

# Iredell County Health Department Board of Health Minutes

**Regular Meeting**       **Special Meeting**

**August 9, 2018**

**318 Turnersburg Hwy, Statesville, NC 28625**

<b>Members Present</b>	Commissioner Thomas Bowles, Dr. Tim Burgiss, Sylvia Chapman, Dr. Heather Day, Lance Desmarais, Dr. Tiffany Hubbs, Ben Loftis, Jerry Turner and Lisa Warren, RN
<b>Members Absent</b>	Dr. Robert Monson, Candace Reeves
<b>Staff Members Present</b>	Jane Hinson, Health Director; Bill Griffith, Director of Finance & Operations, Jessica Ridgway, Administrative Officer; Brady Freeman, Environmental Health Director; Susan Johnson, Director of Clinical Services; Leslie Hatfield, Dental Program Supervisor; Renee Holland, Executive Officer
<b>Others Present</b>	Susan Robertson, Assistant County Manager

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

Sylvia Chapman called the meeting to order at 7:00 pm and. Lisa Warren provided the invocation. Sylvia then offered congratulations on behalf of the Board of Health to Susan Robertson on her recent appointment as the Deputy County Manager. Sylvia then introduced and welcomed our guests in attendance, Katie Crawford, Environmental Health - FP&F Program and Leslie Hatfield, Clinical Services Dental Program Coordinator who will be providing the board education presentation later 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 informed the Board that although a selection has been made, the Employees of the Month for July 2018 and August 2018 have not yet been announced. She further stated these two individuals will be recognized during the upcoming All-Staff Meeting which is scheduled for Tuesday, August 14, 2018.

**IV. Board Education: Dental Clinic Presentation & Clinic Tour (*See attached slides*)**

Leslie Hatfield provided a brief presentation highlighting the services offered by the Dental Clinic. She emphasized these services are only provided to Iredell County residents as well as employees of Iredell County regardless of their residency. She provided some background information noting the Dental Clinic has been servicing Iredell County citizens since 1993. She further noted the clinic went through an expansion in 2007 and is now a state of the art facility with advanced EMR and digital imaging with hours of operation from 8:00am – 4:30pm Monday-Friday. She highlighted the scope of the practice and discussed the wide array of services provided, types of insurance accepted (Medicaid, BCBS, Delta Dental) as well as forms of payment and discounts available for those who qualify. She also informed that the dental clinic is staffed with one dentist, Dr. Robin Strickland who works Monday-Thursday, and two other dentists who rotate on Fridays. She also recognized members of the dental team stating they each are

very knowledgeable, caring, and friendly and treats each patient with courtesy and professionalism. Leslie then informed that the staff does a tremendous job educating patients on the importance of good oral hygiene as well as explaining each procedure prior to treatment. Leslie stated that every attempt is made toward patient comfort during each visit and the staff always thanks the patient for choosing our Dental Clinic for the services provided, noting this models the agency's Service Excellence Policy and Pledge.

Next, Leslie referred to the slide titled Opioid Crisis and explained the image attached was taken from images on internet

Leslie then asked if there were any questions with regards to her presentation. Dr. Tim Burgiss questioned if we provide patients with nutrition counseling as part of our education during their visit. Leslie responded yes, our dental staff does a great job educating and encouraging the importance of healthy nutrition and oral care to the patients. She also informed that in the lobby area of the clinic there is a bulletin board that has all types of educational facts, including nutrition information which plays a huge role in the success of having good oral hygiene.

Hearing no more questions, the Board members were directed to participate in an onsite tour of the dental clinic facility.

**V. Consent Agenda Items for Action** (*Attachment 1, 2, 3*)

Sylvia Chapman asked the board members if they had reviewed the consent agenda items for approval. She then asked if there were any questions or concerns with regards to the minutes from the June 14, 2018 Board of Health Meeting (*noted as Attachment 1*); the additional codes and fees for Clinical Services (*noted as Attachment 2*); or the additional Debit/Credit Card Convenience Fee for Environmental Health (*noted as Attachment 3*).

Hearing no comments, Sylvia Chapman 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 Lance Desmarais.  
Voting: Ayes- 9 ; Nays- 0.*

**VI. Items for Discussion and Action**

**a. Request Approval of Health Director's Job Description** - (*Attachment 4 – Sylvia Chapman*)

The Board was given a copy of the Health Director's job description. Sylvia Chapman presented the job description informing that this is required to be done once a year. Sylvia highlighted the updates which were noted in red ink.

Sylvia Chapman asked if there were any questions regarding the Health Director's Job description or if there were any additional changes or revisions to be made. There were no additional revisions, changes or questions noted.

*A motion to approve the Health Director's Job Description was made by Ben Loftis and seconded by Dr. Tiffany Hubbs.  
Voting: Ayes- 9 ; Nays- 0.*

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

**a. Health Director's Report** (*Handout A – Jane Hinson*)

**Administration**

- Medicaid Transformation: The Request for Proposals went out today for the Prepaid Health Plans (Managed Care Organizations). There will be 4 selected statewide. There will also be up

to 2 Provider Led Entities selected in Medicaid regions 2, 3, 4 and 5 with only 1 being selected for regions 1 and 6 because of the smaller populations. The RFPs are due on October 12<sup>th</sup>. Selections will be made by February of 2019. Phase 1 (certain regions) will begin on November 1, 2019 with Phase 2 beginning on February 1, 2020. We continue to participate in webinars and on-site trainings to better prepare for Medicaid Transformation.

- Thyroid Cancers in the Mooresville Zip Codes: Jane Hinson attended a meeting at DPH in Raleigh on July 19, 2018 to discuss next action steps. The State Center for Health Statistics, Central Cancer Registry, Occupational & Environmental Epidemiology Branch and the State Epidemiologist was present. The two Duke University researchers were also in attendance. Duke will be submitting the appropriate request to the Central Cancer Registry allowing them to receive the name and contract information for those individuals diagnosed with cancer within the last few years. They will contact these individuals and ask them to complete a comprehensive survey to see if there are any common exposures that will steer them in their environmental testing.
- Gaston Family Health Services (Federally Qualified Health Center) Iredell County Advisory Committee: Jane Hinson is now serving on this committee. We will be meeting with some of their management representatives to discuss possible partnership opportunities that could benefit our clients. We will be discussing the programs their initiatives related to Medication Assisted Treatment for addiction, Hepatitis C treatment and Pre-exposure Prophylaxis for HIV.

### **Clinical Services**

- Payment at the Time of Services: The Patient Accounts Supervisor reports that everything with this has been smooth. Patients are paying what they owe with only a couple of individuals rescheduling their appointments.
- Back to School Immunization Clinic: This clinic will be held on Saturday, August 11<sup>th</sup> from 10am until 3:00pm at the health department in support of the Back to School Event being held at Statesville Senior High School. Staff will also be stationed at the event for questions and to direct people to the health department for immunizations.
- Flu Vaccinations: Staff will be meeting later on this month to plan for the flu vaccination season. We are hoping to start our flu vaccine administration right after Labor Day depending on when the state and private vaccine is received.
- West Nile: North Carolina has had its first death this year related to West Nile Virus. This individual lived in the southeastern part of the state. From 2012 to 2017 there were 25 cases in the state with 7 deaths.

### **PHDP**

- Re-accreditation site visit: Our public health re-accreditation site visit is scheduled for September 12<sup>th</sup> & 13<sup>th</sup>.
- Community Health Assessment: The Healthy Carolinians Taskforce met on June 28, 2018 and will meet again on August 15, 2018 to enhance the Community Health Assessment Survey. The survey will be deployed in early 2019. The Community Health Assessment will be released in March of 2020.
- Get Fit Iredell: The Get Fit Iredell Committee is planning a family kick-off event for September 30, 2018 at the Lake Norman State Park. Nature hikes, yoga and martial arts demonstrations will be held during the event. A kick-ball tournament will also be held in the fall
- Tobacco Regulations: We are working with the Regional Tobacco Consultant to plan a fall training for local municipalities related to the creation of stricter tobacco use policies.

- Project Alert: 40 school aged youth participated in this youth substance use prevention program at Faith United Methodist Church in Mooresville this summer.
- Statesville ABC Grant: The health promotion team submitted a grant to the Statesville ABC Board for \$15,000 to support the continuation of the Project ALERT program throughout the community.
- Dr. Ann F Wolfe Endowment Mini-Grant: The health promotion team submitted a grant for \$8,000 for the dissemination of car seats to families in need in partnership with the certified car seat installers from the Iredell County Partnership for Young Children.
- Social Media Training: A social media training is scheduled for October 4, 2018 for the Iredell County local information team. Dr. Shane Fraser from the UNCC School of Marketing has been secured as the speaker.
- HIV Awareness Day: June 29<sup>th</sup> was HIV Awareness Day. The health promotion section put together educational packets for anyone coming in to get screened and released a press release for the awareness of HIV testing availability.
- Press Releases: Recent press releases included: National Breastfeeding Week, Youth Tobacco Data, Facebook Marketing, Thyroid Cancer in the Mooresville Zip Codes, HIV Testing Day and Hyper-Chlorination related to Cryptosporidium
- Outreach: The agency will participate in the local agricultural fair and National Night outs. Information shared is related to health department services and risk reduction.
- Drug-Alcohol Coalition of Iredell: There is a newly formed Board of Directors. An Advocacy & Harm Reduction workgroup has been established. DACI is building capacity within work-groups and the Coalition at large while working on the 2018-2019 action plans. A Request for Proposals has been disseminated to local organizations and providers related to substance use treatment and prevention education grant funding in the Mooresville area or for Mooresville residents. Up to a total of \$100,000 will be distributed. This funding came from the Mooresville ABC Board. The applications are due back by mid-August. Monetary awards will be announced by September 30<sup>th</sup>. DACI will be presenting resolutions for proclamation to the Board of Commissioners in observance of International Overdose Awareness Day (8/31/18) and National Recovery Month (September)
- Volunteers: Meredith Dockery (UNCC-BSPH) Patient Navigator and Community Health Assessment Support, Kaitlyn Mitchell (Appalachian-BS Marketing) Marketing Support and Tyla Adams (East Carolina-BSPH) Outreach Support.

### **Environmental Health**

- Hyper-Chlorination of Pools: A confirmed case of cryptosporidium warranted the closing of three public swimming pools for hyper-chlorination. The Communicable Disease Branch suggested that we ask all public pools to hyper-chlorinate weekly to avoid the transmission of waterborne diseases. A press release was also sent out about cryptosporidium.
- Recall: There was a recall on Goldfish products and Sugar Smacks. All Child Care centers were notified about them.
- Retirement: Wesley Sparks is retiring from the FPF program at the end of August. Wesley has 28 years of service with our health department and additional years of service in other health departments.

Jane then asked if there were any questions regarding the information highlighted in her report. There were no questions noted.

### **b. Activities Summary** (*Attachment 5 and Handout B – Jane Hinson*)

Jane briefly reported on the data in the Activity Summary. She noted that Attachment 5 included data for the month of June while comparing to Handout B, which reflected data reported for the month of July. Overall, Jane reported a significant increase overall in the number of services by 342. She also reported an increase in maternal health and child health immunizations as well. It was noted that we typically see an increase in child health patients and immunizations during this time period as a result of students preparing for start of school. Jane also reported on the increase of the total number of walk-in lab patients served which was 151 in June and at 180 in July. Susan Johnson added that the number of walk-in patients served actually represents different patients, not patient visits. Jane then reported on the overall increase in environmental health services from June to July. She noted increases from June to July in the number of applications received in OSWP as well as an increase in the number of site visits. She also reported an increase in the number of permits issued in the FP & F program as well as an increase in the number of establishments visited. She did note an increase of 8 FP & F complaints received from June to July. Brady Freeman commented that the increase in this number of complaints could be the result of an increase in the number of people traveling and eating out at restaurants. Overall, Jane reported significant increases in our numbers from June to July for both our Clinical Services and Environmental Health divisions.

Jane then asked if there were any questions related to the monthly activity summary report. There were no questions noted.

**c. Financial Report** (*Attachment 6 – June 2018; Handout C – July 2018 - Jessica Ridgway*)

Jessica Ridgway referred to the financial reports labeled as Attachment 6 and Handout C highlighting the financials for both June 2018 and July 2018. She stated the revenue and expenditure report reflects the essential services that are being provided at this agency. She noted the essential services include, but are not limited to, the provision of communicable disease services, health education/promotion, environmental health services, workforce development, program evaluation and policy development. For the month ending June 2018 which also closes out the fiscal 2017-18 year, the Revenues were 75.6% and the Expenditures were 88.1%. Jessica noted that these numbers are preliminary as the fiscal year hasn't closed yet therefore are subject to change. Next, she reported on the financials for the month ending July 2018, highlighting the Revenues were 7.7% and the Expenditures were 6.4%.

Jessica then asked for board discussion related to the financial report given. There was no additional discussion or questions noted.

**d. Environmental Health Legislative Updates** (*Attachment 7 – Brady Freeman*)

Brady Freeman referred to Attachment 7 that was included in the Board packets. He highlighted each of the Environmental Health Legislative changes for 2018 and provided a brief summary of the changes as outlined below:

- **Allow temporary food establishments to operate up to 30 days and operate at agritourism businesses.**
  - Section 2 Changes the definition of Temporary Food Establishment (TFE's) in G.S. 130A-247 by amending the number of allowed operating days to 30 instead of the present 21 and by adding the term agribusiness into the acceptable events that could

meet the required activities that would be eligible to receive a permit. The amendment also allows the local health department to grant a “one-time, 15 day extension” of the permit.

- **Wastewater System Permit Extension**
  - Section 9 Requires LHD to accept reports from a Licensed Soil Scientist (LSS) regarding whether a site has been modified (thus potentially supporting or negating the extension of Wastewater permits). LSS bears no liability.
- **Study Mandatory Connection Authority Relating to Use of Engineer Option Permit for Wastewater**
  - Section 10 Requires Legislative Research Commission to study issues related to EOP.
  - This is a modification of SL 2017-57. Of note, the SL specifies that the Local Regulatory Commission consult with various entities NOT specifying DHHS but does state “...and others.”
- **Revise Wastewater Permitting Requirements**
  - **SECTION 11.(a) :** Allows contractors to replace distribution boxes without a permit from the LHD
  - **SECTION 11.(b) :** Deletes the last sentence of the definition of WW system.
  - **SECTION 11.(c) :** Requires LHDs to accept reports from licensed professionals without further review and requires those professionals to carry liability insurance “...in an amount commensurate with the risk.” LHDs and the State remain liable for permits issued based upon these reports and there is no indication of what entity determines whether insurance is adequate.
  - **SECTION 11.(c) :** Directs local BOH to use historical experience in crafting local rules. Local rules must still be as stringent as state.

Brady then asked if there were any questions regarding the overview of the Environmental Health Legislative Changes for 2018. Commissioner Thomas Bowles questioned if mobile food trucks are required to be associated with a standing restaurant facility. Brady Freeman responded that with previous legislation, the mobile units were required to be affiliated and report back every day after operation to a restaurant or commissary. However, with new legislation, mobile units can now qualify as their own commissary. Commissioner Thomas Bowles then questioned the statement noted in Section 9, that the Licensed Soil Scientists (LSS) bears no liability. Brady Freeman confirmed that with this new legislation, the LSS can make the decisions and not be held liable. He explained that a LSS can walk into the office with a plan of the site conditions and credentials and as a result of this new legislation, OSWP staff in Environmental Health will be required to sign off on the plan submitted by the LSS. However, Brady did report that the LSS is required to carry enough insurance for whatever the project is worth, but states that it is not clear if the amount of insurance coverage refers to the project before or after completion of construction. He further stated that the LSS is not required to show proof of insurance. Commissioner Bowles questioned if we could seek clarification regarding the specifics of their project definition as it relates to the amount of liability insurance coverage required by the LSS. Brady states he has already questioned this and is awaiting a response. Brady emphasized this is very concerning to both he and his staff. Jane noted that other counties aren't as concerned with this new legislation because they do not have LSS in their county. Brady stated that the last item noted in the legislation changes is related to the

rulemaking authority of the Board of Health. He stated that the BOH has the authority to develop rules but noted they must be as stringent as the state. Jane added that we have already been in discussion with the County Attorney, Lisa Valdez, to determine, as a Board, if you want to establish a sub-committee to research this further and decide, as a Board, that you want to develop a rule that would require the LSS to dig a pit like everyone else, our question is if the rule is more stringent than the state, would we be breaking the law if we required the LSS to comply with our rule. Jane continued by stating that we don't have an answer to this question yet and in fact, the County Attorney was going to reach out to the Attorney General's office to discuss further.

Hearing no other questions or comments, Brady stated that he will provide the Board of Health with updates on these issues as they are available

**VIII. Closed Session:** N.C.G.S. 143.318 11 (6)

**A. Health Directors Performance Evaluation** (*Attachment 8 – Sylvia Chapman*)

*A motion to move into closed session to discuss the Health Director's Performance evaluation was made by Commissioner Thomas Bowles and seconded by Lisa Warren at 8:10pm.*

*Voting: Ayes - 9; Nays - 0.*

*A motion to close the closed session meeting and return to open session was made by Commissioner Thomas Bowles and seconded by Lance Desmarais at 8:45pm.*

*Voting: Ayes - 9; Nays - 0.*

**IX. Other Discussion**

Sylvia Chapman asked if there were any additional items for discussion.

There were no additional items for discussion.

**X. Adjournment**

Sylvia Chapman asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting and return to open session was made by Commissioner Thomas Bowles and seconded by Lisa Warren at 8:50pm.*

*Voting: Ayes - 9; Nays - 0.*

