

# Columbus County Board of Health

## Minutes

Regular Meeting     Special Meeting

October 28, 2015 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

<b>Members Present</b>	Dr. Randy Kirby, Chairman Franklin Boone Dr. Darryl Diefes Drew Cox Dr. Nicole Martin Patty Hobbs Peggy Blackmon, R.N Charles McDowell Patty Hobbs
<b>Members Absent</b>	Jeremy Hooks, Dr. George Floyd, Dr. Christy Perdue
<b>Staff Members Present</b>	Kimberly L. Smith, Charlene Bush, Sarah Gray, Hilda Memory, Tammy Stevens, Elizabeth Kinlaw, Jamika Lynch

**Quorum was present.**

### I. Call to Order

Dr. Randy Kirby, Chairman called the meeting to order at 6:00 p.m.

### II. Welcome/Invocation

Invocation was given by Dr. Randy Kirby.

### III. Approval of Agenda

Smith noted that "**Item X. Child Fatality Report**" will be tabled until December due to the late arrival of information. In addition, "**Item IX. Quality Improvement**" will be tabled until the December 2015 meeting. A motion to accept the amended changes was made by Dr. Darryl Diefes seconded by Dr. Nicole Martin and carried by the board.

### IV. Public Comment

There were no comments from the public.

## V. Approval of Minutes

August 26, 2015 minutes were amended on **page 920**, to reflect that George Floyd did not attend the meeting, and that Charles McDowell did attend the meeting. A motion to accept amended minutes by Dr. Darryl Diefes seconded by Patty Hobbs carried by the board.

Motion to recess into Professional Advisory Committee for Home Health was made by Dr. Darryl Diefes seconded by Peggy Blackmon and was carried by the board.

<p><b>VI. Professional advisory Committee for Home Health</b></p>	<p>Theresa Smith, Home Health Director gave the following:</p> <p><b>A. Record Audits for 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of 2015-</b></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Quarter Audit-out of 34 charts selected. There were no issues found.</li> <li>• 3<sup>rd</sup> Quarter Audit-out of 13 charts selected, there were a couple of issues with sending Missed Visits to the physicians; a recurring event was added to the office calendar to send the orders to the physician on a weekly basis.</li> </ul> <p>Motion to accept 2<sup>nd</sup> and 3<sup>rd</sup> quarter 2015 record audits was made by Charles McDowell seconded by Dr. Nicole Martin and carried by the board.</p> <p><b>B. Home Health Annual Report-</b> Strategic plan and annual report were distributed together and no changes have been made except for the adoption of a medical information policy. In addition, value based purchasing will be piloted in North Carolina. Motion to accept Home Health Annual Report was made by Patty Hobbs seconded by Dr. Nicole Martin and carried by the board.</p> <p>Motion to adjourn from Professional Advisory Committee and resume Regular Session by Dr. Darryl Diefes seconded by Dr. Martin and carried by the board.</p>
<p><b>VII. Health Education/ Promotions</b></p>	<p>Sarah Gray, Health Educator gave the following:</p> <p><b>A. Teen Pregnancy Prevention Grant</b> <i>(Benchmark 39 Activity 38.1)</i> Jamika Lynch, was introduced to the board by Gray. Ms. Lynch is the Making Proud Choices Coordinator for the teen pregnancy prevention grant.</p> <p><b>B. NC Coalition Initiative</b><i>(Benchmark 38, Activity 38.1)</i> Gray updated board on NC Coalition Initiative, a grant</p>

	<p>funded by Wake Forest University. The Columbus County Health Department will receive \$34, 950.00 for the upcoming fiscal year to address substance abuse prevention efforts.</p> <p><b>C. Columbus County Community Health Assessment</b><i>(Benchmark 9, Activity 9.1)</i>  Gray updated the board on the status of the Columbus County Community Health Assessment. To date, 400 surveys have been collected via on-line survey and paper surveys. Additional surveys are needed by community members to obtain an understanding of residents' health perceptions. Focus groups are also being planned to obtain qualitative information.</p> <p><b>D. 2015 Health Rankings Explained</b>  <i>(Benchmark 38, Activity 38.1)</i>  Gray discussed "Health Rankings" cheat sheet that can be distributed to community members so that they have an improved understanding of health rankings. Gray mentioned that she felt that the "cheat sheet" could be revised to improve the document. Dr. Kirby asked Gray to revise the document further.</p>
<b>VIII. Financial Update</b>	<p>Charlene Bush, Finance Director stated the following:</p> <p><b>A. Financial Statement for July, August, September</b>  <i>(Benchmark 33, Activity 33.6)</i>  The revenue for July was \$244,850.11 with expenses for \$335,880.84, revenue for August \$265,611.18 with expenses of \$367,568.37, and September revenue of \$250,893.54 with expenses of \$469,479.38.  A motion to accept was made by Dr. Nicole Martin seconded by Patty Hobbs and carried by the board.</p> <p><b>B. Health Department Cost Report</b>  <i>(Benchmark 33 Activity 33.6)</i>  The 2011 Medicaid cost report was received. As stated in the cost report, the state is withholding \$12,545.00. The cost reports for 2012, 2013, and 2014 are still being processed by the State.</p>
<b>IX. Quality Improvement</b>	This item tabled until December 2015 meeting.
<b>X. Child Fatality</b>	This item tabled until December 2015 meeting.
<b>XI. Nursing</b>	<p>Hilda Memory reported:</p> <p><b>A. Maternal Health Characteristic Report</b>  <i>(Benchmark 19, Activity 19.1)</i>  Memory stated that the teen pregnancy rate has decreased slightly. The infant and child deaths as well are decreasing. The births that are classified as low birth</p>



weight and very low birth weight are remaining about the same. Premature births have decreased slightly. The percentage of births delivered by cesarean section has increased slightly. Memory asked if the board had questions regarding the Maternal Health Characteristic Report. The board had no questions. Motion to accept was made by Peggy Blackmon seconded by Dr. Nicole Martin and carried by the board.

**B. Flu Vaccine Update** *(Benchmark 38, Activity 38.1)*

Memory reported that flu vaccinations began on September 23, 2015 and that to date, 1,013 doses have been given.

**C. HIV/STD/BCCCP- Elizabeth Kinlaw, ERRN**

*(Benchmark 19, Activity 19.1)*

- The BCCCP program is for women ages 40-64 to provide free pap tests, breast exams, and mammograms. 137 patients are enrolled in BCCCP annually.
- HIV Clinics are held twice a month at the health department. To date, approximately 60 patients are enrolled in the HIV clinic. There are 1,000 HIV positive individuals in our county.
- STD- *(Benchmark 19, Activity 19.1)* North Carolina is now in a "syphilis outbreak." In Columbus County, we typically have 25-30 cases of Chlamydia every month.

**D. TB- Tammy Stevens, ERRN** *(Benchmark 19, Activity 19.1)*

There are increased cases of TB in the state. Stevens explained the process of investigating TB cases.

**E. Communicable Disease Program- Tammy Stevens, ERRN** *(Benchmark 19, Activity 19.1)*

Stevens informed the board of some of the various communicable diseases such as salmonella, rabies, and pertussis. Investigations of cases can be lengthy and Communicable Diseases are required to be reported to the North Carolina Department of Health and Human Services.

<p><b>XII. Chairman's Forum</b></p>	<p>Dr. Randy Kirby, Chair:  <b>A. Health Director's Evaluation</b>  <i>(Benchmark 37, Activity 37.5)</i>  Dr. Randy Kirby reminded board members to complete the Health Director's evaluation; these are needed as soon as possible.</p>
<p><b>XIII. Director's Forum</b></p>	<p>Kim Smith, Health Director reviewed the following:  <b>A. Individual Home Burial Rules</b>  <i>(Benchmark 34, Activity 34.4, Benchmark 34, Activity 34.5)</i>  Smith informed board members that individuals do not have to be buried in a vault or casket (unless it is required by a cemetery).  Peggy Blackmon asked that the Individual Home Burial Rules be revised and that acronyms used in the document be explained.  Dr. Darryl Diefes also recommended revisions to the document on page 2 on the last sentence to add "and" then on page 3, section (b) add "being" consistent.  A motion was made by Dr. Nicole Martin to accept Individual Home Burial Rules, upon revisions, seconded by Dr. Darryl Diefes and carried by the board. A public hearing will need to occur, possibly in February 2016.</p> <p><b>B. Vaccinations for Healthcare Personnel</b>  <i>(Benchmark 31, Activity 31.1)</i>  Smith stated; if an employee refuses vaccinations, they must wear a mask and gloves during flu season. Also, job candidates are asked during their interview about vaccinations and if they have a conflict.  A motion to accept was made by Patty Hobbs seconded by Dr. Nicole Martin and carried by the board.</p> <p><b>C. Debt Set Off Program 2014-2015</b>  <i>(Benchmark 33, Activity 33.7)</i>  The total debt setoff for 2014-2015 was \$2282.17. Smith explained that if we have a patient that owes \$50.00 or more we can send a 30 day notice, and the health department can deduct the owed amount from their tax refund.  A motion to accept was made by Charles McDowell, seconded by Peggy Blackmon and carried by the board.</p> <p><b>D. Appeals Policy</b>  <i>(Benchmark 31, Activity 31.3)</i>  Changes made to the policy "due to the reduction of force" was removed. "Genetic information and political affiliation information" was added to the policy.</p>

	<p>A motion to accept was made by Dr. Nicole Martin seconded by Patty Hobbs and carried by the board.</p> <p><b>E. Medicaid Reform Overview-</b> North Carolina has to submit a Medicaid waiver by June 1, 2016.</p> <p><b>F. Dental Update-</b><i>(Benchmark 19, Activity 19.1)</i> Dental staff is spending 3 days a week on the dental bus, and are seeing approximately 100 patients per month. Dr. Taylor has signed up for the Medicaid EHR incentive, which would give the health department additional monies.</p> <p><b>G. Policy/ New Revisions</b><i>(Benchmark 15, Activity 15.2)</i> Some of the revised policies are: Prevnar 13, Tdap Policy, Varicella Immunization, Staff Health, and Confidentiality. If there are any policies that the board would like to review, please let her know.</p> <p><b>H. Health Department Security</b> Smith announced that she will appear before the Board of Commissioners on November 2, 2015 to request a security guard for the health department. This will be in addition to protective glass installed at the front desk, panic buttons, and our current lock-down policy.</p> <p><b>I. Date for the December Meeting-</b> Wednesday, December 16, 2015.</p>
<b>Comments-Board of Health</b>	No comments

**Next Meeting Date****December 16, 2015 at 6:00 pm****Adjournment:** Dr. Randy Kirby adjourned the meeting at 7:45PM.

Respectfully submitted:

Kimberly L Smith  
Signature

**Secretary**

12/16/15  
Date