

# Columbus County Board of Health

## Minutes

Regular Meeting     Special Meeting

February 23, 2022 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

<b>Members Present</b>	Dr. Randy Kirby Patty Hobbs Dr. Amy Sessions Frankye Boone - Newkirk Dr. Brent Lawson Pat Ray Dr. Nicole Martin Drew Cox Shane Charles McDowell
<b>Members Absent</b>	Dr. Christy Perdue
<b>Staff Members Present</b>	Kimberly L. Smith, Yvonne Armstrong, Patti Nance, Charlene Bush
<b>Guests</b>	

**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 Dr. Randy Kirby.

### III. Swearing- In of New Member

Kimberly Smith, administered the Oath of Office to Dr. Amy Sessions. Sessions replaces Dr. George Floyd. Smith and board members welcomed her to the board.

### IV. Approval of Agenda

A motion to accept was made by Pat Ray seconded by Shane Cartrette and carried by the board.

### V. Public Comment

There were no comments from the public.

## VI. Approval of Minutes

Motion to accept was made by Patty Hobbs seconded by Drew Cox and carried by the board.

## VII. Nursing

Patti Nance, Director of Nursing gave the following update:

### A. 2019 Novel Coronavirus now known as 2019-nCoV (*Benchmark 40, Activity 40.1*)

- We currently have the following numbers for the state of North Carolina:
  - 25,602,152 Completed Tests
  - 2,574,867 total cases
  - 3,470 new cases Statewide (overnight)
  - 2,123 in Hospital with 95% reporting (417 ICU Patients 13% on vent) 2.1% are children in the hospital
  - 22,390 total deaths
  - 9.0% positive rate (down from 11.9%)
  - 71% of NC citizens are fully vaccinated
- For the County, the numbers are as follows:
  - 98,853 completed tests (as of February 22, 2022)
  - 16,609 total cases (1st case March 28, 2020)
  - 5 in Hospital (5 CRHS, 0 NHRMC)
  - 266 deaths
  - 15,782 Recoveries
  - 549 Isolation
  - 1,098 Quarantine
  - 117 Regional Hospital cases with 86% hospitals reporting
  - 13.3% Positivity Rate (Down from 14.0%)
  - 2,504 post vaccination cases
  - 25,618 have received 1<sup>st</sup> dose (46%)
  - 23,741 have received 2<sup>nd</sup> dose (43%)
  - 9,863 Booster have been given in the County
  - 12,712 doses given at Health Department
- We continue to have outbreaks at the Correctional facilities, two Skilled Nursing facilities and an Assisted Living facility.
- All of the clusters with the schools have been closed out.
- We have 17 areas in the county that are providing COVID testing.
- Vaccine clinics are still going on here, at the local pharmacies, and at St. Mark AME Zion Church on Virgil Street.
- NC Division of Public Health has changed the "Strong School Toolkit" effective February 21, 2022. Changes include:
  - no longer making "exposed" individuals stay quarantined for five days (which means children/staff that are exposed, to a positive case, no matter where exposed, are no longer required to go home for five days unless symptoms develop).

	<ul style="list-style-type: none"> <li>○ Childcare programs are still required to wear mask indoors, but are no longer excluded when exposed; regardless of location of exposure.</li> <li>○ The schools are not required to call in and identify clusters anymore.</li> </ul> <p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> <li>● With the home test, we still have some we are giving away here at the Health Department. They are free of charge to anyone who wishes to come in and get one. With more individuals having access to the home test, it is hard to say how accurate our numbers are. We received a question today, regarding if an expired home test was still good. Some manufacturers have extended the shelf life of their home test. We advised this individual to go online, and check with the manufacturer's site and lot numbers.</li> </ul>
<p><b>VIII. Financial Update</b></p>	<p>Charlene Bush, Budget Director stated the following:</p> <p><b>A. Financial Statement November, December and January</b> (<i>Benchmark 33, Activity 33.6</i>)</p> <ul style="list-style-type: none"> <li>● For the Financial Statement, you should have November, December and January. Are there any questions?</li> <li>● In Dental, we had discussed, in our previous meeting, how we had not received Dental money, we have got that straightened out.</li> <li>● 57% of our Total Revenue is from Insurance, Self-Pay, State Funding, Medicaid, and Grants. 41% is from Local Appropriations.</li> <li>● Currently we are at 49% of what we have budgeted.</li> </ul> <p>Motion to accept Financial Statement for November, December and January was made by Shane Cartrette, seconded by Pat Ray, carried by the board.</p> <p><b>B. Funding Update</b> (<i>Benchmark 33, Activity 33.6</i>)</p> <ul style="list-style-type: none"> <li>● From November to January, we have received one additional funding source, which is COVID-19 Vaccination Funding for \$269,111.00.</li> </ul> <p>Dr. Amy Sessions asked Charlene did we bill for COVID-19 vaccines. Charlene Bush replied:</p> <ul style="list-style-type: none"> <li>● We do not. In the beginning of COVID-19, we were the only one who had vaccines in the county, and upon speaking with Kim Smith, we agreed it was more important to get the vaccines out to the population, as opposed to billing an administrative fee. Now we are finding out that a lot of Health Department's, which did bill for the administration fee, it is now cutting in to their Medicaid cost. We still are not billing.</li> </ul> <p><b>C. Service Cost Update</b> (<i>Benchmark 39, Activity 39.3; Benchmark 33, Activity 33.6</i>)</p> <ul style="list-style-type: none"> <li>● I have one Service Cost Update, it is for Shingrix it was</li> </ul>

\$186.00, now it is \$197.00.

**D. Patient Count-November, December, January** (*Benchmark 33, Activity 33.6*)

- In your packets are the Patient Counts for November, December and January.

Kim Smith stated the following:

- Our numbers are still behind, compared to our numbers pre-COVID.

**E. Fee Schedule Changes-Maternal Health Risk Assessments** (*Benchmark 33, Activity 33.5*)

- We have two Fee Schedule changes we need to make in Maternal Health. The old Maternal Health Risk assessment rate was \$60.00 and now Medicaid will pay \$73.50. Therefore, we need to raise our price. The other rate is a Post-Partum Maternal Health assessment; it was \$180.00 and now it is \$220.50.

Kim Smith stated the following:

- These are both associated with our Maternal Health clinic. Every woman who comes through this clinic is given a risk assessment. They are then sent over to our Social Workers, who case manage Maternal Health clients. After sitting down and having a one on one discussion with them, if the client fits into the program, then they will inform the client of the program, and sign them up for it, if they like.

Motion to accept Fee Schedule Changes for Maternal Health Risk Assessments was made by Dr. Amy Sessions, seconded by Frankye Boone-Newkirk, carried by the board.

Kim Smith added the following:

- Just so everyone knows, Baldwin Woods OBGYN does the same thing, except their assessments come over to our Social Workers, because that is what our Social Workers do.

Charlene Bush added:

- They (Baldwin Woods OBGYN) get to bill for it, but our Social Workers follow the case.

**F. Humana Insurance Write-Offs** (*Benchmark 33, Activity 33.7*)

- When we closed Home Health, Humana said that we owed them some money from Home Health, which we did not, but they took this money from the Health Department. We have battled with them this, since 2019. Kim had written two letters regarding this issue. The problem is that our Tax ID number is the same as Home Health; we use the county's Tax ID number.

Kim Smith stated the following:

- They stated that we do not have a Medicare ID number, and we did have one when we had Home Health. However, on April 30<sup>th</sup> of 2017, we didn't, but all the charges were made

	<p>before that date.</p> <p>Charlene Bush continued:</p> <ul style="list-style-type: none"> <li>• They have undoubtedly conducted an audit using this number and I keep telling them that we did have one, but when Home Health was sold, we no longer needed it.</li> </ul> <p>Dr. Brent Lawson asked did the Health Department have to write them a check or did they deduct the amount. Charlene Bush responded:</p> <ul style="list-style-type: none"> <li>• \$7, 242.00 was deducted from any charges we submitted, for billing, to them. I need to write this amount off so I can just get it off this account. Kim and I have talked to them numerous times regarding this. The only way to get this off the books is to get you all to approve it, and then it will go before the County Commissioners for approval.</li> </ul> <p>Motion to accept Humana Insurance Write-Off was made by Dr. Brent Lawson, seconded by Dr. Amy Sessions, carried by the board.</p>
<b>IX. Chairperson's Forum</b>	<p>Dr. Randy Kirby, Chairman, gave the following update:</p> <p><b>A. Election of Chair and Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• First, I would like to say Thank You to everyone for the time I was gone. Thank you to the Board in general for everything you have done and thanks to Ms. Pat Ray for holding down the fort.</li> <li>• Pat Ray has agreed to the nomination of Chair but we are not opposed to anyone else running. Is there anyone else who would like to run for Chair?</li> </ul> <p>Pat Ray for Chairman was unanimously voted on by the members of the Board of Health, who were present.</p> <ul style="list-style-type: none"> <li>• I have agreed to serve as Vice Chair if there are no others who would like to throw their hat in.</li> </ul> <p>Dr. Randy Kirby for Vice-Chair was unanimously voted on by the members of the Board of Health, who were present.</p>
<b>X. Director's Forum</b>	<p>Kim Smith, Health Director gave the following updates:</p> <p><b>A. Health Directors' Job Description Review</b> (<i>Benchmark 37, Activity 37.4</i>)</p> <ul style="list-style-type: none"> <li>• In your Board of Health Handbook on page 87, is the Health Director's job description.</li> <li>• The only change was under Maternal Health on page 88; the name of the Pregnancy Case Managers has changed to Care Manager for High Risk Pregnancy (CMHRP). On page 89, under Pediatrics and Child Care, Care Coordination for Children was renamed Care Management for at Risk Children (CMARC).</li> <li>• Those were the only changes, but I would like to bring to your attention, on the first page of this job description, in that highlighted area, it states that the Board appoints me to represent the Board of Health on various committees and this</li> </ul>

brings up the next item.

Motion to accept the presented Health Directors' Job Description was made by Drew Cox, seconded by Patty Hobbs and carried by the board.

**B. Health Directors' Activities for 2022**

*(Benchmark 37, Activity 37.4)*

- You also received in your packets the Health Directors' Activities for the 2022 year. These are the committees, councils, and coalitions that I sit on. According to my job description, I serve as a liaison, and a Board of Health representative, to these different organizations.

Motion to accept the presented Health Directors' Activities for 2022 was made by Pat Ray, seconded by Shane Cartrette and carried by the board.

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

**Operational Procedures** *(Benchmark 34, Activity 34.1)*

- Page 4: Record of Changes. You can go back and review the changes, at your leisure.
- Page 18: 2022 BOH Meeting Schedule
- Page 19: Updated BOH Members information. This information is not given out.
- Page 20: County Attorney's Job description. We do have access to legal counsel.
- Page 28: are instructions on how to access the NC General Statutes for Public Health. I have here my NC General Statutes book, you are more than welcome to view it, or if you would like your own copy, you can purchase them online.
- Page 64: Policy on Policies. This sets our guidelines for creating our different policies.
- Page 85: Updated Management Team Members. We have some new Management Team members; Brandy Burge is our new Front Desk Supervisor. I believe Sandy Cothorn was a new addition in last year's handbook. She is in charge of WIC. Martha has retired, but we have not found a replacement for her position yet.
- Page 86: Update in staff on "Organizational Chart" for the Health Department. As you can see, we have some vacancies, which we would really like to fill.
- Page 96: Health Director's Performance review. This is the form you will use around the end of October, first of November, to evaluate me.
- Page 97: We are still in the Healthy NC 2030. We will be using these indicators, and targets listed, unless the state changes them.
- Page 98: Scorecard for NC 2030. Daniel provided us with a

	<p>copy of our scorecard.</p> <ul style="list-style-type: none"> <li>• Page 103: Annual Report for July 2020 to June 2021. We went over this back in December.</li> <li>• Page 106: This is 2020's Community Health Assessment (CHA) and the CHA is completed every four years.</li> <li>• Page 22: BOH Operating Procedures. There are no changes to these. After you review these, and you feel that something needs to be changed, we can certainly talk about it. These were last changed in 2018.</li> </ul> <p>Motion to accept updated Board of Health Handbook and the Operational Procedures was made by Shane Cartrette seconded by Charles McDowell, carried by the board.</p> <p>Shane Cartrette asked how someone would appeal a decision that was made by the Board of Health. Kim Smith replied:</p> <ul style="list-style-type: none"> <li>• They would put in writing to me, to be placed on the agenda, at least ten days before the scheduled Board of Health meeting. Board members have seven days to submit before the meeting.</li> </ul> <p>Kim Smith asked Dr. Amy Sessions how many vaccines they give in a week. Dr. Amy Sessions responded, around 50 to 60. Kim Smith continued:</p> <ul style="list-style-type: none"> <li>• I spoke with Crossroads Pharmacy and their numbers are less than that. We are still administering vaccines as well. I have just placed an order for the Pfizer 5 to 11 year olds and the Moderna for the adults. Those will be in next Tuesday or Wednesday, but it has really slowed down.</li> </ul> <p>Dr. Amy Sessions stated the following:</p> <ul style="list-style-type: none"> <li>• The 5 to 11 year old vaccines have picked up for us. I do not think the doctors' offices are administering them.</li> </ul> <p>Kim Smith replied:</p> <ul style="list-style-type: none"> <li>• The physician offices, which are owned by the hospital, were not giving them.</li> </ul>
<b>Board Comments</b>	<p>Dr. Amy Sessions notified the Board that she would not be at the April 20, 2022 meeting.</p> <p>Dr. Randy Kirby thanked Ivey Schofield for covering the Board of Health meetings. Pat Ray wished Ivey the Best of Luck in her new position at the Fayetteville Observer.</p>

**Next Meeting Date**  
**April 20, 2022 at 6:00 pm**

**Meeting Adjourned**

Respectfully submitted: Kimberly L Smith Secretary 06 29 22  
Signature Date