

Columbus County Board of Health

Minutes

☒ Regular Meeting ☐ Special Meeting

April 19, 2017 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

Members Present	Dr. Nicole Martin Shane Cartrette Dr. George Floyd Dr. Randy Kirby Pat Ray Dr. Darryl Diefes Drew Cox
Members Absent	Dr. Christy Perdue, Franklin Boone, Patty Hobbs, Charles McDowell
Staff Members Present	Kimberly L. Smith, Sandra Harrelson, Hilda Memory, Charlene Bush, Theresa Smith, Martha Faulk, Kristie Priest

Quorum was present.

I. Call to Order/Invocation

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

Invocation given by Dr. Darryl Diefes.

II. Welcome

Dr. Randy Kirby welcomed everyone to the meeting.

III. Approval of Agenda

Motion to **amend the Agenda by tabling "March" in item XI. A. Financial Statement** was made by Dr. Darryl Diefes seconded by George Floyd and carried by the board.

IV. Public Comment

There were no comments from the public.

V. Approval of Minutes

Motion to **amend the February 22, 2017 minutes to reflect that Dr. Christy Perdue was NOT present** was made by George Floyd seconded by Shane Cartrette and carried by the board.

VI. Quality Assurance	<p>Martha Faulk gave the following updates:</p> <p>A. Patient Satisfaction Survey Results <i>(Benchmark 9, activity 9.5)</i></p> <ul style="list-style-type: none"> • Surveys from December 2016-February 2017 were discussed; Excellent and Very Good percentages were given • Patient Survey ratio was discussed (number of patients seen and number of surveys returned). We are now meeting the survey policy for returned surveys. <p>Motion to accept was made by Dr. Darryl Diefes seconded by Dr. Nicole Martin and carried by the board.</p> <p>B. Quarterly Audit Results <i>(Benchmark 27, Activity 27.3, Benchmark 22, Activity 22.3)</i></p> <ul style="list-style-type: none"> • Reviewed audit summaries from October 2016 to January 2017. Discussed corrective action plans as well as the Scanning Policy and Audit <p>Motion to accept was made by Dr. Nicole Martin seconded by Shane Cartrette and carried by the board.</p> <p>C. Accreditation</p> <ul style="list-style-type: none"> • Raleigh will call for our Health Department Self-Assessment Instrument on August 1, 2018 • All of the benchmarks that you see on the Agenda are directed toward the Accreditation Activities required. It is important to know that the BOH is an intricate part of Accreditation. The BOH's ongoing education is essential.
VII. Nursing	<p>Hilda Memory stated the following:</p> <p>A. Tuberculosis <i>(Benchmark 38, Activity 38.1)</i></p> <ul style="list-style-type: none"> • New TB case reported in February by a private provider. Sputum was collected TB medications started in March. • Patient is in contact with nursing home residents and staff • TB skin tests were placed on 103 residents and 120 employees of the nursing home. Symptom screening completed on family member of the patient. Family member had positive skin test in the past or took the preventative medication • Out of 223 people tested, only one positive skin test resulted and has recently started on latent therapy.

	<ul style="list-style-type: none"> • Follow-up care due 8 weeks from the original testing-required in a contact investigation scheduled for May 8, 2017 with residents and staff of nursing home • During contact investigation, TB nurse advised nursing home administrator and DON the importance of screening employees annually with PPD instead of symptom screenings. If facilities do an annual TB risk assessment they are allowed to do symptom screenings only. At this time with this contact investigation it was found that employees had not had a TB skin test since hire date. <p>B. Centering Program <i>(Benchmark 19, activity 19.1)</i></p> <ul style="list-style-type: none"> • We currently have two Centering groups, one for women who speak Spanish as their primary language and one for women who speak English as their primary language. There are 4 enrolled in the Spanish-speaking group and 5 in the English-speaking group. Our groups meet monthly in the early months of pregnancy, progressing to biweekly Centering group sessions as their pregnancy progresses. We have 6 Centering group sessions thus far. We will be meeting for Session 4 for each group this week and next week, respectively. Our original plan was to enroll women in another two groups this month, but, due to loss of trained staff, we have postponed enrollment in our next two groups until May after our two new maternity nurses have been to the Centering training.
VIII. Home Health	<p>Theresa Smith gave the following:</p> <p>A. HIPAA Refresher</p> <ul style="list-style-type: none"> • April is HIPAA month and as a reminder, if you happen to come across any patient protected health information that is not necessary for your role, please inform Kim. • Be careful of conversations regarding Protected Health Information (PHI) • The maximum fine per HIPAA violation is \$1.5 million • You cannot make a person pay a bill to review or receive their PHI • Your PHI is secure for 50 years after your death

IX. Health Education/Promotion	<p>Shawnquelle Davis, Health Educator Intern gave the following:</p> <p>A. Colorectal Cancer Screening</p> <ul style="list-style-type: none"> I am a student from East Carolina University currently interning with Columbus County Health Department. During the last few months, I have designed a brochure raising awareness on colorectal cancer screenings, conducted a focus group to gauge knowledge, and served as a public health educator to assure that the community is properly informed on how screenings save lives. Utilizing statistics from the CDC, I categorized my target population, men and women fifty and over. With the use of a survey, I conducted a focus group and analyzed awareness of women and men, ages fifty and older, on how effective screenings are at saving lives. Through the focus group, I found that although a good number are aware of this life preserving screenings, there is a large majority who has been misinformed about how invasive the outpatient procedures are. I also learned that women are more likely to have the screenings than men. As a Health Educator, I recommend that anyone fifty or older have the screening.
X. Environmental Health	<p>Kristie Priest gave the following update: (Benchmark 38, activity 38.1)</p> <p>A. Meth Lab Update</p> <ul style="list-style-type: none"> October 2016, we were notified of another Meth Lab in Columbus County. It was the same location and same person as the one in 2005. I have sent the property owner a certified letter today, if we don't hear from them shortly, we will get the county attorney involved. It is the county's responsibility (not financially) to make sure it is properly decontaminated. <p>We have evaluated four properties for private cemeteries, since implementing the ordinance.</p>
XI. Financial Update	<p>Charlene Bush gave the following updates:</p> <p>A. Financial Statement....January, February, March (Benchmark 33, Activity 33.6)</p> <ul style="list-style-type: none"> The revenue for January was \$296,741.98 with expenses of \$480,709.29. The revenue for February was \$195,644.17 with expenses of \$370,177.57. <p>Motion to accept was made by Dr. Darryl Diefes seconded</p>

by Pat Ray carried by the board.

B. Patient Count.....January, February, March

(Benchmark 33, Activity 33.6)

- Adult Health-counts are going slightly going up
- Maternal Health-counts have decrease, due to a decrease in the Hispanic population

C. 2017-2018 Budget Review

(Benchmark 33, Activity 33.1, 33.2, Benchmark 39, Activity 39.2)

- Brief overview of the 2017-2018 budget:

Amounts budgeted for account #5112,-State Funds of \$115,890, Local Collections \$100, Medicaid \$25,00, School Nurse Funds \$400,000, Local Appropriations \$868,444.

Kim Smith pointed out that under the "School Nurse Funds"-this \$400,000 is received from the State for 8 school nurses. Three are employed with city schools and five with the county schools. All of this \$400,000 goes to the schools. We have to do a contract with both schools and we have to receive an invoice from them monthly in turn we send them a check. The only pleasure we get from this \$400,000 is to use them during a disaster, but only if the schools are closed. If I turn down this \$400,000, these 8 nurses will be unemployed and the schools will not have nurses. We have to beg the schools for an invoice and in the contract it states "monthly". I have highlighted this and put it in bold on the contracts and have pointed this out to them. Charlene has had to go to both schools and stand and wait for someone to give her an invoice, because she was closing out the year and the schools were fixing to lose \$50,000. We get calls from the State wanting to know why we haven't drawn down our school funds. The city school system has done a lot better this year. Consensus-Dr. Darryl Diefes recommended that the board form a sub-committee to draft a letter to be sent certified after it has been reviewed by the county Attorney to Heather Wing and the Superintendent, the letter should suggest one contact person. Dr. Randy Kirby asked if there is anything the Health Department should do differently or have we done what we should do and this is on them? Charlene stated she feels like she had done what she should do. The school could lose their money, not the Health Department.

Due to a decrease in participants in WIC, the State has decreased our WIC budget by \$33,000. In response to that, we have taken one of the WIC Clerks and moved her

	<p>to the vacant position in billing. Motion to accept the budget as presented was made by Dr. Nicole Martin seconded by Dr. Darryl Diefes and carried by the board.</p> <p>Dr. Darryl Diefes made a motion to send a certified letter to the County School Superintendent, Heather Wing and Terry Dudney informing them of the impact of non-compliance with monthly invoicing with the public school nurses and potential loss of those funds. The letter to be reviewed by the County Attorney. Motion seconded by Pat Ray and carried by the board.</p> <p>The sub-committee formed: Pat Ray, Dr. Randy Kirby and Charlene Bush.</p> <ul style="list-style-type: none"> Funding changes from 02/01/17-03/31/17 for "Food and Lodging" of \$18,084.00 <p>D. Service Cost Update (Benchmark 33, Activity 33.5, Benchmark 39, Activity 36.3) No updates at this time</p>
XII. Chairman's Forum	<p>Dr. Randy Kirby reminded the board of the Child Abuse Prayer Vigil at the Health Department Thursday, April 27, 2017 at 5:30.</p>
XIII. Director's Forum	<p>Kim Smith gave the following updates:</p> <p>A. 2017 Health Rankings</p> <ul style="list-style-type: none"> Overall ranking for Columbus County is 97 Some of the opportunities for improvement-social economic factors; high-school graduation rates, children in single parent households, and violent deaths Physical Environment-drinking water violations, severe housing issues, driving alone to work, Some of the improvements we made were in Clinical Care-care of uninsured, primary care physicians, the number of dentists, mental health providers and diabetes monitoring <p>B. Home Health Update</p> <ul style="list-style-type: none"> There are 5 staff members left at this time. Theresa Smith and Joe Small will retire on April 30, 2017, and then on May 1, 2017 will be employed with the company that has purchased Home Health (Kindred at Home) as well as the other 3 staff members. Theresa Smith has agreed to stay on part-time to assist in the clean-up of claims. Letters to all 76 patients will be sent out this week

	<p>notifying them of the sale of Home Health.</p> <p>C. Dental Update <i>(Benchmark 19, Activity 19.9)</i> We have 2 employees that volunteered to go to bus driver's training school in order to get their CDL license to move the Toothmobile.</p> <p>D. Board of Health –Public Health Essential Services <i>(Benchmark 36, Activity 36.3)</i></p> <ul style="list-style-type: none"> Power-point webinar was presented addressing the following; 10 essential public health services, 3 core functions of public health. <p>The "Public Health Core Functions and 10 Essential Services" may also be found in your Board of Health Handbook on page 6.</p>
Comments-Board of Health	<p>Dr. Darryl Diefes commented that he would speak to Charles McDowell and get clarification on the statement that he made about Friendly Dental at the last Board of Health meeting.</p> <p>Pat Ray stated :</p> <ul style="list-style-type: none"> This year "Take the Lake" will by honoring health care professionals. Also, cu do's to Kim and the staff for the presentation and unveiling of the EastPointe Kiosk machine at the Health Department

Next Meeting Date

April 19, 2017 at 6:00 pm

Adjournment

Respectfully submitted:

Kimberly R Smith

Signature

Secretary

05/5/17

Date