

# Columbus County Board of Health

## Minutes

☒ Regular Meeting      ☐ Special Meeting

February 22, 2017    6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

<b>Members Present</b>	Dr. Nicole Martin Patty Hobbs Shane Cartrette Dr. George Floyd Dr. Christy Perdue Dr. Randy Kirby Charles McDowell Franklin Boone Pat Ray
<b>Members Absent</b>	Dr. Darryl Diefes, Dr. Christy Perdue
<b>Staff Members Present</b>	Kimberly L. Smith, Sandra Harrelson, Hilda Memory, Charlene Bush, Mitzi Ward, Theresa Smith, Tammie Robinson, Sarah Gray

Invocation was given by Dr. Randy Kirby.

The Columbus County Board of Health held a reception and presented a resolution honoring Peggy Y. Blackmon. The resolution was presented to her husband, Tim Blackmon. The late Mrs. Blackmon served on the Board of Health as a tireless and enthusiastic community health advocate for 18 years.

**Quorum was present.**

### I. Call to Order/Invocation

Dr. Randy Kirby called the meeting to order at 6:30 p.m.

### II. Welcome

Dr. Randy Kirby welcomed everyone to the meeting.

### III. Swearing-in of New Member

Kim Smith administered the Oath of Office to Pat Ray. Ray replaces Peggy Blackmon. Smith and board members welcomed her to the board.

**IV. Approval of Agenda**

Motion to accept the agenda was made by Dr. Nicole Martin seconded by Charles McDowell and carried by the board.

**V. Public Comment**

There were no comments from the public.

**VI. Approval of Minutes**

Motion to **amend the December 14, 2016 minutes on page 971 to reflect the correct spelling of "Dr. Lehr"** was made by Patty Hobbs seconded by Shane Cartrette and carried by the board.

<b>VII. Home Health</b>	<p>Theresa Smith gave the following updates:</p> <p><b>A. BOH Report (includes Quarterly Audit results)</b></p> <ul style="list-style-type: none"> <li>• Corporate Compliance Update-No activity to report to the board</li> <li>• Quarterly Record Audit for October 2016-February 2017-nothing was identified</li> </ul> <p>Motion to accept was made by George Floyd seconded by Dr. Nicole Martin and carried by the board.</p>
<b>VIII. Nursing</b>	<p>Hilda Memory stated the following update:</p> <p><b>A. BOH Training Child Health</b> (Benchmark 19, Activity 19.1)</p> <ul style="list-style-type: none"> <li>• CDC has sent us a booklet; "Parent's Guide to Childhood Immunizations" -examples of who gets vaccines and why. Just about every day we go through explaining immunizations to parents. Child Health Immunization is one of our biggest programs. We just had our annual child health immunization audit through the State. Of the children that start their immunizations with us, we have 96% completion rate at the age of two.</li> <li>• Flu Update-one of the local nursing homes currently has 17 positive Influenza A patients out of 74.</li> </ul>
<b>IX. Social Work (CC4C)</b>	<p>Tammie Robinson gave the following update:</p> <p><b>A. BOH Training Care Coordination for Children</b> (Benchmark 19, Activity 19.1)</p> <ul style="list-style-type: none"> <li>• Medicaid children 0-5 contacted by Case Manager in Columbus County is 8.6% with the state benchmark of 7.5%</li> <li>• Medicaid children that received Case Management services in Columbus County is 7.1% and the state benchmark is 5.5%</li> <li>• Medicaid children deferred as unable to contact in Columbus County is 3.9% and the state benchmark is &lt;2%</li> </ul>

	<ul style="list-style-type: none"> <li>Medicaid children deferred for refused services in Columbus county is 0% and the state benchmark is &lt;2%</li> </ul>
<b>X. Health Education/Promotion</b>	<p>Sarah Gray stated the following:</p> <p><b>A. State of the County Health Report</b>  <i>(Benchmark 1, Activity 1.1, 1.2, 1.3)</i></p> <ul style="list-style-type: none"> <li>Gray presented the 2016 State of the County Health Report (SOTCH) to the Board, which was included in the Board packets prior to the meeting. This report is compiled every year during the 3 year community health assessment cycle, or every year that the community health assessment is not completed. Gray asked what questions the Board had regarding the SOTCH report. Board members did not have questions regarding information contained in the report.</li> </ul> <p>Motion to accept was made by Pat Ray seconded by George Floyd and carried by the board.</p> <p><b>B. Strategic Plan 2013-2017</b>  <i>(Benchmark 15, Activity 15.1, Benchmark 38, Activity 38.2)</i></p> <ul style="list-style-type: none"> <li>Gray presented the Strategic Plan update to the board, which included an update on Goals 1 and 2. A new strategic plan will be drafted May 31, 2017 which will coincide with the Community Health Assessment cycle.</li> </ul> <p>Motion to accept was made by Patty Hobbs seconded by George Floyd and carried by the board.</p>
<b>XI. Child Fatality</b>	<p>Mitzi Ward gave the following update:</p> <p><b>A. Annual Update Report</b>  <i>(Benchmark 19, Activity 19.1, Benchmark 36, activity 36.3)</i></p> <ul style="list-style-type: none"> <li>In 2015 Columbus County had 7 child deaths, 6 were under the age of 1. In 2014, there were 15 deaths, 9 under the age of 1.</li> <li>On April 26, 2017 @ 5:30, there will be a Child Abuse Prayer Vigil outside of the Health Department.</li> </ul>
<b>XII. Financial Update</b>	<p>Charlene Bush gave the following updates:</p> <p><b>A. Financial Statement...October, November, December</b> <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> <li>The revenue for October was \$209306.21 with expenses of \$365410.21</li> <li>The revenue for November was \$251039.61 with expenses of \$ 385290.45</li> <li>The revenue for December was \$220277.32 with expenses of \$371497.16</li> </ul>

	<p>Motion to accept was made by Charles McDowell seconded by Patty Hobbs and carried by the board.</p> <p><b>B. Service Cost Update</b>  <i>(Benchmark 39, Activity 39.2, Benchmark 33, activity 33.6)</i></p> <ul style="list-style-type: none"> <li>• Price changes in the following vaccines:            Varicella \$133 to \$139            MMR-\$87 to \$91            Gardasil-\$197 to \$210            Typhoid-\$87 to \$116</li> </ul> <p>Motion to accept was made by Shane Cartrette seconded by Dr. Nicole Martin and carried by the board.</p> <p><b>C. Patient Count....October, November, December</b>            December counts were down slightly.</p> <p>Charlene presented a handout to the board on "Funding Changes" for 7-01-16 through 1-13-2017.            A few of the changes were:</p> <ul style="list-style-type: none"> <li>• Infant Mortality Reduction—received an extra \$3500</li> <li>• Bioterrorism-Zika Virus-received an extra \$6100</li> <li>• Family Planning-received an extra \$526</li> <li>• Maternal Health-reduction of \$5686 then the state turned around and gave us \$9539</li> <li>• STD Prevention-reduction of \$199</li> <li>• WIC-Client Services-received an extra \$4050</li> </ul>
<b>XIII. Chairman's Forum</b>	<p>Dr. Randy Kirby stated the following:</p> <p><b>A. Election of Chair and Vice-Chair</b>            It is February and time to elect Chair and Vice-Chair for the coming year. With that being said, Kirby nominated Pat Ray for Vice-Chair and thanked Dr. Nicole Martin for her service as Vice-Chair. Kirby asked if anyone would like to be Chair-no one showed interest. He stated he would be happy to be Chair for the upcoming year. There were no other nominations.</p> <p>Charles McDowell made a motion to close the nominations. Motion was made to keep Dr. Randy Kirby as Chair and Pat Ray as Vice-Chair, motion was carried by the board</p>
<b>XIV. Director's Forum</b>	<p>Kim Smith gave the following updates:</p> <p><b>A. Board of Health Handbook Update</b>  <i>(Benchmark 36, Activity 36.1, Benchmark 37, activity 37.2)</i></p> <ul style="list-style-type: none"> <li>• Added to the County Attorney's job description:            "Serves as legal counsel for the County Manager, all Boards and Departments"</li> <li>• Page 16: 2017 Board of Health meeting schedule</li> </ul>

- Page 17: updated BOH members information
- Page 20: added BOH Operating Procedures-  
#7. "Board of Health Training": New Board of Health members will receive an initial orientation packet upon their swearing in which should be completed within 2 months pending unforeseen circumstances or events. Columbus County Board of Health will receive ongoing training for all members at least once every four years.

Motion to accept addition was made by Shane Cartrette seconded by Patty Hobbs and carried by the board.

- Page 45: added page to reflect the signature
- Page 67: update in staff on "Organizational Chart" for the Health Department
- Page 68: update in staff on "Organizational Chart" for Home Health
- Page 69: Director's job description; added to section B. "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."
- Page 78: add this page to Director's job description
- Page 79-84: added "Columbus County Health Department Strategic Plan 2013-2017"
- Page 85: added "Columbus County State of the County's Health Report" (SOTCH)

Motion to accept as presented was made by Dr. Nicole Martin seconded by Pat Ray and carried by the board.

#### **B. Health Director's Job Description Review**

*(Benchmark 38, Activity 38.1)*

Motion to accept changes to performance review page was made by Dr. Nicole Martin seconded by Pat Ray and carried by the board.

#### **C. Health Director's Activities for 2017**

No questions or comments from the board.

Motion to accept was made by Patty Hobbs seconded by Dr. Nicole Martin and carried by the board.

#### **D. Dental Update**

*(Benchmark 19, Activity 19.1, Benchmark 36, Activity 36.3)*

- The state has informed all health departments they

	<p>will no longer support "HIS"-it does not meet meaningful use. We are looking into new software with; Eaglesoft by Patterson and Dentrex by HenrySchein. We are having issues with our x-ray processor and panorex; we can't find parts for it anymore. We are looking at going digital with x-ray equipment.</p> <p><b>E. Staff Update</b>  <i>(Benchmark 37, Activity 37.6)</i>          We have hired a new Social Worker for OBCM, it has taken 8 months to find someone. This position requires a BSW. Tammie Robinson, Human Services Coordinator III has resigned.          Hilda Memory will probably be retiring the end of October. The 4 remaining staff in Home Health will probably flip over to the new company that will purchase it.          The following will be retiring in March:          Vickie Hufton, Environmental Health Secretary          Theresa Smith , Home Health Director (hopes to flip over to the new company)          Joe Small, CNA (Home Health)          Alecia Long will be transferring to Environmental Health from Eligibility.</p> <p><b>F. Policy Revision/New</b>  <i>(Benchmark 15, activity 15.2)</i>          No questions asked.</p>
<p><b>Comments-Board of Health</b></p>	<p>Charles McDowell gave the following update:</p> <ul style="list-style-type: none"> <li>• He has spoken to Alan Faulk, Columbus County Schools Superintendent, about Friendly Dental versus our Toothmobile. He stated pretty much the same issues that Kim had stated; hook-ups and it was a general inconvenience having someone from the bus garage to move the Toothmobile. McDowell asked what would it take to have us to service all of the schools and basically he was told it had been discussed in a board meeting at some point and time and the answer was to be as convenient as they are (Friendly Dental) and we'll give everything to you. I stated that I didn't know if we could do that before next year because of the number of things that needed to be corrected. I was assured by Mr. Faulk that once these were corrected he would go to bat for us for the following year. Mr. Faulk was to speak to Dr. Wing and get her on board as well. I thanked him and told him I would take this back to the board</li> </ul>

	and see if we could find the funds to make all the changes. I also asked Mr. Faulk to inform his board that we did a more comprehensive job than Friendly Dental and that services were not the same. All Friendly Dental does are cleanings and refers other issues to the closest Dentist. He said he personally was not aware of that and he would look into it. I assured him that we did not do that.
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**Next Meeting Date****April 19, 2017 at 6:00 pm****Adjournment**

Respectfully submitted: Kimberly Smith  
Signature

**Secretary** 03/5/17  
Date