

Columbus County Board of Health

Minutes

☒ Regular Meeting ☐ Special Meeting

February 27, 2019 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Dr. Randy Kirby Dr. George Floyd Dr. Darryl Diefes Dr. Nicole Martin Franklin Boone Pat Ray Shane Cartrette
Members Absent	Charles McDowell, Patty Hobbs, Dr. Christy Perdue, Drew Cox
Staff Members Present	Kimberly L. Smith, Yvonne Richardson, Charlene Bush, Patti Nance, Mitzi Ward, Daniel Buck, Martha Faulk, Kristie Priest, Jamika Lynch
Guests	Jordan Edwards

Quorum was present.

I. Call to Order

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

II. Welcome/Invocation

Dr. Randy Kirby welcomed everyone to the meeting. Invocation was given by Pat Ray.

III. Approval of Agenda

Kim Smith asked to table the Social Work Update until April meeting. A motion to accept was made by Dr. Nicole Martin seconded by Pat Ray and carried by the board.

IV. Public Comment

There were no comments from the public.

V. Approval of Minutes

Motion to accept was made by Dr. Nicole Martin seconded by Shane Cartrette and carried by the board.

VI. Quality Improvement

Martha Faulk, QA, QI:

A. Staff Development Policy *(Benchmark 24, Activity 24.4)(Benchmark 37, Activity 37.6)*

- Basically we had one little change with this policy, besides numerical changes. We now utilize Whiteville City Schools' Spanish Instructor as our evaluator for our translators. We have to make sure that they are competent; and that is the only thing we changed with that policy.

Motion to accept the Staff Development Policy was made by Shane Cartrette, seconded by Dr. Darryl Diefes, carried by the board.

B. Workforce Diversity Policy *(Benchmark 37, Activity 37.6)(Benchmark 26, Activity 26.1)*

- There are no changes in this policy as well. It's the same as last year; unless there is something you may have seen that we need to add, then this one will remain the same.

Motion to accept the Workforce Diversity Policy was made by Dr. Darryl Diefes, seconded by Dr. George Floyd, carried by the board.

C. Accreditation Update

- As everyone knows our site visit will be next week, March 6th and 7th. This is our third accreditation cycle. We have three of the Board Members, Dr. Kirby, Dr. Diefes and Pat Ray will be attending the BOH interviews. The time slot is 4:30pm -5pm on Wednesday, March 6th.
- We are still trying to get some of the logistics and scheduling for some of the off site visits; other than that, hopefully it won't be but a day and a half. We have worked hard to get to this point. I'm not sure where our site team visitors are coming from, they are Ann Absher, Deborah Herring, Holly Haire, and Tina Dixon. This is the first time we've had an all-female accreditation team; and Eunice Inman is our site visit coordinator.
- Dr. Diefes asked Martha would the Board members be meeting with the site visitors in this conference room. Martha replied that they will be in the conference room when they are reviewing their paperwork. The interviews will be done, for the Board of Health members, in the Centering Room across the hall. We'll also be doing interviews with our community partners and they'll probably be

	<p>down in the Colposcopy Conference Room. Kim Smith stated that we will have someone meet you up front.</p> <ul style="list-style-type: none"> • Martha asked Kim if there was anything else that the Board of Health members needed to know. Kim replied no; as of now we are trying to figure out where the Dental Bus will be located. I don't know if it will be at Whiteville Primary or at Old Dock. • Martha stated that other than that, we are just working on the schedule.
VII. Child Fatality	<p>Mitzi Ward, Child Fatality Chair gave the following update:</p> <p>A. Annual Child Fatality Report <i>(Benchmark 19, Activity 19.1)</i></p> <ul style="list-style-type: none"> • I'm giving you all a handout to help make it a little easier to see what I'll be talking about. • This is the Child Fatality Review for 2017 cases. We do it a year behind. • We had 11 deaths in Columbus County and they have been broken down on your handout. • I also have to do a report to the state, and part of the report I'm going to give to the state is some of what I will be reporting to you tonight. • In 1993, the North Carolina General Assembly Established a network of local Child Fatality Prevention Teams across the state to confidentially review medical examiner reports of death certificates and other records of deceased residents under the age of 18. Each local team consists of representatives of public and nonpublic agencies such as law enforcement, guardian ad litem, health department among others that provide services to the children and their families. • The purpose of this report is to give a summary of the causes of death, number of cases reviewed, recommendations for prevention, if any, that have been made to share with the local team. The only recommendation that we had was the perinatal conditions. The majority of these were a lack of prenatal care. In these cases the mothers were as follows: <ul style="list-style-type: none"> ○ 23 Weeks ○ 20 Weeks ○ 19 Weeks ○ 20 Weeks ○ 29 Weeks

- So our recommendation is to provide prenatal education and information to the community about the importance of prenatal care.
- The Health Department will and does provide brochures about prenatal care and we will also make sure to have this information available at educational health fairs.
- Some of the activities that we have accomplished include the training of two Health Department staff members on how to properly install car seats, for children.
- We had a Child Abuse Prayer Vigil this past April for 18 children that died from child abuse in the state of North Carolina. Columbus County did not have any children to die from child abuse. Instead of releasing balloons, we released live butterflies in remembrance of the 18 children.
- Individual reports were completed on child deaths, which were then reviewed by the team, and then forwarded to the state coordinator.
- Fire and safety brochures were distributed at the county library. Child abuse pamphlets, posters and ribbons were distributed at the library as well.

Dr. Randy Kirby asked Mitzi Ward would it be advertised as to when we would be doing a demonstration on how to properly install child safety seats? Kim Smith replied that yes we will. I believe that we have to have at least one event a year. Patti Nance added that the two that were trained, have not received their total certification. There is a lady who will be coming from Wilmington to help them set up the items we need to promote it, and help us get our materials.

Dr. George Floyd announced that the hospital will be sponsoring a Health Fair March 30th. It will be at the Depot. It's not just the hospital, a lot of other folks are involved; the hospital is sponsoring it. That might be a good time to pass out some information.

Mitzi Ward reminded everyone that in April we will be having the Child Abuse Prayer Vigil here at the Health Department. Kim will give the date once it is set. I also want to state that Child Fatality is sisters with the Child Protection Team at DSS; we meet together.

Shane Cartrette asked about the two people who went to training, were they the only two people in the county to attend? Mitzi Ward answered yes they are. Shane asked if this was a big process, the training for this. Charlene Bush

	<p>stated that it was four days of class.</p> <p>Dr. Kirby asked if there were any other questions or concerns.</p>
VIII. Nursing	<p>Patti Nance, Director of Nursing gave the following update:</p> <p>A. Flu Update (<i>Benchmark 38, Activity 38.1</i>)</p> <ul style="list-style-type: none"> • I'm handing out a graph. • Columbus County Health Department has given a combine total of 1,067 flu vaccines this season. We still have 242 doses available. If you see anyone who needs one, please send them on. • Flu vaccines for the 2019 – 2020 flu season have been reserved. • The graph I have given you is for the week ending February 16, 2019. The graph was seemingly to be following the 2016 flu season but it's evened off for now. We still have some weeks to go. • We have had a total of 68 flu deaths in North Carolina. 1 official death in Columbus County. It was a male aged 56. • Geographically the flu is widespread. <p>B. Methyl Bromide Use Update (<i>Benchmark 38, Activity 38.1</i>)</p> <ul style="list-style-type: none"> • Methyl bromide was last mentioned in June at the Board of Health Meeting. Malec Brothers Transport, an Australian based company, was applying for a permit in November 2017, to be able to release 140 tons of methyl bromide in to the atmosphere annually. • The (DEQ) Department of Environmental Quality placed this permit on hold and turned the decision over to an advisory committee and allowed for public comments until April 2018. • Public comments were extended until May. • In June, the DEQ put the decision to approve on hold and passed the decision along to a committee for further study. • Finally on January 17th 2019 – Malec Brothers Transportation withdrew its application. They felt that they should do so since the citizens had made it clear they did not want this chemical released, in these quantities, in their area. There is an article in the Friday, February 1, 2019 edition of the News Reporter. • Malec Brothers will continue to mechanically remove bark from logs prior to shipping.

	<p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> One thing I would like to add to that story is that the state is still continuing to research, and hopefully put restrictions in place for methyl bromide. I consider that to be a victory, for not only the citizens of the Riegelwood area, but for the state and for public health. <p>C. Nursing Staff Update (<i>Benchmark 37, Activity 37.6</i>)</p> <p>Adult Health</p> <ul style="list-style-type: none"> Emily Lee & Elizabeth Kinlaw have been re-rostered as ERRNs for 2019. <p>Child Health</p> <ul style="list-style-type: none"> Lynn Strickland & Tammy Lovett have been re-rostered as ERRNs for 2019 Child Health was presented with a certificate for the following: <p>Outstanding Immunization Assessment Rates.</p> <ul style="list-style-type: none"> To determine the immunization compliance rate, which refers to the percentage of children who have documentation of being up-to-date (UTD) by 24 months of age with the recommended vaccinations. We had 95 clients and we had 93% of them to reach the benchmark of being UTD on their vaccines. The statewide average is 84%. <p>Women's Health</p> <ul style="list-style-type: none"> Stephanie Jones began work on February 4, 2019, as an FNP in our Women's Health Clinic. She will be doing Family Planning and Maternity. Stephanie will be replacing Kirsten Miller who is a Certified Mid-wife. Currently, Kirsten only does Maternity. This change will be a positive one for the Health Department and our patients.
IX. Social Work (TABLED)	Mindy Caines, SW Director has been Tabled
X. Environmental Health	<p>Kristie Priest, Supervisor gave the following update:</p> <p>D. NC Food Code – Cold Holding (<i>Benchmark 14, Activity 14.1</i>)(<i>Benchmark 15, Activity 15.2</i>) (<i>Benchmark 16, Activity 16.1</i>)</p> <ul style="list-style-type: none"> There has been a statute change that came into effect on January 1st, 2019; and that was for the cold holding temperature for restaurants. This temperature has decreased from 45 degrees to 41 degrees. This actually came about in 2012 with the adoption of the 2009 food code. The state of North Carolina allowed them this length of time to prepare for this change. Not our choice, but the

	<p>state of North Carolina's. Even now on our first inspection, if they are out of compliance, we cannot deduct points. We have to mark it. The state attorney general's office says that when the rule was established, it did not state that we could take a point away on the first inspection. This could change. We always knew that listeria can grow at 45 degrees, but we had to wait on the state.</p> <ul style="list-style-type: none"> • We started educating the restaurants well over a year ago. It's not the equipment; it has a lot to do with the process. So we worked with our operators to come up with ways to meet this requirement. For instance, not overfilling cold holding containers where the product could not be chilled properly. An example is if you have tomatoes in a bin and it is full, to the top, the center of that bin may never reach the proper temperature of 41 degrees due to the overcrowding of the product; but, if you put less product in, and keep it at or below the fill line of the container, it is easier to reach and maintain the proper temperature.
XI. Health Education/Promotion	<p>Daniel Buck, Health Educator stated the following:</p> <p>A. Jordan Edwards, Health Education Intern</p> <ul style="list-style-type: none"> • I want to introduce Jordan Edwards. She is our current health promotion intern from East Carolina University. She will be with us until about mid-April. So far she's been doing a great job, and we're happy to have her. <p>B. Community Health Assessment (CHA) 2020 (Benchmark 11, Activity 11.1)</p> <ul style="list-style-type: none"> • As we started the process of getting the CHA together, we found out that the date of submission from the Department of Health and Human Services (DHHS) website had us submitting information March of 2019. In our records, we found out that our previous assessment had just been completed three years prior, and we were scheduled to submit in 2020. After we spoke with our state consultant, we found out that this was true; so now we've been pushed back to March of 2020. <p>C. State of the County Health (SOTCH) 2018 (Benchmark 1, Activity 1.2)</p> <ul style="list-style-type: none"> • Our State of the County Health assessment is done yearly, and will be submitted to the state by next Monday, March 4, 2019. We're finishing up some

loose ends on that; after that we can start reviewing and then it will be ready to go next week.

Kim stated:

- Board of Health members will receive a copy of that for the next meeting.

D. Teen Pregnancy Prevention Initiatives Grant

(Benchmark 39, Activity 39.1)

- With the DHHS we've received this funding for right at eight years. We reapplied for this and found out that we have been awarded this for another four years. With that also, I'd like to mention that we partnered with Whiteville City Schools for the past two years, working with their 9th graders. I'd like to thank Jamika for working with this curriculum and the students. We mentioned in a past meeting that we were going to meet with the Columbus County School Board. We have spoken with them and they have reviewed our curriculum and we will be meeting with them in March.

Kim Smith stated the following:

- Jamika and Daniel went and met with Dr. Williams, the principals from the High Schools and the curriculum coordinator from the school system. They seem to have a very good understanding of what was involved in our program. I submitted a letter asking to be put on the agenda for February 4th. We went up there on the 4th and Dr. Williams proceeded to tell us that we were not on the agenda, that there must have been a misunderstanding. I asked him when could we be put on the agenda and he gave me the meeting dates for March and April. I told him we would take March 4th. He said this was an oversight on his behalf, so we will be trying again on the 4th of March.

E. Culturally and Linguistically Appropriate Services Grant *(Benchmark 39, Activity 39.1)*

- We were awarded this grant through the North Carolina Office of Minority Health to do some in house work. This focuses on our staff here, on how to work with clients in a culturally appropriate manner. We were awarded \$18,000.00 for a period of around six months or so to fulfill certain things like having webinar's and having guest speakers to come in and speak with our staff. With that we have had two webinars so far and we still have more training coming up.

	<ul style="list-style-type: none"> I'd like to also thank Pat Ray for working with us on getting our Chronic Disease Management program up and running again. Thankfully we've been able to partner with ECU and their office of Healthy Aging and Research, and they'll be funding our up and coming classes on chronic disease management.
XII. Financial Update	<p>Charlene Bush, Budget Director stated the following:</p> <p>A. Financial Statement November, December and January <i>(Benchmark 33, Activity 33.6)(Benchmark 39, Activity 39.2)</i></p> <ul style="list-style-type: none"> The year to date summary shows we are at 53% of the budgeted projected revenue for insurance, self-pay, state funding and grants. We're at 44% of what we budgeted for on local appropriations. At the bottom, we are at 48% of what is budgeted for expenditures. Which is pretty good, we are where we need to be. <p>Motion to accept Financial Statement for November, December and January was made by Dr. Nicole Martin, seconded by Shane Cartrette, carried by the board.</p> <p>B. Service Cost Update <i>(Benchmark 39 Activity 39.2)(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> Shingrex, which is the new shingles vaccine, it is two injections at \$163 each. <p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> This is the new shingles vaccine. It is on national backorder. We have started a request list that if someone calls in and wants it, we put them on our list, so when we get it in, we can call them and let them know. We are only able to get 10 at a time. <p>Dr. Martin asked if this was the only shingles vaccine. Kim Smith answered, stating that it is the only shingles vaccine that is made from a dead virus. It's for adults 50 years of age or older.</p> <p>Dr. George Floyd asked if once we gave it to one person were we reserving the second dosage as well. Kim Smith answered yes.</p> <p>Pat Ray asked what the time frame between the two doses was. Kim Smith answered a month.</p> <p>Mr. Franklin Boone stated that most seniors he talks with, are afraid to get the shingles vaccine. What were the side effects? Kim Smith answered that with the Zostavax you can get a mild case of the shingles because the vaccine consist of a live virus. As with the Shingrix vaccine, it is</p>

made up of a dead virus. Dr. George Floyd added that the Shingrix vaccine has a higher effective rate, around 96% as opposed to Zostavax.

Motion to accept Service Cost Update was made by Dr. Darryl Diefes, seconded by Dr. Nicole Martin, carried by the board.

C. Patient Count for November, December and January (*Benchmark 33, Activity 33.6*)

- Are there any questions about this?

D. Funding Update (*Benchmark 33, Activity 33.6*)

- These are the funding changes that happened up until January 31st.
- We received \$72,584 worth of mosquito money.

Kim Smith stated the following:

- We were awarded the second highest amount in the state.
- Our plan for this money is to purchase four new sprayers that have a little more technology on them.
- We will be giving our old sprayers to the townships. We will also be using this money to buy the townships chemical.
- We are in the process of hiring mosquito sprayers. So if you know of anyone who is 18 years or older and can pass the pesticide test, please send them our way. It pays \$11.00 per hour. So far we've had two takers.
- I've spoken with Harold, the Public Utilities Director and we will be acquiring two of their old trucks since they have purchased new ones.

Charlene Bush continued to say:

- WIC is minus \$440
- Maternal health we have an extra \$20,757. With that money we've bought a \$5,000 exam table. We have been able to budget to pay for the Nurse Practitioners training and orientation for the two months that she is here.

Kim Smith added:

- Therefore we are able to keep our contract employee. We will keep her until Stephanie is fully oriented.

Charlene Bush continued to say:

- \$18,000 was the CLAS (Culturally Linguistically Appropriate Services) grant that Daniel spoke of earlier. I have it listed as Minority Health but that is where it comes from.
- Children's Health \$26,632, we're in the process of

trying to spend that. They took this amount from us last year and gave it back to us this year. We have to spend it all within four months.

- Bioterrorism they took away \$3,193 because the state realized since 2010 they have been funding this wrong. They took this amount away from us this year, so they can give it back to us in June. We'll have 30 days to spend this money and then our grant will kick in.
- WIC Peer Counselor Breastfeeding. We've had that money; I just don't think I've ever reported it to you.

E. Dental Financial Update (*Benchmark 33, Activity 33.6*)

- Dental funding comes mostly from county appropriations. We are still struggling right now with Medicaid. Mitzi and I have been on the phone with Dental Exchange for the past two weeks. They had our taxonomy code wrong. We have about \$26,000 now that needs to go through. We are holding; she has not billed since November. I told her there is no use to put it through right now until we get this straight. We've only received \$18,932 in Medicaid, I budgeted \$90,000. We are way off here. Then our local fees are \$2,500. Now in this I have not put that our children's health state money, we budgeted \$30,000 of that money to go to dental. Every child that they see that has no funding, I write that off of child health and then becomes revenue for dental. We are around \$20,000 right now. We're going to try and do the same for vision; for children who don't have vision insurance. This will start in July with the new fiscal year.

F. Care Coordination for Children Financial Update (*Benchmark 33, Activity 33.6*)

- CC4C Program for the current year, we get state funded \$231. That can only be spent on non-Medicaid children. The rest of our funding comes from an average where Medicaid pays \$4.56 per child, in our county from 0-5 years of age who receive Medicaid. We're getting an average of \$11,000 a month. CC4C coordinators look out for high risk 0-5 years old. This makes no sense, but that's the new Medicaid for you. We can only spend it on high risk children.

Shane Cartrette asked who determines high risk. Is it a doctor? Kim Smith answered that it could be a child who is

	<p>born to a mother who is addicted to whatever. If Social Services happens to have a child come in we'll get referrals from them, the hospital, or a private physicians. Even if grandma is fostering her grandson and sees something isn't right, we will go out and do an assessment on the child.</p> <p>G. Child Fatality Financial Update <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> • Child Fatality we get \$658. Mitzi told you what we do for that. I've wrote down the deliverables for that. We have to do all of those things in order to receive that \$658.
XIII. Chairman's Forum	<p>Dr. Randy Kirby, Chairman, gave the following update:</p> <p>A. Election of Chair and Vice-Chair</p> <ul style="list-style-type: none"> • We need to elect a Chair and Vice-Chair. Is there anyone who would like to be nominated for Chairman for the coming year? <p>Mr. Franklin Boone stated the following:</p> <ul style="list-style-type: none"> • My motto is if it's not broke, then don't fix it. <p>Dr. Randy Kirby stated the following:</p> <ul style="list-style-type: none"> • I'll be happy to continue on and during my absences, Ms. Ray said with being the Vice-Chair she doesn't mind sitting in for those. • Is there anyone else who would like to nominate anyone else? <p>Motion to accept Dr. Randy Kirby as Chairman and Pat Ray as Vice-Chairman was made by Dr. Nicole Martin seconded by Dr. Darryl Diefes, carried by the board.</p>
XIV. Director's Forum	<p>Kim Smith, Health Director gave the following updates:</p> <p>A. Grant Updates <i>(Benchmark 38, Activity 38.1)</i></p> <ul style="list-style-type: none"> • In addition to those that Charlene and Daniel went over. We applied for three other grants. One of those was the Bright Ideas Funding for Preparedness. This grant would have been used to fund Skill Nursing Facilities, Assisted Living Facilities, Dialysis units, and the Medical Equipment companies and anyone we could fit in, so that we could go over exactly what goes on at the EOC. What their responsibilities are to the Emergency Operations Center (EOC). Unfortunately the state did not see this as a priority so we did not get that grant. We partnered with On Target on this, they actually wrote this grant. • The next one we partner with the Cape Fear Council of Governments. This was a Physical Activity and Nutrition grant. Again the Cape Fear

Council of Governments wrote the grant and we did not receive this grant either.

- The Public Education on Value Based Care, this is a partnership with UNCW, Center for Healthy Communities, NC Public Health Training Center and Bladen County. We would work closely with Bladen County in this grant. This is through the Kate B. Reynolds Foundation; it would be a three year project. It would be somewhat based on the Medicaid Reform. We are still waiting on the decision from Kate B. Reynolds on that grant.

B. Health Director's Job Description Review

(Benchmark 36, Activity 36.1)(Benchmark 37, Activity 37.2)

- In your packets you received a copy of my job description. There were no changes in it. This is what you will be using to evaluate me on come October or November of this year.
- I want to point out that I am appointed by the Board of Health as the liaison and serves as the Board of Health representative and spokesperson to state, regional and local agencies, organizations, to county commissioners, medical community, coalitions, advisory committees, the health department and the community at large. The director also represents the agency at meetings, conferences, workshops, establishing and maintaining effective communications and relationships between boards, the press, governmental and private agencies, the medical community and the general public.

Motion to accept Health Director's Job Description Review was made by Pat Ray, seconded by Dr. Nicole Martin, carried by the board.

C. BOH Handbook Update *(Benchmark 36, Activity 36.1)(Benchmark 37, Activity 37.2)*

- Next we have your Board of Health handbook. If you'll take that out and we will quickly go through some items.
- This book is dated for February 27, 2019.
- Page 18: 2019 BOH Meeting Schedule
- Page 19: Updated BOH Members information
- Page 20: County Attorney's Job description
- Page 22: BOH Operation Procedures. Just a reminder we added the "Board of Health Training". New BOH members will receive an initial orientation packet upon their swearing in which

should be completed within two months pending unforeseen circumstances and events. Columbus County Board of Health members will receive ongoing training for all members at least once every four years. A copy of that entire policy is on page 25 in your manual.

- Page 28: instructions on how to access the NC General Statutes for Public Health
- Page 47: added the health department's Confidentiality Policy
- Page 51: added our Corporate Compliance Plan
- Page 60: added our financial reports that Charlene will complete and present at every meeting.
- Page 64: again as a review our BOH Public Participation Policy
- Page 67: Staff Appeal Policy for Career Status Employees
- Page 70: Public Appeals Policy for the Public. These were updated due to our new Director of Nursing.
- Page 85: List of new Management Team Members
- Page 86: Update in staff on "Organizational Chart" for the Health Department.
- Page 87: Director's job description
- Page 96: Director's Performance review
- Page 97: Updated "Columbus County Health Department Strategic Plan 2017-2020"
- Page 103: added "Columbus County State of the County's Health Report" 2017
- Page 110: added the "Annual Departmental Report" for last fiscal year along with the patient demographic page.

Motion to accept updated Board of Health Handbook was made by Dr. Nicole Martin seconded by Shane Cartrette, carried by the board.

D. Health Directors' Activities for 2019

- This list was included in your packet. Most of these are the same as last year.
- I have been appointed to the South East Area Health Education Center-Education Committee. We meet quarterly in Wilmington. I get to hear a lot of what New Hanover Hospital is doing.
- I've become the Health Director mentor for the Health Director in Duplin County.
- I'm also the Chair of Region 8 Health Director's.

- We meet every other month.

Motion to accept Health Director's Activities for 2019 was made by Dr. Darryl Diefes, seconded by Pat Ray, carried by the board.

E. Dental Update *(Benchmark 19, Activity 19.1) (Benchmark 36, Activity 36.3)*

- We are still looking for a new dental bus. We have not found one yet. In the meantime our bus is still rolling along.
- Dr. Thomas has been accepted in a Pediatric Specialty Dental Program in Massachusetts. So at the end of June, she will be leaving to go to Massachusetts. So with Yvonne's help we have put out some feelers with the office of Rural Health. I have received two responses so far. Dr. Thomas has told me I should be getting more by the end of March. We will continue to look for a replacement. We informed the staff yesterday. Of course they are not happy. She's been with us for five years.

F. Unlawful Workplace Harassment Policy

(Benchmark 31, Activity 31.3)

- There were some changes in the policy having to do with genetic information and political information. This applies to part time and full time employees with career status. Meaning they have to go through the 12 month probationary period, then they have career status.

Dr. George Floyd asked what exactly did harassment by genetic information refer to in this policy. Dr. Nicole Martin answered that she assumed if someone had "23 and Me" came across someone's desk and it had Eastern European and someone had an issue with that.

Kim Smith went on to say:

- This policy was reviewed by our state staffing consultant.

Motion to accept Unlawful Workplace Harassment Policy was made by Pat Ray, seconded by Dr. Darryl Diefes, carried by the board.

G. County Tobacco Policy Update *(Benchmark 30, Activity 30.10)*

- The first time I went to the County Commissioners, they requested that I work with the County Attorney to come up with one policy for every department. I worked with Amanda Prince and we came up with a policy. The County Commissioners did not approve that policy. It stated that smoking, tobacco products and e-cigarettes were prohibited

in the county buildings. This included restrooms, hallways, employee lounges. Smoking tobacco products and e-cigarettes would be prohibited on county grounds, within 50 feet of the county buildings. They said what they have currently is sufficient, which is 25 feet from the county buildings; and that each department should designate a smoking area for the employees that do smoke.

Pat Ray stated the following:

- I would like to commend you Kim, for your leadership with this and thank you very much for at least bringing it to their attention, and for the work you put in to developing this policy.

Kim Smith stated the following:

- In that meeting Stuart Carroll who is the county purchasing agent also heads up the county safety committee. He cited two incidents where the grass/straw outside had actually caught on fire from cigarettes. Someone happened to be working late and caught it.
- Included in your packets was a copy of the link to view the Health Department's policies. Martha wanted to make sure you all had access to that.

Pat Ray made the following announcement:

- Columbus Faith Collaborative on Mental Health is going to have a series of compassionate conversations on a variety of topics related to mental health. We are working with Trillium on this. They will serve as facilitators at these gatherings. The first one will be on March 19th from 6-7:30pm at the Arts Council. If you could help us get the word out through your own organizations. We're hoping for good participation from this. The first two will be on anxiety and the second one will be on depression. The one on the 19th will be on anxiety. It's to help create awareness throughout the county. We will get flyers out for this.

Next Meeting Date

April 24, 2019 at 6:00 pm

Meeting Adjourned

Respectfully submitted: Kimberly Smith Secretary 062619
Signature Date