and feel that only 2% of the Child Care Centers in NC will possibly test positive and that will most like be due to faucets in older buildings and they can replace those and then be in compliance.

- Budget Items Affecting public health: Both the House & the Senate did approve for a \$4 million dollar “CD (Communicable Disease) Funding”; each Health Department will be receiving \$20,000 for two years and possibly a little more depending on state formulas. We did receive more tobacco funding in the budget, \$910,000 this year and \$680,000 the following year and this is nonrecurring.
- State DHHS Updates: We now have a Division of Public Health Director at the state level; Mark Benton who directly reported to Secretary Cohen, has stepped-in to run DPH (the position that Beth Lovette was filling when Danny Staley left). Mark Benton mostly comes from the Social Services side, but he understands the Human Services model. Ben Money who was the CEO of NC Community Health Center Association will be filling Mark Benton’s prior position which is a huge win for public health.
- Child Fatality Task Force Annual Report: This team’s purpose is to review the deaths in our county of children 18 and under; each year they look for systematic problems and then take any recommendations to the appropriate division. In 2018, seven child fatalities were reviewed, two of the deaths were infants (1 extreme prematurity & the other was an undetermined death), in 2017 there were two boys who died in a house fire and these were reviewed in 2018, also, there were three five year olds who died from heart disease. The group did not find any systematic errors to improve; they did go to the Fire Marshall and recommend that they go and install smoke detectors in needed homes.
- Board of Health Annual Policy Review: Ms. Rachel Willard stated that we had changed the template to say “Wilkes Health” which includes the health department side and the FQHC side.
 - i. **BOH Overall Operations** – Dr. Rickett’s suggested adding/rephrasing the following verbiage (highlighted):
Policy: The mission of the Wilkes County Board of Health is promotion of health and prevention of disease in our community by the adoption and enforcement of policies, regulations, and procedures as delineated below necessary to protect and promote the health and well-being of the citizens of Wilkes County.
 - ii. BOH Operating Procedures – No changes, other than name change to new Health Director.

- iii. Policies on Policies – Levels of Authority field; our Medical Director now has to sign any clinical policy whether it is departmental or not, thru Title X. Per BOH, add Management Team Members/Titles.
- iv. Community Health Improvement – Removed one of the old links and the plans on the last page because it was no longer active due to our policies and procedures at the state level for doing the “Community Health Assessment” have changed.
- v. Fee Policy – Change around “Family Planning” on Page 1, noting that “Family Planning patients will not be denied services based on payor source”. Page 4 under “exceptions” a section was added stating “Family Planning “confidential” patients will not be sent and EOB” (this had not been occurring, but we had to state it in the policy”. Page 5 under “Bad Debt Write-Off we added that “Family Planning patients will receive a bad debt write-off letter and will be asked to make a payment, but will not be denied services based on inability to pay. Page 6 under NC Debt Setoff, “Confidential” patients may not be referred to Debt Setoff unless it is ensured that the client’s status will NOT be compromised by going through the Debt Setoff process (Family Planning “confidential” patients will not be sent to debt setoff).
- vi. Internal Controls for Cash Receipts - No changes, other than name change to new Health Director.
- vii. Patient Eligibility Determination Guidelines - No changes, other than name change to new Health Director.
- viii. Organizational /Strategic Planning – Page 1; it was recommended by a board member to Identify Titles of Management Team Members and to also add to the Policy on Policies.
- ix. Replacement of Equipment – No changes.
- x. Tobacco-Free Policy – No change in policy, but Note that the Local BOH Rule adopted on 11/01/16, to include e-cigarettes in all government buildings & vehicles since we had lifted all of the other rules previously adopted.
- xi. Immunization Policy for Wilkes Health Employees – Page 3; added the Hep-A vaccine for Environmental Health employees.

Approval of Board of Health Annual Policy Review: Mr. Carl Page made the motion to approve the BOH Annual Policy changes; the motion was seconded by Ms. Susan Bachmeier and unanimously approved the BOH Annual Policy Review noting requested changes to be made.

- FY 2020 Budget Update: Ms. Nancy Moretz – The 2020 Budget was approved by the County Commissioners; when the BOH originally approved the Proposed Budget that was presented to the County Commissioners, our Revenue stayed the same at \$5,070,270 dollars, then the County Commissioners did approve a 2% COLA, so with that and the increases with Medical Insurance, Life Insurance, FICA percentage, & Retirement % which in turn, changed our County Appropriations some from what was originally presented, so the Final Budget was approved at \$6,972,884 dollars (brought County Appropriations up by \$1,902,614 dollars from the previous amount of \$1.7 million). Along with

that, the Capital Equipment Item that was approved on this year's budget was the MESH Unit shed extension, which was \$5,812.

Committee Reports: Establish committee for 6 month performance evaluation on health director;
Dr. Joe Fesperman appointed by BOH.

Unfinished Business: None

New Business:

- Mr. Carl Page - BOH Members Sign Annual Conflict of Interest Statements (check items on statement which would be considered a "conflict" or you would be in "conflict" with...)

Public Concerns: None

Updates: Ms. Rachel Willard – The Diabetes Center will be moving back to the Health Department beginning the week of June 24th, 2019, Jerri Mayberry's last day will be Thursday, June 27th; she is retiring. Tommy Livingston, one of our EH Specialist is retiring in September, 2019, so we have posted his position so we can hopefully get the position filled before the next round of "Centralized Training", which occurs the first two weeks of October, 2019. Environmental Health is now fully staffed and authorized, so all of our inspectors can work on their own which is a huge win at the time of year.

*Ms. Deborah Britton – Question: Referring back to the "Teen Power Program" mentioned earlier in the meeting with MESH. Ms. Britton has recently become aware of a project that "Circles of Care" are doing in several of the high schools that may or may not overlap. There seems to be so many "little" projects that organizations are doing and wonderful things that could support each other; Ms. Britton asked Ms. Rachel Willard if she was aware of networking or establishment of communication so that referrals could be made from one program to another or awareness of staff people that's community wide...this is something we have battled with for a long time. Ms. Rachel Willard responded that she knew that "Project Lazarus" for the school side, works with the schools, Jodi Province, & Daymark to ensure that the programs are not overlapping and if an individual needed to be referred to one of the behavioral health programs from that as a volunteer coming to school to teach it, they do know about that; outside of that, we just have our mental health tasks force which is made up from all different sectors. Hopefully, the goal is that they should be able to pinpoint those connections and those referrals and with some of the work that the Health Foundation is doing, whether it is through our "Health People, Health Carolinians" or "Opioid Cope Team", we're trying to make that happen. The "NC Care 360" is going to be going "live" in Wilkes County in October, 2019, and hopefully, that will be another good resource pool.

Closed Session: No action taken/required.

Next Meeting Date: The next board of health meeting will be on August 12th, 2019, at 5:30 p.m. in the conference room.

Adjournment: Dr. Gary Nash made the motion to adjourn the meeting; the motion was seconded by Ms. Susan Bachmeier; all members approved unanimously. The meeting was adjourned at 6:45 pm.

Minutes respectively submitted by,

April Edwards, Administrative Assistant
Secretary to Board of Health

A handwritten signature in blue ink, appearing to read 'Carl Page', is written over a horizontal line.

Mr. Carl Page, Vice-Chair