

Columbus County Board of Health

Minutes

Regular Meeting Special Meeting

March 4, 2015 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Dr. Christy Perdue Franklin Boone Dr. Darryl Diefes Dr. George Floyd Peggy Blackmon, R.N., Vice Chair Drew Cox
Members Absent	Jeremy Hooks, Patty Hobbs, RN, Dr. Randy Kirby, Chairman, Charles McDowell, Commissioner, Dr. Nicole Martin
Staff Members Present	Kimberly L. Smith, Charlene Bush, Kristie Priest, Sarah Gray, Sandra Harrelson, Theresa Smith, Martha Faulk

Quorum was present.

I. Call to Order

Peggy Blackmon, RN, Vice-Chair, called the meeting to order at 6:00 p.m.

II. Invocation

Invocation was given by Dr. Darryl Diefes.

III. Approval of Agenda

Motion to accept the agenda by Dr. Darryl Diefes seconded Dr. Christy Perdue and carried by the board.

IV. Public Comment

There were no comments from the public.

V. Approval of Minutes

Motion to accept the December 17, 2014 minutes by Dr. Darryl Diefes seconded by Dr. George Floyd and carried by the board.

<p>VI. Quality Assurance</p>	<p>Martha Faulk gave a brief overview of the following:</p> <p>A. Workforce Development Policy Review <i>(Benchmark 37, Activity 37.6, activity 26, Activity 26.1)</i></p> <ul style="list-style-type: none"> • The health department shall select employees on the basis of qualifications for the job with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to race, religion, sex, national origin, marital status or age. • All personnel will continue to review regularly the implementation of the plan, to assure equal employment opportunities are being actively observed. <p>A motion to accept was made by Dr. Daryl Diefes seconded by Dr. Christy Perdue and carried by the board.</p> <p>B. Staff Development Plan <i>(Benchmark 26, Activity 26.1, Benchmark 37, Activity 37.6)</i></p> <p>The Staff Development Plan identifies the mandatory in-services. All CCHD employees receive a wide variety of training ranging from clinical practices to career and personal development. Some training maybe in-house, webinars and some out-of-county classes.</p> <p>Motion to accept was made by Dr. Christy Perdue seconded by Dr. Darryl Diefes and carried by the board.</p> <p>C. Quarterly Audit Review <i>(Benchmark 27, Activity 27.3, Benchmark 22, Activity 22.3)</i></p> <p>Chart audits are done on a quarterly basis. The January audits reflect a few improvements. It should be noted that our staff has changed over to a new Electronic Medical Record System and we feel that some of the non-compliant issues may be a result of this change. Corrective action plans have been made and implemented.</p> <p>A motion to accept was made by Dr. Darryl Diefes seconded by Dr. Christy Perdue and carried by the board.</p>
<p>VII. Home Health</p>	<p>Theresa Smith gave the following:</p> <p>A. BOH Report (includes Quarterly Audit results)</p> <p>There were 9 discharged patient surveys returned for the month of November. Out of those, 78% gave CCHH a rating of 9 or 10 on a scale of 0 (lowest) to 10 (highest). 100% of patients reported that their provider handled specific care issues correctly. 100% of patients reported they would recommend CCHH agency to others.</p> <p>There were 28 charts reviewed for the 4th quarter (Oct.</p>

	<p>Nov. and Dec.) audit. 100% had vital signs documented on the Aide Flowsheet, 100% had documentation of teaching within 1 week of a new antibiotic, and 100% missed visits were documented in Visit Management.</p> <p>A motion to accept was made by Dr. George Floyd seconded by Dr. Christy Perdue and carried by the board.</p>
<p>VIII. Environmental Health</p>	<p>Kristie Priest stated the following:</p> <p>A. Well Fee's (well construction permit-repair) <i>(Benchmark 33, activity 33.5, Benchmark 4, Activity 4.2)</i></p> <p>There were a total of 79 well permits issued in 2014 for \$22,515.00. There is a total of 4 visits per well for new well construction, if a water test comes back positive for bacteria, we will then take another water sample, in turn making this a total of 5 visits. In September 2014 the state raised the cost of the bacteria sample bottles from \$3.09 to \$23.00 per bottle and chemical sample bottles from \$3.15 to \$55.00 each. Therefore \$97.00 of a well fee (\$285.00) goes to the cost of the sample bottles. Priest gave a handout of the current Environmental Health fee schedule to the board. A motion was made by Dr. Darryl Diefes to keep well fee's the same at \$285.00 regardless of the reason or cause for replacement seconded by Drew Cox and carried by the board.</p>
<p>IX. Health Education/Promotion</p>	<p>Sarah Gray presented the following:</p> <p>A. State of the County Health Report <i>(Benchmark 1, Activity 1.3, Benchmark 1, Activity 1.1, Benchmark 1, Activity 1.2, Benchmark 38, Activity 38.1)</i></p> <p>The last Community Health Assessment (CHA) was completed in 2012, next will be due in 2016. The top three health issues of concern in Columbus County are:</p> <ul style="list-style-type: none"> ✓ Chronic Disease (46.3% of respondents) ✓ Drug/Alcohol Abuse (21.35%) ✓ Obesity (12.56%) <p>Emerging Issue: within the last year, CCHD along with the CC Sheriff's Office have collaborated to address substance abuse, especially prescription drug misuse and abuse in our county. This partnership resulted through funding from the NC Coalition Initiative and is in partnership with Wake Forest University. A task force has established a substance abuse community assessment and are now developing strategies to reduce the burden of prescription drug misuse and abuse in our county. Substance abuse was the number 2 health concern among county residents.</p> <p>Some of the key findings were:</p> <ul style="list-style-type: none"> • Prescription drugs are the number one drug that county residents feel are easier to obtain in our

	<p>county</p> <ul style="list-style-type: none"> • A third of those surveyed indicated that they knew someone that abuses prescription drugs • 21% of residents indicate that they use prescription drug drop-off to get rid of prescription drugs • There is little data on youth in our county to gauge what substance are being used <p>A motion to accept was made by Drew Cox seconded by Dr. Darryl Diefes and carried by the board.</p> <p>The Sheriff's Office has just received a "drop-box" for old prescriptions. The Town of Chadbourn has agreed to accept a "drop-box" with Tabor City declining. Kim Smith stated the health department will partner with the Whiteville Women's Club to hold a "drive-thru" drop-off for old prescriptions when the weather gets warmer.</p>
X. Financial Update	<p>Charlene Bush gave the following updates:</p> <p>A. Financial Statement..... November, December (Benchmark 33, Activity 33.6, Benchmark 39, Activity 39.2) The revenue for November was 410655.10 with the expenses of 579386.07. December revenue was 238254.40 with the expenses of 407458.27. We were a little under appropriations. Motion to accept by Dr. George Floyd seconded by Dr. Christy Perdue and carried by the board.</p> <p>B. Service Cost Update (Benchmark 39, Activity 39.2, Benchmark 33, Activity 33.6) The only vaccine cost change was Zostavax from \$187 to \$195. A motion to accept was made by Dr. Darryl Diefes seconded by Dr. Christy Perdue and carried by the board.</p>
XI. Chairman's Forum	<p>A. Election of Chair and Vice-Chair A motion to elect Dr. Randy Kirby as Chair was made by Dr. Darryl Diefes seconded by Dr. Christy Perdue and carried by the board. A motion to elect Dr. Nicole Martin as Vice Chair was made by Peggy Blackmon seconded by Dr. Darryl Diefes and carried by the board.</p>
XII. Director's Forum	<p>Kim Smith reviewed the following updates:</p> <p>A. Board of Health Handbook Update (Benchmark 36, activity 36.1)</p> <ul style="list-style-type: none"> • A job description of duties for the county attorney has been added to the front of the handbook stating; "Serves as legal counsel for The Board of Commissioners, County Manager, Boards and Departments except Social services". • Page 19A-Board of Health Members with

appointment date and re-appointment dates. The appointments are made by the County Commissioners in December

- Page 20-Operating Procedures-last change was when board meetings were changed from 7pm to 6pm timeslot. There are no changes at this time.
- Page 28-G.S.130A-34 Provision of local public health services; A county shall operate a county health department, establish a consolidated human services agency pursuant to G.S. 153A-77.
- Page 29-130A-35-Establishes accreditation of local health departments; a county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department
- Page 32-G.S.130A-35-County Commissioners when they appoint Board of Health members
- Page 34-G.S.130A-39-Powers and Duties of local Board of Health
- Page 37-Website for all General Statutes for Public Health
- Page 69-Addition to the Health Directors job description; “The director is 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.”
- Page 80-Health Directors Performance Review-the Board of Health will be given this toward end of year to complete for the health directors performance evaluation.

Dr. Darryl Diefes stated that the signature at the bottom is optional, but sometimes it's hard to tell who has returned the evaluation.

Smith stated we would come up with a coding system so that the Administrative Assistant would be able to tell who returns them without opening the evaluation.

A motion to accept was made by Dr. Darryl Diefes seconded by Dr. Christy Perdue and carried by the board.

	<p>B. Health Department Update July 2013-June 2014 (Benchmark 38, Activity 38.1, Benchmark 37, Activity 37.6))</p> <ul style="list-style-type: none"> • Total # of Births-411 • Total # Deaths-573 • 125 new cases Gonorrhea • 296 cases Chlamydia • Total revenue for Environmental Health from July 2013-June 2014 was \$84,015.00 • Due to Bill Horne retiring, Kristie Priest named new Environmental Health Supervisor. • Jeremy Gore hired as new Environmental Health Specialist. He received his authorization in onsite waste water and food & lodging in August, 2014 • Adult Health-436 Medicaid & 5863 Non-Medicaid • Primary Care-1008 Medicaid & 3016 Non-Medicaid • WIC saw an average of 2000 participates per month with an annual amount of \$1,527,402.80 in revenue paid to Columbus county vendors in 2013-2014. <p>A motion to accept updates by Franklin Boone seconded by Dr. Christy Perdue and carried by the board.</p>
Comments-Board of Health	No Comments

Next Meeting Date

April 29, 2015 6:00 pm

Adjournment: Peggy Blackmon, Vice Chair adjourned the meeting.

Respectfully submitted:

Kimberly L Smith
Signature

Secretary

03/16/15
Date