

Columbus County Board of Health

Minutes

Regular Meeting Special Meeting

April 27, 2016 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Dr. Randy Kirby, Chairman Franklin Boone Dr. Darryl Diefes Dr. Nicole Martin Patty Hobbs Shane Cartrette Dr. George Floyd Peggy Blackmon Dr. Christy Perdue
Members Absent	Drew Cox, Charles McDowell
Staff Members Present	Kimberly L. Smith, Sandra Harrelson, Sarah Gray, Martha Faulk, Charlene Bush, Hilda Memory, Jamika Lynch, Theresa Smith

Quorum was present.

I. Call to Order

Dr. Randy Kirby, Chairman called the meeting to order at 6:10 p.m.

II. Welcome/Invocation

Invocation was given by Dr. Darryl Diefes.

III. Approval of Agenda

A motion was made to **amend the agenda with the addition of "G. Mental Health" to XIII. Director's Forum** by Dr. Darryl Diefes seconded by Shane Cartrette and carried by the board.

IV. Public Comment

There were no comments from the public.

V. Approval of Minutes

A motion to **amend the March 16, 2016 minutes as follows:**

- **X. Health Education/Promotion to reflect; "The past six years (2009-2015) Columbus County ranked 100 (last) in the state for being the unhealthiest county."**

- **XIII. Director's Forum D. Ethan Simpson who volunteered with us last summer has now been accepted in the Dental Program at ECU. He will begin school in August 2016.** Motion was made to accept changes by Dr. Nicole Martin seconded by Patty Hobbs and carried by the board.

VI. Whiteville Walking Trail (Silver Award Project)	Girl Scout Troop 3047-Marly Gore, Isabella Michaud, Leah Sanderson presented a power-point showing a map of the existing walking trails and proposed new walking trails. A sign with a map, along with brochures will be placed at Vineland Station. Kim Smith also stated that a sign may be placed at the Health Department. <i>(Benchmark 41, Activity 41.2)</i>
VII. Quality Assurance	Martha Faulk gave the following updates: A. Patient Satisfaction Survey Results <i>(Benchmark 9, Activity 9.5)</i> <ul style="list-style-type: none"> • The Patient Surveys were revised February 2016. • February-out of 63 responses, 32 placed a check for "excellent" on privacy • March-out of 47 responses, 38 placed a check for "excellent" on treatment by the staff A motion to accept was made by Peggy Blackmon seconded by Dr. Nicole Martin and carried by the board. B. Quarterly Audit Results <i>(Benchmark 27, Activity 27.3, Benchmark 22, Activity 22.3)</i> <ul style="list-style-type: none"> • 42 client records for January were selected for review. In Maternity Clinic-Physical exam documentation not completed. OBCM-conditions are not appropriate for the patient. As per protocol all out of compliance issues are followed up by staff involved with a corrective action plan. A motion to accept was made by Dr. Darryl Diefes seconded by Shane Cartrette and carried by the board.
VIII. Nursing	Hilda Memory gave the following update: <i>(Benchmark 38, Activity 38.1)</i> A. Rabies <ul style="list-style-type: none"> • Columbus County Animal Control and Whiteville City Animal Control have notified the Health Department of 22 animal bites since the beginning of the year. We track each case to determine if post exposure prophylaxis is necessary. Many cases that have been reported required treatment simply because the animal could not be found or had been killed. The Columbus County Animal Shelter now has an employee who is certified to administer the rabies vaccine.
IX. Home Health	Theresa Smith stated the following: A. HIPAA Refresher-

	<p>April is HIPAA month. Remember, all patient information is confidential.</p> <p>B. Record Audit October-December 2015 30 records were picked for review. A few issues identified:</p> <ul style="list-style-type: none"> ✓ Face-to face not being sent when others take the referral instead of Lisa Clewis ✓ Aide missed visits notification not being sent to MD <p>Motion to accept was made by Patty Hobbs seconded by Dr. Christy Perdue and carried by the board.</p>
X. Health Education/Promotion	<p>A. 2016 Community Health Assessment <i>(Benchmark 1, Activity 1.1, 1.2, 1.3)</i></p> <ul style="list-style-type: none"> • Sarah Gray asked if anyone had any questions in reference to the Community Health Assessment that was given out at the last Board of Health meeting March 16, 2016, none were asked. <p>A motion was made to accept the 2016 Community Health Assessment by Dr. Darryl Diefes seconded by Dr. Nicole Martin and carried by the board.</p> <ul style="list-style-type: none"> • Sarah introduced Jamika Lynch-Teen Pregnancy Coordinator.
XI. Financial Update	<p>Charlene Bush reviewed with the board the following:</p> <p>A. Financial Statement....February and March <i>(Benchmark 33, Activity 33.6)</i></p> <p>Motion to accept by Dr. Nicole Martin seconded by George Floyd and carried by the board.</p> <p>B. Service Cost Update <i>(Benchmark 39, Activity 39.2, Benchmark 33, Activity 33.6)</i></p> <p>The only vaccine cost change was Gardasil from \$180 to \$195.</p> <p>Motion to accept was made by Dr. Darryl Diefes seconded by Shane Cartrette and carried by the board.</p> <p>C. Patient Counts <i>(Benchmark 33, Activity 33.6)</i></p> <p>Patient counts were taken for each clinic from CureMD for July-March. The next patient counts report will not have the abbreviations for the clinics.</p> <p>D. 2016-2017 Budget Review <i>(Benchmark 33, Activity 33.1, 33.2, Benchmark 39, Activity 39.2)</i></p> <ul style="list-style-type: none"> • Columbus County Commissioners voted to keep Home Health open for another year and approved to replace 2 vacant positions. A handout was given to members with update of 2016-2017 Budget for Home Health. <p>Motion to accept was made by Dr. Darryl Diefes seconded by Patty Hobbs and carried by the board.</p>

XII. Chairman's Forum	Dr. Randy Kirby stated his wife's father had passed away and please keep them in your prayers.
XIII. Director's Forum	<p>Kim Smith gave the following updates:</p> <p>A. Board of Health Handbook-</p> <ul style="list-style-type: none"> • Operating Procedures (<i>Benchmark 34, Activity 34.1</i>) BOH Operating Procedures printed in your BOH Handbook are up-to-date—no changes made for this year. The last changes were made in February 2014 when we changed the time of our meetings from 6:30pm to 6:00pm. Motion to accept was made by Peggy Blackmon seconded by George Floyd and carried by the board. • Health Director's Activities (<i>Benchmark 41, Activity 41.3</i>) Your packets included a list of regular activities the Health Director represents on behalf of the BOH and Health Department. Motion to accept was made by Dr. Darryl Diefes seconded by Patty Hobbs and carried by the board. <p>B. Regulations Governing the Location of Home Burial Sites, Church and Family Cemeteries in Columbus County-Requesting Board of Health Approval of Rules (<i>Benchmark 34, Activity 34.4</i>) Your packets included the revised "Regulations Governing the Location of Home Burial Sites, Church and Family Cemeteries in Columbus County"-the revisions highlighted in yellow were a result of our Public Hearing held on March 16, 2016. If no other changes, we will plan to have another Public Hearing on June 29th at 6:00pm. Motion to accept was made by Dr. Darryl Diefes seconded by Dr. Nicole Martin and carried by the board.</p> <p>C. Home Health Update Columbus County Commissioners held a special workshop on April 18- the Commissioners voted 5-2 to keep Home Health for one more year and gave us the ok to hire another Patient Care Coordinator (nurse) and hire a person to perform "PR" duties. As of March 31st Home Health is at a loss of \$191,230.</p> <p>D. Dental Update (<i>Benchmark 19, activity 19.9</i>) MOU with both school systems-again this year we will serve the same county schools-eastern end down to Guideway. Friendly Dental will serve the western end down to Tabor City. I have been told to get my MOU in as early as January 2017 for the next school year of 2017-2018. Dr. Taylor will return from leave on May 16th. So far the</p>

	<p>fill-ins have been great to work with.</p> <p>E. BOH Training-Procedural Requirements (Benchmark 36, Activity 36.3) A 15 minute power point on “Board of Health Rulemaking Authority” from the NC Institute of Public Health was presented.</p> <p>F. Policies New/Revised (Benchmark 15, Activity 15.2) Your packets included a list of the new and revised policies, if any questions we can pull the policy. No questions were asked.</p> <p>G. Mental Health Kim and Hilda had a visit from the Medical Director from EastPoint (our Mental Health LME) Dr. Jonnalagadda (Dr. J). EastPoint is asking their local health departments to give them permission to install “Screening Kiosk” in their lobbies so it will be assessable for the general public. EastPoint is promoting the kiosk as “early detection and intervention one stop shop lets them know if their symptoms are consistent with mental health disorder or substance abuse and it can connect them with local resources. Dr. J also offered us 8 hours of training “Mental Health 101” type of class. After a brief discussion, the board asked for more information. No motion was made at this time.</p>
Comments-Board of Health	None

Next Meeting Date

June 29, 2016 at 6:00 pm

Adjournment: Dr. Randy Kirby adjourned the meeting.Respectfully submitted: Kimberly Smith
SignatureSecretary 052716
Date