

# Columbus County Board of Health

## Minutes

Regular Meeting       Special Meeting

June 23, 2021 6:00 P.M.

Columbus County Health Department, 304 Jefferson Street, Whiteville NC

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

Quorum was present.

### I. Call to Order

Pat Ray called the meeting to order at 6:07 p.m.

### II. Welcome/Invocation

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

### III. Approval of Agenda

A motion to accept was made by Dr. Randy Kirby seconded by Dr. Brent Lawson and carried by the board.

### IV. Public Comment

There were no public comments.

### V. Approval of Minutes

Motion to accept was made by Patty Hobbs seconded by Dr. Brent Lawson and carried by the board.

**VI. Health Education Promotion**

Daniel Buck, Health Educator, gave the following update:

**A. Clear Impact Score Card (Community Health Assessment, State of the County Report, Community Health Improvement Plan) Planning**

*(Benchmark 9, Activity 9.1) (Benchmark 38, Activity 38.2)*

- We have been working with our State Consultant on moving towards an online format, it has called the Clear Impact Score Card. This will make it easier to track your objects and goals, along with how you completed them. Other Health Departments and Districts throughout the state, and other states, are moving towards this. We will still have hard copies, but we will be transitioning to this. If you would like more information, we can definitely provide you with that. Essentially, we will be transitioning to something web-based.

**B. 2021 Health Rankings** *(Benchmark 38, Activity 38.1)*

- Overall ranking for Health in the State, from 2010 to 2015 we ranked 100; 100 being the worse (1) one being the best. In 2016, we saw the trend start to change and ended up at 96. In 2020, we were at 94, now we are at 92.
- Across the last five years, we have moved up about six spots.
- We saw improvements in physical environments from 89 to 49.
- There was a decrease in social and economic factors like clinical care.
- Health factors overall, stayed the same at 92.
- Any movement towards a better number is good movement. Especially having five years at consecutively being 100.

**C. Teen Pregnancy Prevention Making Proud Choices Grant Update** *(Benchmark 39, Activity 39.2)*

Jamika Lynch provided the following update:

- On Monday evening, Kim and I attended the Columbus County Board of Education meeting. The entire Board was there, and I explained and answered all the questions that they had. I have updated the overview of the Making Proud Choices curriculum, and provided them with a packet of an updated consent form, that has the overview, description, and disclaimer to talk about all types of relationships. I will be available, this coming Monday and Tuesday, for Board members to come to the Board of Education, and view all required

	<p>curriculum and videos, as well as the supplemental videos. July 12<sup>th</sup>, 2021 is when they will make a decision as to if I can re-enter the schools.</p> <p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> <li>• Jamika did an excellent job Monday night answering the questions and explaining what the program is all about. She explained the differences in the videos while she was virtual, as opposed to the DVD's she uses in person. We've got until July 12<sup>th</sup> to wait.</li> </ul> <p>Jamika Lynch stated the following:</p> <ul style="list-style-type: none"> <li>• I will be at the Columbus County Board of Education, and making myself available, Monday afternoon and Tuesday morning; for whatever Board members would like to come over and view the videos. I have also provided an electronic copy to them as well, so they can view all the videos that are subject to be used during the school year.</li> </ul> <p>Kim Smith added that all the videos are State approved.</p> <p>Jamika Lynch continued:</p> <ul style="list-style-type: none"> <li>• From the comments received, Board members saw the videos I used, during virtual learning, as sex positive, and they highlighted a lot of different types of relationships. This is why there was a lot of argument and pushback from the parents. I assured them that I would add that to the consent form, so if parents wished to opt out of that, then they could do so.</li> </ul>
<p><b>VII. Quality Assurance</b></p>	<p>Martha Faulk, QA, QI:</p> <p><b>A. Patient Satisfaction Survey Results</b> (<i>Benchmark 9, Activity 9.5</i>)</p> <ul style="list-style-type: none"> <li>• The clinics still went on throughout the pandemic. There were no complaints. We did not seem to have many comments at all, and what comments we did receive, were positive.</li> <li>• In the month of May, we had a few individuals who thought that we needed to open earlier, or stay open later. Before the pandemic, we had adjusted our hours of operation in the morning to 8am, to be more accessible.</li> <li>• I usually send the Satisfaction Surveys out, but due to the magnitude of the paperwork, I did not send them out. If there were anything that would have been significant, I can assure you that Kim Smith would have known about it.</li> </ul> <p><b>B. Quarterly Audit Results</b> (<i>Benchmark 27, Activity 27.1</i>)</p>

	<ul style="list-style-type: none"> <li>• We've continued these as well. Except for the month of January, due to the COVID-19 vaccine clinics. We don't have but so much staff, and I don't think the public realizes that, and our staff should be commended on the hard work that they've done.</li> </ul> <p><b>C. Accreditation</b></p> <ul style="list-style-type: none"> <li>• There will be a site visit in the winter of 2025. There were two years pushed back due to the pandemic.</li> <li>• The negative thing about this is that now you've got a six year gap. We're going to have to work off of two different Health Department self-assessment instruments. We're just going to give all of the information requested, as we did before. A new HDSAI is suppose to come out January of 2022. Until then, we will continue to gather and provide the information as required.</li> <li>• They are also going to be revising the Accreditation DSMG program. I don't know how that's going to affect the benchmark activities that have already been put in. This is supposed to shorten the site visit time, if there is going to be one in the future.</li> <li>• The Essential Public Health Services and Core Functions has been revised. They will be effective and available January of 2022. Where research was the center core, it will now be equity.</li> </ul> <p><b>D. Staff Development Policy</b></p> <ul style="list-style-type: none"> <li>• This policy was revised and included in your packets. Any changes are in bold.</li> </ul> <p>Motion to accept the Staff Development Policy was made by Patty Hobbs, seconded by Dr. Brent Lawson, carried by the board.</p> <p><b>E. Workforce Development Policy</b></p> <ul style="list-style-type: none"> <li>• Workforce Development Policy has also been revised; revisions are in bold lettering. Patti found the actual law, and we have updated simple things in there. This is also in your packet.</li> </ul> <p>Motion to accept the Workforce Development Policy was made by Dr. Nicole Martin, seconded by, Dr. Randy Kirby, carried by the board.</p>
<p><b>VIII. Financial Update</b></p>	<p>Charlene Bush, Budget Director gave the following update:</p> <p><b>A. Financial Report (April, May)</b> <i>(Benchmark 33, Activity 33.6)</i></p> <ul style="list-style-type: none"> <li>• The last page shows the Year to Date review from July 1<sup>st</sup>, 2020 to May 31<sup>st</sup>, 2021. You can see our</li> </ul>

revenue was at 79%, that was state funding, local grants, insurance, self-pay and Medicaid. Our Medicaid was down; all of our numbers are down considerably. We did not reach the revenue that I had budgeted.

- Local appropriations for the county were down as well, because our expenditures were down.

Motion to accept the Financial Report for April and May was made by Dr. Brent Lawson, seconded by Dr. Nicole Martin, carried by the board.

**B. Patient Counts (April, May)** *(Benchmark 33, Activity 33.6)*

- They are included in your packet, for April and May. Are there any questions?

**C. 2020-2021 Budget Update** *(Benchmark 31, Activity 31.6)*  
*(Benchmark 33, Activity 33.2) (Benchmark 39, Activity 39.2)*

- There has been no changes to the budget from what I told you at the last meeting. There is just a different way of reporting some items, but that has been transferred over to our copies of the budget. Before, we never had to include the COLA in our budget, it came out of a separate administrative budget; but this time, I am showing it in all of our budgets. That is about the only difference.

**D. Service Cost Updates** *(Benchmark 33 Activity 33.5)*  
*(Benchmark 39, Activity 39.2 & 39.3)*

- There are none at this time.

**D. Child Health, Family Planning, Maternal Health, Communicable Disease / STD-Budget Reviews**

*(Benchmark 33, Activity 33.6)*

- Child Health we get \$71,840 from state funding. Direct Services include:
  - Preventive Care
  - Well Child Checkups
  - Dental Services = \$20,000 to \$30,000 for children who fall under no Medicaid or Dental insurance. We've done this for five years now.
  - Non-Medicaid Reproductive Services
- Maternal Health has \$93,421. All of that I use to fund our Women's Health Practitioners salaries.
- TANF Funding/Family Planning, this money can only be used for public education, media campaign, birth control pills and condoms. This is the money we are using to pay for our billboards. We have one at Wal-Mart and one on 74 coming from Wilmington and one on 410. These advertise birth

	<p>control.</p> <ul style="list-style-type: none"> <li>• Healthy Mothers/Healthy Children has \$10,687. This is a service for clients with no insurance or Medicaid. It can also be used to purchase, and maintain, hardware and or software.</li> <li>• Women’s Health Services has \$8,023. This is used to buy long acting birth control.</li> <li>• Title X funds are \$38,349. That money is used for services to clients with no insurance or Medicaid, and this also covers salaries. This can also be used to purchase, and maintain, hardware and software.</li> <li>• State funding is at \$5,366. It can be used for salaries and clients with no insurance.</li> <li>• That gives you a total of \$74,464. This is how much we get from the state for Family Planning Services.</li> <li>• For Communicable Disease:             <ul style="list-style-type: none"> <li>○ \$3,415 is Surveillance Investigation and Reporting, Prevention and Control</li> <li>○ \$12,500 for HIV/STD services</li> <li>○ \$100 STD Prevention</li> <li>○ \$31,897 TB Control</li> <li>○ \$9,600 a year, New Hanover HIV Clinic comes twice a month to see our HIV patients. This payment is for use of our clinic space. This saves our HIV clients from having to travel to Wilmington.</li> </ul> </li> <li>• This is all the funding we get for Communicable Diseases. A total of: \$47,912</li> <li>• Normally we would receive \$9,600 from New Hanover County for the clinic they run twice a month here, but they’ve only done it twice this past year due to COVID-19. I bill them every month, and they pay us, but during COVID, they did not come.</li> </ul>
<p><b>IX. Nursing</b></p>	<p>Patti Nance, Director of Nursing gave the following update:</p> <p><b>A. Child Health</b> (<i>Benchmark 39, Activity 39.2</i>)</p> <ul style="list-style-type: none"> <li>• Throughout COVID-19 we have continued to provide immunizations and well child check-ups to children up to 18 years of.</li> <li>• Our Pediatric Department is staffed with two full-time Enhanced Role Registered Nurses. The Enhanced Role Certification is able to perform comprehensive pediatric history and EPSDT (Health Check) screenings using the American</li> </ul>

Academy of Pediatrics (AAP) Bright Futures evidence-based recommendations as the clinical framework. A rostered Child Health Enhanced Role RN can provide a higher level of nursing services under standing orders, in compliance with Medicaid billing guidelines, and the North Carolina Nurse Practice Act.

- For the 2020 calendar year, our ERRNs performed 89 well child check-ups. This is down from 109 in 2019. For 2021, our ERRNs have performed eight well child check-ups. 52% of these were females and 48% males. 66% identified as not being Hispanic or Latino while 34% identified as being Hispanic or Latino.
- In response to the COVID – 19 pandemic, all 2020 Annual Immunization Assessment rates were shared via email. The rates for this assessment were extracted on October 1st from the North Carolina Immunization Registry (NCIR) for all children 24 to 35 months of age who are either active in our local health department or residing in our county.
- The cohort assessed included all clients born within the October 2<sup>nd</sup>, 2017 to October 1<sup>st</sup>, 2018 time frame.
- Compliance rates are based on the percentage of clients, with documentation, of receiving the following vaccines by 24 months of age:
  - 4 DTaP
  - 3 Polio
  - 1 MMR
  - 3 Hep B
  - 1 Varicella
  - 4 PCV
- The number of clients assessed from the Health Department were 15, and the county had 559. We had 93% of these clients reaching the benchmark; our goal was 88%. Next year, we will have a goal of 90%, for this benchmark assessment.
- They are doing a great job in Pediatrics.
- The next graph in your packet is just an overview of where we stand with other Health Departments throughout the state.

#### **B. Communicable Disease Report**

*(Benchmark 2, Activity 2.4)*

- For Fiscal Year 2020 / 2021:

- HIV/AIDS –We have three new cases this year. Last year’s report we had 10.
- Syphilis – has decreased from last year, where we had 11 new cases we have had nine new cases this year.
- Chlamydia is up this year from 311 in 19/20 to 369 for 20/21
- Gonorrhea is up this year from 116 in 19/20 to 234 in 20/21
- Other Reportable Communicable Disease Events for this Fiscal year include:
  - Campylobacter Infection 12
  - CRE ( Carbapenem-Resistant Enterobacteriaceae) 5
  - Cryptosporidiosis 1
  - Hepatitis A - 1
  - Hepatitis B Chronic Carrier 6
  - Hepatitis C - Acute 2
  - Salmonellosis 30

#### **C. Maternal Characteristic Report**

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

- Maternal Health Characteristics report shows there has been a decrease in our patient and visit numbers across all ethnic groups. This is due to COVID and these restrictions. For the 20/21 fiscal year 111 patients that have been seen in the Maternal Health clinic, with 691 visits. We are down by 56 patients and approximately 259 visits, from the 19/20 fiscal year
- Patient age in Maternal Health ranges from 16-44. The largest population aged 30-34, and second largest 25-29. In years past, our lowest age has been 13, but it is 16 this year.
- Currently for this fiscal year, we have none that identifies themselves as Mexican, 30 identify as Hispanic or Latino, and 81 identify as Not Hispanic or Latino.

#### **D. Family Planning Services Update**

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

- Family Planning Characteristics report shows there has been a decrease in our patient and visit numbers across all ethnic groups. Currently, for this fiscal year, we have none that identifies themselves as Mexican, 75 identify as Hispanic or Latino, 193 identify as Not Hispanic or Latino. This is a total of 268 patients that have been seen in the Family

Planning clinic. For a total of 395 visits. We are down 209 patients, and 468 visits from last year. We still have our three billboards in place. A lot of people go the route of IUD's and Nexplanon's, therefore we won't see some patients for three to six years. This depends on if they have a problem or need a change. This could be a factor as to their being a numbers decrease, on top of COVID.

- Patient age in Family Planning ranges from 14 to 54, with the largest population aged 30 to 34 and second largest are the 25 to 29 year olds. 15 was our lowest age for the previous fiscal year.

Kim Smith stated the following:

- You can see the benchmarks and we have to make sure these items are out there for our population.

#### **E. Maternal Health Update**

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

- Columbus Regional had 301 births from July 1<sup>st</sup>, 2020 to April 30<sup>th</sup>, 2021. Of these 301, we had 121 opportunities for deliveries. Of the 121 deliveries, we had the following births:
  - 73 at Columbus Regional
  - 3 at New Hanover Regional Medical Center
  - 2 at Duke
  - 1 at Novant Health in Brunswick County
- This gives a total of 79 births.
  - 7 transferred to New Hanover Regional Medical Center Specialist
  - 7 transferred Wilmington Health OB
  - 7 Miscarriages
  - 8 transferred to Baldwin Woods
  - 2 transferred to Southeastern Women's
  - 1 moved out of state
  - 5 transferred to a Loris Practice
  - 1 transferred to a Little River Practice
  - 4 lost to Follow-Up
- The data on births are compiled from the newborn release reports from Columbus Regional Medical Center and documentation from the Maternity secretary here at the health department.

#### **F. Adult Health**

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

- Adult Health has been extremely busy helping with COVID-19; clinics, vaccines, investigations on top of their regular duties they are to perform.
- Total Animal Bites reported: 23

- Dogs: 22

- Cat: 1

- There is a graph in your packet on TB cases. There was one active TB case from the previous fiscal year that completed treatment on November 20, 2020.
- There were no new TB cases reported, diagnosed, or treatment started during this fiscal year.
- Latent (LTBI) TB Cases from 07/01/2020 through 06/02/2021 are as follows:
  - Total number of LTBI Cases: 7
  - Total Contact Cases: 0
  - LTBI Due to Other: 7
  - Completed Treatment: 2
  - Declined Treatment: 3
  - Stopped Treatment: 1
  - Unable to Contact: 1
  - Ages: Ranged from 20 to 56

#### **G. COVID – 19 Update**

- These numbers are accurate as of today before noon.
- State Numbers:
  - Completed Test: 13,670,374
  - Confirmed Cases: 1,011,100
- County Numbers:
  - Completed Test: 61,916
  - Confirmed Cases: 6,828

Kim Smith stated the following:

- The case count is pretty accurate; but the testing, with us being so close to the state line, some could have been tested in South Carolina. We do not get that test count, but we do get the results from the positive tests.

Patti Nance continued:

- Recoveries: 6,623
- In Isolation: 48
- In Quarantine: 140

- We are averaging 3.07 cases per day. We have a 3.6% positivity rate. Bladen County has the highest positivity rate in that state right now at 13.6%.

Kim Smith stated the following:

- We do have a conference call with the state tomorrow to discuss our neighbor and to see how we can help decrease their numbers, and not increase our number.

Patti Nance continued:

- COVID Hospitalizations:
  - Hospitalized in NC with 96% of hospitals reporting: 463
  - Hospitalized in our region with 86% reporting: 19
- Our region consists of Bladen, Columbus, Robeson, Brunswick, New Hanover, Pender, Portions of Duplin and portions of Onslow.
  - Columbus Regional Healthcare System has three in floor beds, none in ICU.
- COVID Deaths in the County: 154
- Outbreaks:
  - Liberty Commons has three employees no residents.
- COVID Vaccines administered in the County:
  - Have Received 1<sup>st</sup> Dose: 17,849
  - Have Received 2<sup>nd</sup> Dose: 16,966
  - The Health Department has administered 10,727 doses.

Kim Smith stated the following:

- The other large vaccinator was the hospital and the hospitals practices that they run. I think there were four private pharmacies in the county that were vaccinating as well.

Patti Nance stated the following:

- There is a new COVID variant, the Delta variant. It's spreading throughout the United States and in North Carolina. The CDC is classifying it as a variant of concern, because it spreads faster and hits harder, than the earlier variants that we have had. The state lab reported less than 2% of test were Delta variant, but expect that number to grow to 10% by the first of next week. The state also reports that we will probably need booster vaccinations as early as 2022, due to the variants; they are not sure about how long immunity will last. They are hoping that 2 to 12 year olds will be able to be vaccinated, or be approved by November with Pfizer.
- The new initiative to get folks vaccinated is the weekly drawing from the state for the \$1 million to everyone 18 years of age and up. They did the drawing but they stated it would be several days before they released the name. They had to check and make sure the individuals, who win, are not employed by DHHS and other items need to clear

	<p>as well. They have also started doing the drawing for tuition for those 12 to 17 years of age, \$125,000. They are using CVMS to get those names. Even though someone has been vaccinated, if it is not in that system, his or her name won't be drawn from.</p> <p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> <li>• We can assure you that anyone who had their vaccination here, at the Health Department, your name is in that system. We have two double checks after we have finished a clinic for that day.</li> </ul> <p>Dr. Brent Lawson asked if there was anything, we could do on a local level, to incentivize people to take the vaccine.</p> <p>Kim Smith replied:</p> <ul style="list-style-type: none"> <li>• The state started out with four counties Guilford, Mecklenburg, Rowan, and Rockingham counties, \$25 gift cards for people who were coming in receiving the vaccine, and \$25 gift card if someone had to drive them there. They have now released that to 34 counties; Robeson was one of those counties to receive that, we have not received that as of yet.</li> </ul> <p>Pat Ray asked Kim Smith if she anticipated if we would receive this incentive. Kim Smith replied:</p> <ul style="list-style-type: none"> <li>• I would hope that they would open this up to the rest of the counties, but I am not sure where that funding is coming from. I know that it is from the state, but I do not know if it is part of a Federal payout, but we were not one of those.</li> </ul> <p>Dr. Randy Kirby stated that there is all kinds of money out there, Federal money as well.</p>
<p><b>X. Chairman's Forum</b></p>	<p>Pat Ray, Vice-Chairman, gave the following update:</p> <ul style="list-style-type: none"> <li>• On behalf of the Board, we would like to thank Kim, and all the staff, for making every effort to accommodate clients, regarding the vaccine. We thank you for that. Anytime I have made calls, or anyone I know of whose made calls, we have received a response.</li> </ul> <p>Kim Smith stated the following:</p> <ul style="list-style-type: none"> <li>• It all comes out to the availability of the vaccine. We could have given a lot more in the beginning, if we would have had the vaccine as we do now. It is easier now to get a vaccine. Especially if there are neighboring counties that have a surplus. We can transfer from one to the other easily now. It took us about three hours total to do a transfer from</li> </ul>

Robeson County.

- There are six farmers, here in Columbus County that have migrant workers who were not vaccinated, for whatever reason, when they came into the country. It is being offered at the different ports as they are coming in. If they did not take it, the farmer is notified, we are notified and to our migrant farm worker liaison, who we work with in the community. So that is three different sets of people who are looking at those farm workers.
- We've had one night clinic, which started around 4pm. Also had a couple of homebound individuals we went out too. We used three nurses and about five other staff members who worked that night clinic, until 8pm. We did 60 that day. Gave around 15 Johnson and Johnson and the rest were Moderna. There is a 2<sup>nd</sup> night clinic scheduled for July 6<sup>th</sup>, this will be first doses. The following Tuesday, July 13<sup>th</sup>, will be our second dose for our first night clinic we had.
- We are trying to do Pop Up Clinics. We have two hot spots according to the state, the Chadbourn area, and the Evergreen, Boardman area.
- The staff takes their heavy duty cooler with the vaccine in it, and naturally if they need more, we'll get someone to run more out to them.
- We've also had a request by International Paper. Their first wave was done by New Hanover Hospital. They had some who decided not to take it and now they have some who have decided they want it, so they are trying to get me some numbers so I can get the vaccine that is required.
- We have been out to a lot of businesses and homebound patients. We did the City Schools and the County Schools, the college.

Pat Ray asked what about the Boys and Girls Home, Kim Smith replied yes. I think Ben Sauls, at Village Prescription, worked on those as well. Kim Smith continued:

- It has been a group effort with a lot of people to get the vaccines done. Even with the announcement of the Delta variant, our phones have not rung any more than before that announcement.

Pat Ray asked if there was any effort to have some sort of educational session regarding the vaccine. Kim Smith stated the following:

	<ul style="list-style-type: none"> <li>• My vision of a Pop Up Clinic is to have a place to go where we can set up, it may be in a parking lot. We will be there, and the group that is there, will have the education with them. Many of the farms we go too will give us a number of 10, they know that five are wanting it but there may be five more who need more education regarding the vaccine. Therefore, when the nurses go out to give the vaccine, they do the education as well.</li> </ul>
<p><b>XI. Director's Forum</b></p>	<p>Kim Smith, Health Director gave the following updates:</p> <p><b>A. New / Revised Policies</b> (<i>Benchmark 15, Activity 15.5</i>)</p> <ul style="list-style-type: none"> <li>• In your packet was a list of new or revised policies we have done. As you can tell, Martha has up there from August 13<sup>th</sup>, 2020 thru June 1<sup>st</sup>, 2021 of this year. If anyone would like to see those policies, we can run them off and send them to you.</li> </ul> <p><b>B. Board Training – Healthy NC 2030</b></p> <ul style="list-style-type: none"> <li>• The training we will be doing will only take around 20 minutes to do. We gave out these books back in 2019. The book is the “Healthy North Carolina 2030 a Path Towards Health”. Every ten years the state puts out their forecast as to what they would like us to work on, and concentrate on. I believe all Board of Health members received this book.</li> <li>• According to our accreditation standards, we have to do ongoing training at least once every four years. When a new member comes on board, they have to do the New Orientation training.</li> </ul> <p>Due to technical difficulties with the website, the training will have to be rescheduled.</p> <p>Motion to Adjourn was made by Dr. Brent Lawson, seconded by Patty Hobbs, and carried by the board.</p>

**Next Meeting Date**  
**August 25, 2021 at 6:00 pm**

**Meeting Adjourned**

Respectfully submitted: Kimberly L Smith Secretary 082521  
 Signature Date