

Columbus County Board of Health

Minutes

Regular Meeting Special Meeting

August 28, 2019 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Pat Ray Dr. George Floyd Patty Hobbs Dr. Nicole Martin Dr. Darryl Diefes Drew Cox Shane Cartrette Dr. Christy Perdue
Members Absent	Dr. Randy Kirby, Charles McDowell
Staff Members Present	Kimberly L. Smith, Yvonne Richardson, Dr. Hasifa Ladner, Patti Nance, Mindy Caines, Charlene Bush, Kristie Priest, Daniel Buck
Guests	

Quorum was present.

I. Call to Order

Pat Ray called the meeting to order at 6:01 p.m.

II. Welcome/Invocation

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

III. Approval of Agenda

Motion to accept made 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

Motion to accept was made by Shane Cartrette seconded by Dr. Darryl Diefes and carried by the board.

<p>VI. Introduction to Dr. Hasifa Ladner, DDS</p>	<p>Kim Smith, Health Director stated the following:</p> <ul style="list-style-type: none"> • I would like to present to the Board of Health, our new Dentist, Dr. Ladner. • She comes to us by way of Virginia State University, where she received her BS in Marketing. She then proceeded to Howard University College of Dentistry. • Her Post-Doctoral training she received at Harlem Hospital Center and the Bronx Hospital Center. • She has worked with various agencies and populations. <p>Dr. Hasifa Ladner gave a brief overview of her training, and thanked everyone for the opportunity to be here. Dr. Darryl Diefes invited her to reach out, at any time, to the local dental community.</p>
<p>VII. Nursing</p>	<p>Patti Nance, Nursing Director gave the following update:</p> <p>A. Rabies Rate <i>(Benchmark 38, Activity 38.1)(Benchmark 15, Activity 15.2)</i></p> <ul style="list-style-type: none"> • For the 2018 / 2019 fiscal year, we've had the following bite reports: <ul style="list-style-type: none"> ○ Dogs - 65 ○ Cats - 7 ○ Raccoons - 0 ○ For a total of 72 bite reports. • One person completed the rabies series. • Seven were recommended to have rabies PEP; they either refused, or would not respond to follow-up. • One individual started rabies vaccinations, but did not continue, because the dog was captured and quarantined for 10 days, with no problems. • One individual started the rabies series at the hospital, and wanted to follow-up for the subsequent vaccinations at Chapel Hill. <p>B. Staff Update</p> <ul style="list-style-type: none"> • In Women's Health, Lisa Stevens, CNM will be leaving us on Friday, August 30th, 2019. She has been with us for five years. Upon receipt of her resignation, Kim Smith immediately put out advertising for her position. • In Adult Health, Renee' Pridgen was re-rostered as an STD RN last week; so she is able to do STD exams. • Children's Health just returned from an Immunization Conference last week. <p>Kim Smith added:</p> <ul style="list-style-type: none"> • We are in discussion with Bladen County on Lisa

	<p>Stevens' position. Bladen County needs a part time individual, and the person they are currently looking at, needs a full-time position. We are discussing letting them fulfill the rest of their hours here. So hopefully this will work out.</p> <p>C. Pharmacy Software</p> <ul style="list-style-type: none"> We have been working, for some time now, on getting the pharmacy on-line with an electronic system for inventory. The system will include various reporting features, that will place information into the electronic medical records. At this point, everyone has been trained, and our go live date will be Monday, August 19th, 2019. <p>Patti Nance added the following:</p> <ul style="list-style-type: none"> This was not on the agenda, but I wanted to let you all know about our STD site visit. Elaine Cessna, STD Consultant, and her team, visited on Tuesday August 6th. The consultants verified that our STD ERRNs (Enhanced Role Registered Nurse's) are providing exams with proficiency. A few minor changes need to be made to our standing orders for our ERRNs; otherwise, we had a successful, and positive, site visit. Documentation of her findings will follow at a later date (approx. 3 weeks). We also have two of our very own nurses, who are being recognized in Greensboro, at the NCPHA (North Carolina Public Health Association) 100 Outstanding Nurse's Luncheon, on September 24th, to commemorate the 100 years of the Office of Public Health's Nursing Division. Those two nurses are Elizabeth Kinlaw and Emily Lee. We are extremely proud of them, and their accomplishment.
<p>VIII. Social Work</p>	<p>Mindy Caines, Social Work Director gave the following update:</p> <p>A. BOH Update Pregnancy Care Case Manager (Benchmark 19, Activity 19.1)</p> <ul style="list-style-type: none"> In October 2018, we started a new computer program, called Virtual Health. There are still some glitches they are working on, so we're still working through all of that. Medicaid is on schedule to change to pre-paid health plans by February of 2020. From February 2019 to July 2019, our three Pregnancy Case Managers have done the following:

	<ul style="list-style-type: none"> ○ 57 cases were managed ○ 228 face to face evaluations completed ○ 319 phone calls were completed ○ 33 home visits completed <p>B. BOH Update Care Coordination for Children (Benchmark 19, Activity 19.1)</p> <ul style="list-style-type: none"> ● From February 2019 to July 2019, Care Coordination for Children (CC4C) have had the following numbers: <ul style="list-style-type: none"> ○ 88 cases were managed ○ 4 of which were foster care ○ 109 face to face evaluations completed ○ 323 phone calls were completed to clients ○ 46 home visits completed
<p>IX. Financial Update</p>	<p>Charlene Bush, Budget Director stated the following:</p> <p>A. Financial Statement May, June Annual (Benchmark 33, Activity 33.6) (Benchmark 39, Activity 39.2)</p> <ul style="list-style-type: none"> ● For the Financial Statement, you should have May and June in your packet. ● On the very last page, I have the wrong date, it should say July to June; but if you look at the percentages on the side, we brought in 96% of the projected revenue and we only used 78% of the county tax money. Expenditures were at 86%. <p>Motion to accept Financial Statement for June and July was made by Dr. Nicole Martin, seconded by Dr. Christy Perdue, carried by the board.</p> <p>B. Service Cost Update (Benchmark 39, Activity 39.2) (Benchmark 33, Activity 33.6)</p> <ul style="list-style-type: none"> ● TD went from \$57.00 to \$58.00 ● Varicella went from \$146.00 to \$154.00 ● ProQuad went from \$226.00 to \$238.00 <p>Motion to accept the Service Cost Update was made by Dr. Darryl Diefes, seconded by Patty Hobbs, carried by the board.</p> <p>C. Patient Counts May, June Annual (Benchmark 33, Activity 33.6)</p> <ul style="list-style-type: none"> ● If there are no questions about Patient Counts, that's all I have. <p>D. Pregnancy Care Case Manager, Environmental Health, Budget Reviews (Benchmark 33, Activity 33.6) (Benchmark 39, Activity 39.2)</p> <ul style="list-style-type: none"> ● Mindy just spoke with you about pregnancy care management. We receive Medicaid money for that. It is based on \$5.22 / per person within pregnancy age range. We received \$184,804.64 last year. This

	<p>fluctuates a little every month; but we tend to average \$15,400, and that helps pay for 3.5 salaries.</p> <ul style="list-style-type: none"> • Environmental Health, we receive quite a bit of county appropriation money for this program, due to the fact that we do not receive enough local fee money to completely cover that program. Last year we received the following: <ul style="list-style-type: none"> ○ County Appropriation \$190,851.94 ○ Local Fees \$85,154.04 ○ Mosquito Funding \$66,617.00 ○ Additional Mosquito Funding \$72,584.00 • The Additional Mosquito Funds were used up, because we had a short period of time to use it. We purchased mosquito dunks for the citizens of the county. If you know of anyone who may need any, please help spread the word we have them available. • The Food and Lodging money, \$18,993.00, this money is based upon Environmental Health's inspections completed; that's how they receive that money. • I have one last thing I want to tell you about. Back in 2014, Medicaid changed all the formulas, and they've just got around to auditing 2015-2016. From our 2015 audit, they say that we owe them \$21,781 back; but they paid us \$196,000. The reports they sent us, are not the same ones from our 2015 desk audit report, that they printed off a year ago. Then, if you come down to 2016, they say that they owe us \$21,000. We have been advised to appeal, and have done so. Kim has written, and asked, for the same report that they did the audit with.
<p>X. Environmental Health</p>	<p>Kristie Priest, Supervisor stated the following:</p> <p>A. Water Sampling Post Hurricane Florence <i>(Benchmark 4, Activity 4.2)</i></p> <ul style="list-style-type: none"> • Upon returning to work, after Hurricane Florence, County Administration decided to wave all fees associated with water sampling, septic, wells, and building inspections, until December 31st, 2018. • Post Hurricane Florence, we sampled 79 wells and had 21 to test positive for Coliform and five with E-Coli. These have been treated and received repeat samples. All wells are in use and safe now. One pump isn't working properly, but the homeowner chose not to fix the pump. We waived \$4,030.00

for water samples, which was appreciated by the citizens of the county.

B. Septic Systems Post Hurricane Florence

(Benchmark 4, Activity 4.2)

- As you can see from the handout in your packets, it shows the fees I mentioned above that were waived after Hurricane Florence, for septic. This came to a total of \$4,960.00.

C. Food and Lodging Report

(Benchmark 4, Activity 4.2)

- Charlene already stated that we've completed 100% of our Food and Lodging inspections. Some of these inspections were conducted during Hurricane Florence. We did a total of 1,095 inspections for that year. This included:
 - Restaurants
 - Meat Markets
 - School Cafeterias
 - School Buildings
 - Food Stands
 - Childcare Centers

Motion to accept the Food and Lodging Report was made by Dr. George Floyd, seconded by Shane Cartrette, carried by the board.

D. Well Sampling Report

(Benchmark 4, Activity 4.2)

- For the Fiscal Year, we evaluated 105 well sites and we took 79 well water samples. These two numbers are never the same, due to the fact that some people will get a well permit, and then they may never call us back to let us know to get a sample, or the project may be on hold.

Motion to accept the Well Sampling Report was made by Dr. Christy Perdue, seconded by Dr. Nicole Martin, carried by the board.

E. Onsite Waste Report

(Benchmark 4, Activity 4.2)

- Improvement Permits issued = 228
- Construction Authorization Permits = 139
- Operation Permits (tanks installed ready to use) = 204
- The Improvement and Construction Authorization Permits are good for 5 years; this is why Operation Permits do not match Improvement Permits issued.

Motion to accept the Onsite Waste Report was made by Dr. Christy Perdue, seconded by Dr. Nicole Martin, carried by the board.

	<p>F. 2017 Food Code Law (New) <i>(Benchmark 14, Activity 14.1)</i></p> <ul style="list-style-type: none"> • The 2017 New Food Code was adopted in June of 2019. However, we are not using this yet; we are still using the 2009 Food Code. We will not use it until all of the staff in Raleigh has been properly trained. Then they will be able to train us. <p>G. Licensed Soil Scientist Law (New) <i>(Benchmark 14, Activity 14.1)</i></p> <ul style="list-style-type: none"> • Also in June, we found out that homeowner's can now hire a Licensed Soil Scientist to come out and evaluate their property. This has always been a possibility, if the homeowner happened to have a lot that was denied. Their soil scientist, would talk with the State's soil scientist, and come to an agreement. • This new law states that the licensed soil scientist can evaluate the property, and issue the permit, without the Health Department being involved. That is all I know, because position statements have not been sent out yet. • One question that was asked, was what if before the position statement comes out, we have a case like this? Our consultant in Raleigh informed us to get the paperwork, call him and email him the paperwork, after we approve it for completeness, and he will work with us. We do not re-evaluate. <p>Dr. Darryl Diefes asked what the downside to this situation was, as well as the environmental impact. Kristie Priest stated the following:</p> <ul style="list-style-type: none"> • It may change our workload a bit, but it will be expensive for a homeowner to hire a Licensed Soil Scientist. • The advantage to this would be if a property was denied, and the property owner hired a Licensed Soil Scientist (LSS) to come in and re-evaluate the property, and the LSS ruled in the homeowner's favor. This is one way it would benefit an individual. • The environmental impact would not necessarily change, unless our counterparts overlook the state rules and guidelines; like being 50 feet away from a well or stream of water. We enforce these guidelines, however we cannot guarantee what an LSS will, or will not, enforce.
XI. Health Education/Promotion	Daniel Buck, Health Promotion gave the following

updates:

A. Update Strategic Action Plan

(Benchmark 15, Activity 15.1) (Benchmark 38, Activity 38.2)

- In 2017 we updated our Strategic Action Plan, and it was then approved to extend out to 2020. We base our plan on what the residents of the county list as being their main health concerns. From that, we will take that information, and create our new Strategic Action Plan, and bring it to the Board of Health for approval; and then run with that for the next four years.
- Our first goal was to reduce chronic diseases amongst our residence, along with providing information on where to find fresh fruit and vegetables. We participated in the NC Fruit and Vegetable Outlet Inventory survey. We went out and surveyed what was available for everyone in the area. This is now available through Google, to show residents where produce stands are available in the county.
- Some preventive outreach we have done includes the following, through Facebook:
 - Develop Diabetes Prevention Social Media Campaigns
 - Cancer Prevention to include Smoking, Tobacco Use and Vaping utilizing CDC material and the NC Quit Line
 - Providing evidence based programs on Chronic Disease Self-Management. We are trying to meet one chronic disease course per year.
 - Infant Mortality
 - Morbidity of Patients
 - Gestational Diabetes
- Provide 17P for mothers who are at risk of pre-term labor. This year we have not had any patients to use 17P.
- Provide educational brochures, to expectant mothers, on how to reduce the chances of getting gestational diabetes. The maternal health nurses also do one on one education with the patients.

Motion to accept the Update on the Strategic Action Plan was made by Dr. George Floyd, seconded by Dr. Christy Perdue, carried by the board.

Kim Smith asked Daniel Buck to mention the Community Health Assessment (CHA). Daniel stated the following:

	<ul style="list-style-type: none"> We are meeting with the CHA advisory team again, but as of now, we have published our survey. We are trying to get the word out about the survey, as well as attend the festivals, along with the outreach, to get the surveys done. The plan is to let the survey run online, until around the first of the year. Then we will compile our results.
XII. Chairman's Forum	<p>Pat Ray, Vice-Chairman gave the following update:</p> <ul style="list-style-type: none"> We have some mental health training coming up. We just had the second session of our Courageous Conversations, and it was on depression. The next one is to be held in October. It will be on suicide. These sessions are always held at the Arts Council building. We'll have a training in September on Youth Mental Health First Aid. The presenter is excellent, and she is affiliated with Trillium.
XIII. Director's Forum	<p>Kim Smith, Health Director gave the following updates:</p> <p>A. Employee Complaint / Concern Resolution Policy <i>(Benchmark 36, Activity 36.3)</i></p> <ul style="list-style-type: none"> We updated this policy. It had been several years since we had done so. Where it had Supervisors and Co-Workers, it needed to be changed to Agency Director, under the Purpose. On the 2nd page where it said issues being grieved, we changed that to complaint. <p>Motion to accept the Employee Complaint / Concern Resolution Policy was made by Dr. Darryl Diefes, seconded by Shane Cartrette, carried by the board.</p> <p>B. Appeals Policy and Procedure <i>(Benchmark 15, Activity 15.5)</i></p> <ul style="list-style-type: none"> Under appeal to director, alleged unlawful harassment was taken out. This is a State Office of Personnel issue, and that is why it was removed. Our step two would have been to bring an issue to the Board of Health, and that has changed. Now step two is to go directly to the Office of Administrative Hearings. <p>Motion to accept the Appeals Policy and Procedure was made by Dr. Darryl Diefes, seconded by Dr. George Floyd, carried by the board.</p> <p>C. Bad Debt Write-Off <i>(Benchmark 33, Activity 33.7)</i></p> <ul style="list-style-type: none"> This year we have \$ 1,681.74. Last year's total was \$ 1,714.85. <p>Motion to accept the Bad Debt Write-Off was made by</p>

Patty Hobbs, seconded by Dr. Nicole Martin, carried by the board.

D. Debt Set-Off

(Benchmark 33, Activity 33.7)

- Debt Set-Off is when we notify them that we are going to submit their debt to the State of North Carolina's Department of Revenue. Therefore, if they receive a refund from their taxes, what they owe us, will be deducted. Then they'll get what is left. If they can come up with what is owed, within 30 days, then we'll cancel that.
- This year, the Debt Set-Off amount, we were able to recover, was \$ 3,141.66.
- Last year we collected \$ 2,320.99.

Motion to accept the Debt Set-Off was made by Dr. George Floyd, seconded by Dr. Darryl Diefes, carried by the board.

E. Tri-County Value-Based Care Collaborative

(Benchmark 25, Activity 25.1)

- This is a collaborative with Robeson, Bladen and Columbus County's, along with UNCW. Through this healthcare collaboration, we have written a grant to the Kate B. Reynolds Foundation, and were awarded this grant. This grant is to co-develop, facilitate, and evaluate the needs assessment, to identify the gaps in knowledge, and capacity, of the health departments to implement the value based care, or Medicaid Transformation.
- Our part of this grant is \$46,674. We will be able to hire an individual for this particular grant, because I do not have anyone to assign these duties too. This is a win-win situation, because the person we are hiring is a new graduate, and they will be able to obtain their one year of experience. This new individual will report to me. Between myself, Charlene, Patti and this new individual, we will sit on this collaborative, with the other two counties.

F. New / Revised Policies

(Benchmark 15, Activity 15.5)

- These policy revisions are a direct result of accreditation. If any of you would like to read them, I can pull them for you; just let me know.

G. Accreditation Update

- This one screenshot is in your packets. This dashboard is an electronic way that the accreditation board has come up with, for us to

	<p>submit our information to them. The nice thing about this, is that 48 hours before the accreditation team arrives, the dashboard is unlocked. We are then able to see what they have questioned, and are able to add or take away, or even find further information, if that is what is needed. At 5pm before the accreditation site visit, the dashboard will be locked again.</p> <ul style="list-style-type: none"> • Martha wanted me to make sure that the Board of Health understood that we may need to schedule a date, that is near the time of our accreditation site visit. We have not had to do this before, but we will know our site visit two to three months ahead of time. The purpose of this meeting would be to get approval of items, if needed. I don't think it will be necessary, but we will put a date in there to be on the safe side. • This dashboard can have up to ten users, and so far we've got nine. Mainly the Management Team members are listed as users. As we collect our information, we will go ahead and enter our information. • The Management Team is scheduled to have an educational session, in collaboration with Bladen County, in November. The accreditation team is coming down to facilitate. There is a sandbox we can get in and play around with, to help in the learning process. <p>Dr. Darryl Diefes asked if there were any upcoming trainings for the Board of Health members. Kim Smith replied, not that I am aware of, but if there is anything in particular you would like, let me know, and we can arrange something.</p>
<p>Comments-Board of Health</p>	

Next Meeting Date
October 30, 2019 at 6:00 pm

Meeting Adjourned

Respectfully submitted: Kimberly L. Smith Secretary 10/30/19
 Signature Date