

# Iredell County Health Department Board of Health Minutes

Regular Meeting       Special Meeting

**June 8, 2017 - 7:00 p.m.**  
318 Turnersburg Hwy, Statesville, NC 28625

<b>Members Present</b>	Commissioner Thomas Bowles, Sylvia Chapman, Ben Loftis, Dr. Robert Monson, Candace Reeves, Jerry Turner and Lisa Warren, RN
<b>Members Absent</b>	
<b>Staff Members Present</b>	Jane Hinson, Health Director; Bill Griffith, Director of Finance and Administration; Brady Freeman, Environmental Health Director; Mary Gantt, Assistant Director of Clinical Services; Norma Rife, Director of Public Health Development & Promotion; Renee Holland, Executive Assistant
<b>Others Present</b>	Beth Jones, Deputy County Manager; Morgan Taylor, Intern; Blair Richey, Director of EMS

**I. Call to Order, Invocation, and Introductions**

Sylvia Chapman called the meeting to order at 7:00 PM and she also provided the invocation. Sylvia then asked for introductions of our visitors. Beth Jones, Deputy County Manager introduced Morgan Taylor. She stated Morgan was completing a summer internship with the County and noted that she just completed her first year at North Carolina State University. Jane Hinson, Health Director introduced Blair Richey, Director of Emergency Medical Services and welcomed her to our meeting. Jane stated that Blair was joining us this evening to learn more about the issue of bed bugs that is listed on the agenda as Board Education this evening.

**II. Public Comment**

Sylvia Chapman asked if there were any representatives in attendance for public comment. Seeing none present, it was noted there were no public comments.

**III. Employee of the Month Recognition**

Sylvia Chapman briefly recognized the following employees for their nomination of employee of the month:

- A. April 2017 Employee of the Month – Heath Snow, EH Onsite Water Protection (OSWP) Supervisor
- B. May 2017 Employee of the Month – Elizabeth Benfield, CS Medical Office Assistant

Jane Hinson informed that neither employee was able to be in attendance this evening due to other commitments.

**IV. Consent Agenda Items for Action***(From April -Attachment 2 and Attachment 3; Current – Attachment 1)*

Sylvia Chapman asked the board members if they had reviewed the consent agenda items from the April 2017 and June 2017 mailings (*Attachment 2 & 3 from April Packet ; Attachment 1 from June Packet*) for approval. She then asked if there were any questions or comments regarding any of the items, being the minutes from the February 16, 2017 Board of Health Meeting as well as the addition of new codes and fees for Clinical Services and the minutes from the April 13, 2017 Board of Health Meeting. Hearing none, Sylvia then asked for a motion to approve the consent agenda items.

*A motion to approve the Consent Agenda items was made by Lisa Warren and seconded by Dr. Robert Monson.*

*Voting: Ayes-6 ; Nays- 0.*

*\*\* Of note, Commissioner Bowles arrived at meeting after voting had been completed for this action item.\*\**

**V. Board Education: Presentation on Bed Bugs & Sub-dermal Implants**

Brady Freeman, Environmental Health Director provided a PowerPoint presentation on Bed Bugs (*See attached copy of slides*). He described how to identify bed bugs by their size and color and explained their life cycle. He also noted where they are found, how they get there, common places of travel, and who is at risk. He further explained signs of infestation, how to locate in folds of mattresses, behind headboards, and other places to look. He then shared detection methods ranging from routine inspections, traps and even canine detection. Next, he discussed how bites appear in a straight line and types of treatment if you've been bitten. Lastly, he discussed remediation methods such as steaming specific areas (160-180 degrees Fahrenheit), heating up the entire room (120 degrees Fahrenheit) as well as use of chemical treatment by sprays or foggers.

Brady then asked if there were any questions related to his presentation of bed bugs and referred to Blair Richey, Director of Emergency Medical Services for any additional information or comments she had on the topic. She informed that over the past year they have had to utilize three different treatments in ambulances to eradicate bedbugs. She further explained that treatment methods used were heat treatment, sprays and even vacuuming the unit. She also informed that while completing this process, staff didn't actually see any bed bugs but based on known bedbug infestation in the homes of patients, they completed the treatment methods as a precaution.

Dr. Monson questioned if bed bugs only eat blood. Brady responded stating that the bed bug is similar to mosquitos and explained that just as the female mosquito is the only one that bites and draws blood, this is also the case for the bed bug as they use this blood to feed on which helps in the development of their eggs. Sylvia questioned if they only bite and feed off of humans. Brady responded that there are only two types of bed bugs that feed off of human beings. Sylvia also commented that she has been advised when checking into hotels to place luggage in bathtub then inspect for bed bugs. Brady responded this is certainly good advice as long as you are confident that the bathtub has been fully and properly sanitized.

Another question was asked in regards to the effectiveness of using rubbing alcohol or clorox as a method of cleaning the mattresses in hotels, dorm rooms, etc.. Brady responded that alcohol would kill bedbugs as long as using the 91% strength but did not think clorox had the same effect.

Lisa Warren questioned where bedbugs initiate from. Brady explained they do not come from the woods; rather they are brought in from somewhere or by someone they bite and further breed. Brady also commented there is an employee at the Cooperative Extension Office who is very knowledgeable on the issue of bed bugs. She actually shared some of the slides that were viewed in this presentation.

Next, Brady proceeded with his presentation related to HB-250 (House Bill-250). He reported there are some changes with regard to public health rules regulating tattoo parlors (G.S. 130A-283). He states as a part of state regulation, Environmental Health is required to inspect and authorize tattoo parlors to ensure

sanitary operation of their facility. He further stated that there has been legislation introduced in regards to services offered by tattoo artists to now incorporate body piercing, branding, scarification and tattooing. He states if this bill (HB-250) is passed, "Tattooing regulated" will now be "Body Art regulated". Brady noted that the existing statute covers tattooing, scarification and branding while the proposed statute will add body piercing. He stated that the new statute also defines branding more clearly. Brady then went on to provide definitions of body art, body piercing, branding, scarification and tattooing. He also explained other proposed changes related to violations (G.S. 130A-250) and limitations. Next, Brady explained sub-dermal implants as a body modification which is placed underneath the skin, allowing the body to heal over the implant which results in a raised design. He stated that such implants fall under the broad category of body modification and was included in the first version of HB-250. However, he informed that the current proposed legislation has removed sub-dermal implants from the definition of body art. He also showed some images of this process noting they were very graphic. Lastly, Brady discussed the impact of HB-250 related to rules for body piercing and the role of the Environmental Health Specialists who inspect the body piercers. He noted an estimated 750(+) body piercers in the state being added to existing tattoo establishments. The increase in number of body piercers also means additional visits and education to stand alone body piercing establishments by our Environmental Health Specialists. In addition, the specialists will also be required to educate existing tattoo businesses that require permits if they are piercing anything other than ear lobes, not to mention the added fees related to the changes impacted by HB-250.

Brady then asked if there were any questions or comments regarding either topic. Commissioner Bowles questioned regulation of piercing on upper portion of nose. Brady responded this would be one of those types of piercing that would require regulation by Environmental Health as a result of HB-250.

Lisa Warren questioned the sub-dermal implant procedure asking if this procedure is performed by a tattoo artist or doctor. Brady responded that the sub-dermal implant procedure can only be performed by licensed medical professionals.

## **VI. Items for Discussion and Action**

### **A. Request Approval of BOH By-Laws & Operating Procedures ( *Sylvia Chapman* )**

Sylvia Chapman presented the proposed BOH By-Laws and Operating Procedures for the upcoming fiscal year. She reminded the Board members that a draft copy of this document was mailed in the April packet for review. She also informed members of the board that this document had already been sent to the County Attorney, Lisa Valdez for review and approval. Jane referred to the highlighted areas of the document and noted the revisions were added to assist with procedures and processes related to public address to the board as well as closed session meetings.

Sylvia then asked if there were any recommendations, questions or comments with the proposed draft copy of the BOH By-Laws & Operating Procedures.

Commissioner Tommy Bowles questioned how often the Board of Health moved into a closed session meeting. Sylvia Chapman responded and reminded that the board meets in closed session annually to complete the performance evaluation of the Health Director noting this typically takes place during the August board meeting.

There were no other questions or discussion therefore Sylvia asked for a motion to approve the 2017-18 BOH By-Laws & Operating Procedures.

*A motion to approve the 2017-18 BOH By-Laws & Operating Procedures was made by Candace Reeves and seconded by Lisa Warren.*

*Voting: Ayes- 7 ; Nays- 0.*

**B. Request Approval of Annual Fee Policy & Fee Schedule(Attachment 2 & 2A)**

Bill Griffith presented the proposed Annual Fee Policy labeled as Attachment 2A. He also informed that the BOH approves policies in compliance with the health department's policy on policy management. In addition, he stated that due to a recent audit, a handout with the recommended revisions to the draft policy is being provided this evening to all Board members and is labeled as *Handout C*. Bill then highlighted some of the updates to the policy and made reference to the revisions which are highlighted in red and emphasized the changes were the result of the recent audit.

Bill then presented the Clinical & Dental Services proposed Fee Schedule for 2017-18(Attachment 3) and noted that Fees for services provided in clinical and dental programs are based on direct costs, current Medicaid rates, and/or the most current Medicaid Administrative cost information provided by NC DHHS DMA (42 CFR 59.5 (a) (8); 8.8.4). In addition, rates set by other agencies in the area and surrounding counties are considered when setting fees also. Bill then referred to page 3, and informed there was a change in the Rabies fee that had occurred after the mailing was sent out. He noted there was also an increase in fee from \$223 to \$260. Also, Bill noted an increase of \$132 in the Paraguard IUD fee which is listed on page 4. He further explained that both of these fee increases are a result of increases in purchase expense.

Bill then asked if there were any questions regarding the proposed Clinical & Dental Services Fees for 2017-18. There were no questions regarding the proposed Clinical and Dental fee schedule.

Next, Bill presented the proposed Fee Schedule for Environmental Health Division labeled as *Attachment 4*. Bill informed there were no revisions to the previous fee schedule and asked if there were any comments or questions with regard to the proposed Environmental Health Division fees for 2017-18. He then mentioned that Environmental Health Fees are set based on costs considering factors such as work hours, supplies, mileage, training, equipment, overhead and other related costs. Bill also stated that fees charged by surrounding counties are also considered when determining fee schedules too.

Commissioner Bowles did not have any questions specifically related to the proposed policy or fee schedules, but did question the status that could potentially impact our local Onsite Wastewater Program dependent upon the outcome of the current House/Senate Bill related to the possibility of moving this program from the Division of Environmental Health to the Division of Water Quality.

Jane Hinson responded that she would address this issue when she provides an update of legislative news in her upcoming Health Director's Report.

*A motion to approve the Annual Fee Policy, Clinical & Dental Services Fees and the Environmental Health Fees for the 2017-18 fiscal year was made by Commissioner Thomas Bowles and seconded by Candace Reeves.*

*Voting: Ayes- 7 ; Nays- 0.*

**VII. Items for Discussion and Action as Needed**

**a. Financial Report (Attachment 5)**

Bill Griffith referred to the financial report for April 2017, labeled as Attachment 5. He reported that May 2017 financials will not be available until after the 11<sup>th</sup> of June. He stated that as of April 30, 2017, the Health Department revenues were at 68.4% and expenditures were at 72.2%. Bill explained the reason for the slight increase in difference of these numbers is due to the fact that we have stopped processing CC4C and PCM revenues on a monthly basis per changes with their operations of reporting. Bill further stated that reporting for these program areas has moved to every 6 months therefore posting of these program revenues will now occur in June and December. Bill then asked if there were any questions regarding this report. There were no questions.

**b. Health Director's Report** (*Handout B – Jane Hinson*)

Jane Hinson discussed the following topics and referred to the *Handout (B)* that each BOH member was given relating to topics referenced in the Health Director's Report below:

**Administration:**

- Employees of the Month: Heath Snow, OSWP Supervisor, was the April Employee of the Month. Elizabeth Benfield, Medical Office Assistant, was the May Employee of the Month
- FY 17-18 Budget: The EH Technician and the Human Services Planner (Substance Abuse Prevention) were both approved in the budget.
- Administrative Monitoring Audit: The agency did excellent on this Division of Public Health monitoring audit that was held on June 1, 2017.
- 75<sup>th</sup> Anniversary Celebration: Laurie Johnson, our PIO, is coordinating an agency committee to plan the event that is scheduled for September 21<sup>st</sup> from 4pm to 7pm.

**Clinical Services:**

- WIC Program Audit: The WIC program state audit conducted in April revealed very few opportunities for improvement.
- Cure MD: Go live date is set for July 1, 2017
- Urine Chlamydia & Gonorrhea testing: The agency will be offering this testing for \$35 for male clients in lieu of the free testing offered in Sexually Transmitted Infection clinic. We are offering this service as it is also now offered in CVS minute clinics.
- Ebola: There are 2 confirmed, 3 probable and 12 suspected cases of Ebola in the Democratic Republic of the Congo with four deaths. Over 100 contacts are being monitored for 21 days. The risk is low at the global level due to the remoteness and inaccessibility of the area to major international ports. 9 surrounding countries have instituted entry screening at airports and ports of entry (Kenya, Malawi, Nigeria, Rwanda, South Africa, Uganda, the United Republic of Tanzania, Zambia and Zimbabwe). Officials in the Democratic Republic of the Congo have approved the use of an experimental Ebola vaccine in the hopes of stemming the spread of a recent outbreak in the African nation.

**PHDP:**

- Employee Engagement Survey: The survey was completed in April. Program supervisors will be meeting with staff to develop action plans for opportunities for improvement identified in the survey.
- Rabies, Tick and Mosquito borne illness education: There has been a mass distribution of educational information to over 90 businesses and industries including urgent cares, veterinarians etc.
- Project Alert: This leadership based substance use prevention curriculum will be taught at the Boys & Girls Club this summer.
- Community Health Assessment & State of the County Health Report Rollout: Today there will be a meeting at the library to share this information with the community. The Healthy Carolinians Task Force and many local organizations were invited to attend the event.
- Substance Use Training: Several division staff have attended trainings over the last two months related to this topic.
- Strategic Planning: Strategic Planning process for the organization will begin August 2017.

### **Environmental Health:**

- **OSWP:** Our final three OSWP interns received their on-site authorization. Unfortunately, we received the resignation of one of them last week.
- **Pit Requirement:** The policy and procedure for the pit requirement has been developed. The press release related to the requirement was published in the Statesville Record & Landmark on Friday, May 12, 2017. E-mails about the new requirement have been sent to developers and soil scientists. Jane also reminded this requirement becomes effective July 1, 2017.
- **Sign-On Bonus:** Effective July 1, 2017 a \$5,000 sign-on bonus for prospective new hires meeting the candidate requirements will be offered for Environmental Health positions.

### **Animal Control:**

- **Rabies:** There have been three animals testing positive for rabies in the last two weeks including a fox in North Iredell, a raccoon in North Iredell and a skunk in Mooresville.
- **Animal Bites:** Animal control responded to 81 animal bites in May compared to 48 in April. 10 day confinements also increased from 39 to 57 in the same time frame.

### **Legislative News**

- **Senate Bill 257-On-Site Water Protection Program:** The Senate proposes to transfer the On-site Water Protection Branch from the Division of Public Health, NC DHHS to the Division of Water Resources, DWR DEQ. The concern is that moving the On-Site Water Protection Branch from DPH to DEQ will create severe logistical challenges at the local level. This would split the state environmental health programs and specialists and the delegation of authority between two state agencies creating an unprecedented and confusing organizational structure. Public health programs would report to two State agencies with separate and sometimes conflicting policies and procedures. This could cause delays in the resolution of problems, including response to public health emergencies and citizen requests. All regional staff from each of the DHHS's Environmental Health Branches are assigned an area to assist counties during public health emergencies. Moving the OSWP program reduces, by one-third, the available regional-based staff to assist local health departments with response to hurricanes, flooding, water contamination occurrences and similar public health emergencies.
- **Senate Bill 24/Session Law 2017-2018:** A food establishment may use an outdoor grill to prepare food for customers for sample or sale if specific criteria are met including:
  1. The grill is located on the premises of the food establishment and is continuously supervised by a food employee when in use
  2. The grill cannot be operated within 10 feet of combustible construction
  3. The surface of the grill must be made of stainless steel or cast iron
  4. The grill must be located in an enclosed area and protected from environmental contamination when not in operation
  5. Asphalt or concrete foundation is cleaned daily
  6. Open food and utensils are provided with overhead protection
  7. Food prepared on the outdoor grill is processed inside the food establishment.

Jane then mentioned that Partners Behavioral Health has engaged Dr. Thomas McClellan as guest speaker for the upcoming June 19, 2017 Drug Abuse Free Iredell Coalition meeting. She also informed that she, along with Norma Rife and several other key staff will be attending an Opioid Summit, in conjunction with the Division of Public Health in Raleigh on June 27-28, 2017. Jane then reported that she is working with Attorney General Josh Stein's staff to coordinate a time for him to visit Iredell County to hold a round-table discussion on the topic of the rise in opioid and substance use that is occurring across the state.

Jane then asked if there were any questions with regard to her report or any of the information she briefly discussed.

Commissioner Tommy Bowles spoke up in regards to a question that had been brought to his attention related to the transport of wolf dogs recently. Jane Hinson responded by stating this issue is addressed in the Iredell County Animal Control Ordinance. She further stated that any modification related to the transportation of hybrid animals would have to be done through a revision to the ordinance. There were no additional questions related to the information presented in her report.

**c. Activity Summary** (*Handout C – Jane Hinson*)

Jane Hinson provided a report on the data noted in the Activity Summary highlighting the increase in Family Planning visits from 110 to 140. She also noted an increase in the number of visits in the Lab from 1184 to 1599. Jane did mention that due to a recent software upgrade in our Dental Clinic, data has not yet been available since implementation of the new system. She stated that staff is working to obtain this data and once it is available, the numbers will be added to provide a more accurate detail of the number of client contacts with regard to the Dental report. She also pointed out the increase in numbers reported in OSWP site visits from 189 to 260.

Jane then asked if there were any questions with regard to the Activity Summary. There were no questions.

**VIII. Other Discussion**

Sylvia Chapman asked if there were any additional items for discussion. There were no additional items for discussion.

**IX. Adjournment**

Sylvia Chapman asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting at 8:45p.m. was made by Commissioner Tommy Bowles and seconded by Dr. Robert Monson.  
Voting: Ayes- 7 ; Nays-0.*

