

Iredell County Health Department Board of Health Minutes

Regular Meeting Special Meeting

April 11, 2019

318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Dr. Robert Bundy, Jr., Dr. Tim Burgiss, Sue Corwin, Ben Loftis, Jerry Turner, Candace Reeves and Lisa Warren, RN
Members Absent	Commissioner Thomas Bowles, Sylvia Chapman, Dr. Heather Day, Dr. Tiffany Hubbs
Staff Members Present	Jane Hinson, Health Director; Jessica Ridgway, acting Director of Finance & Operations; Brady Freeman, Environmental Health Director; Susan Johnson, Director of Clinical Services; Norma Rife, Director of Public Health Development & Promotion; Samantha Migit, Emergency Preparedness Coordinator; Renee Holland, Executive Officer
Others Present	Susan Robertson, Deputy County Manager

I. Call to Order, Invocation, and Introductions

Dr. Tim Burgiss called the meeting to order at 7:00pm and provided the invocation.

II. Public Comment

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

III. Employee Recognition

Dr. Tim Burgiss noted that Jane Hinson would announce the Employee of the Month for March 2019. Jane then recognized Brady Freeman, Environmental Health Director as the employee of the month for March 2019. She shared a few highlights from the nomination submitted noting that he has and continues to do an outstanding job as the Environmental Health Director, especially taking on the lead role with regards to the thyroid cancer concerns of the citizens in Iredell County. Jane noted this has consumed quite a bit of his time over the past several months.

IV. Consent Agenda Items for Action (Attachment 1 ; Attachment 2)

Dr. Tim Burgiss asked the board members if they had reviewed the consent agenda items for approval. He then asked if there were any questions or concerns with regards to the minutes from the February 21, 2019 Board of Health Meeting (*noted as Attachment 1*) or the addition of new codes and fees for Clinical Services (*noted as Attachment 2*).

Hearing no comments, Dr. Burgiss then asked for a motion to approve the consent agenda items.

A motion to approve the minutes of the February 21, 2019 BOH Meeting (Attachment 1) was made by Sue Corwin and seconded by Lisa Warren.

Voting: Ayes- 7 ; Nays- 0.

A motion to approve the addition of new codes and fees for Clinical Services (Attachment 2) was made by Candace Reeves and seconded by Ben Loftis.

Voting: Ayes- 7 ; Nays- 0.

V. **Board Education: Virginia Tech Water Study** (*PowerPoint Presentation – presented by Brady Freeman and Samantha Migit*)

Brady Freeman and Sam Migit provided a PowerPoint Presentation (*see attached slides*) and reported that the Virginia Tech Water Quality Study was very successful. Brady commented on the various studies that have been conducted by the Virginia Tech Team. He noted this group was recognized as the top research team for the lead and water testing related to the Flint, Michigan case study. He also informed this team was instrumental in conducting water testing in the eastern part of the state as a result of the Hurricane disaster. Brady informed that he was introduced to the Virginia Tech team in December 2018, at which they along with UNC, partnered with the Iredell County Health Department to conduct well water sampling to residents and businesses with a private well, at no cost. Brady stated that plans to coordinate this for the citizens of Iredell County were initiated and the water study event was scheduled and occurred February 20 – 27, 2019. Brady informed that the Research Team had initially planned to disperse 200 water sampling kits and complete the testing on the samples collected which would be analyzed for metals such as lead, copper, arsenic and chromium. Brady noted that by 2pm on the first day of distributing the free water sample kits, the supply was completely depleted. Brady stated that when he contacted the research team and informed them of the overwhelming response, they offered additional testing kits and had those shipped overnight. In addition, the team also arranged and met Brady in Yadkin County to provide over 300 additional kits for distribution to citizens in Iredell County. Brady reported that in all, over 930 kits were distributed with 784 returned on the mornings of February 27 – 28, 2019 from 5:30am – 10:00am. Brady then introduced Sam Migit, Emergency Preparedness Coordinator and informed that she took the lead role in planning and asked that she speak on the specifics involved with coordinating this event. Sam reported the event took place in the parking lot of Rocky Mount United Methodist Church in Mooresville. She stated that initially she developed a plan and also outlined a map describing the flow of the process to ensure there would be no traffic issues. She indicated that safety was top priority in coordinating this event. She also informed that she partnered with Emergency Management Services and the Iredell County Sheriff's Department and they assisted with directing traffic and providing security on the days of the event. Sam briefly provided details and expressed appreciation to the NC DOT for providing and placing signage on Perth Rd. She stated that the weather on the date of the event was certainly a challenge and was very grateful for the assistance of the Iredell County Sheriff's Department for their help in directing traffic. Next, Brady highlighted the accomplishments of the event and emphasized a savings of over \$350,000 to county residents as a result of the free water sampling kits and testing provided at no cost by Virginia Tech. Brady also outlined the steps of the process from analyzing the data to completion of individual reports of the samples. He then shared a tentative outline draft of the upcoming Community Meeting planned for April 18, 2019 at Mooresville High School Performing Arts Center from 6:00pm – 7:30pm. He stated the testing results have now been completed and will be discussed at this scheduled meeting and invited board members to attend if their schedule allows.

Brady then asked if there were any questions. Dr. Tim Burgiss asked if each person who returned a water sample would be receiving a report of their own individual test results. Brady responded that is correct, each individual will receive their own report outlining their specific testing results.

Brady added that another community meeting is being planned for May 9, 2019 to address topics related to thyroid cancer, coal ash facilities and regulations. He also invited board members to attend this meeting as well.

VI. Items for Discussion and Action

- a. Request Approval of Annual Fee Policy & Fee Schedule** (*Attachment 3 & 3A – presented by Susan Johnson*)
- Susan Johnson, Director of Nursing & Clinical Services Division presented the Annual Fee Policy along with the proposed 2019-20 Clinical Fee Schedule, 2019-20 Dental Fee Schedule and the 2019-20 EH Fee Schedule. She stated the Fee and Eligibility Policy had been re-formatted to make it more user-friendly. and reminded that the BOH approves policies in compliance with the health department’s policy on policy management. Susan noted some of the changes that were made to the policy and referred to those sections which are highlighted in yellow in the handout labeled as Attachment 3. (*See below for details*)
- **Page 2** – Iredell County Health Department (ICHHD) does not charge for returned check fees, credit card fees, or late charges to remain in compliance with Family Planning Title X requirements. Also, the Iredell County Health Department (ICHHD) has been approved to offer pregnancy testing under “Other Services”, using a set fee charged at 100% to all patients.
 - **Page 5** – Specified grants or loans of student patients which have to be repaid are not included. Also, the sliding scale discount to be given is determined at the initial eligibility visit and remains the same throughout the pregnancy, and for the post-partum visit if within 8 weeks of delivery. If during the pregnancy and post-partum period, a new sliding scale is implemented by the State, the sliding scale discount is refigured for all remaining pregnancy and post-partum visits. In addition, it was noted that Payment for Services, payment is expected at the time of service for all programs. For Dental, all copays, deductibles, and coinsurance is collected prior to service being rendered.
 - **Page 6** – The Health Department accepts cash, most credit cards, debit cards, and personal checks unless patient has history of passing bad checks to the department or County. Also, it was noted that a section was added emphasizing that payment plans are not offered.
 - **Page 7** – Refunds are issued to the responsible party as designated in CureMD.
 - **Page 8** – Responsible Party designation is maintained in CureMD system.
 - **Page 9** – For Environmental Health Fees Charged for Services, added the statement that permit applications expire in one year. Also, it was noted that reinstated applications will be treated as new applications and will require payment of associated fees before services will be rendered.

Susan asked if there were any questions with regards to the Fee and Eligibility Policy. Lisa Warren questioned who collects the payments for services rendered. Susan informed the clerical staff employees who work in patient accounts are the ones who collect all payments at the time of service. Lisa Warren also asked who completes the sliding scale process. Susan stated this process is handled in eligibility. She emphasized there are requirements that must be completed by the client to determine if they are eligible to receive a discount. She further stated that based on the criteria identified during the eligibility process also determines the percentage amount of the discount, if any.

Next, Susan presented the Clinical Services proposed Fee Schedule for 2019-20 (*Attachment 4*) 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 as well. Susan discussed the following changes to the proposed 2019-20 Clinical Services Fee Schedule noting there were no changes until page 4 and

informed that on page 4, there are a few changes to the fees, which are noted in red. She stated the changes are due to a change in the cost of the vaccines. Next, Susan informed that each board member should have received a document labeled as Handout D. She stated this document replaces page 5 of the Clinical Services Fees that was included in the packet that was mailed prior to the meeting. Susan then referred to the change in fees as noted in red on pages 9 and 12.

Susan asked if there were any questions with regards to the proposed Clinical Services Fee Schedule for FY 19-20. Candace Reeves questioned why there was a difference in fee for the same code. Susan stated the difference in fees for the same code is that one is specific to Medicaid. Dr. Bundy asked who processes our lab specimens. Susan informed that Quest Diagnostic Lab Services processes our lab specimens. Susan also noted that in an effort to keep cost down for the lab services offered, we only accept cash, check, debit or credit card payments and we do not bill any insurance for the lab services rendered.

Susan then referred to the Dental Services Fee Schedule noted as *Attachment 5* and stated there are no changes for FY 2019-20.

Lastly, Susan referred to the Environmental Health Services Fee Schedule labeled as *Attachment 6* and reported there were no changes for FY 2019-20.

Susan then asked if there were any additional questions regarding the FY2019-20 Fee Schedules for Clinical Services, Dental Services or Environmental Health Services. There were no other questions noted.

Dr. Burgiss asked for a motion to approve the Annual Fee Policy and the FY2019-20 Fee Schedule for Clinical Services, Dental Services and Environmental Health Services.

A motion to approve the Annual Fee Policy and Fee Schedule for Clinical Services, Dental Services and Environmental Health Services for FY 2019-20 was made by Candace Reeves and seconded by Sue Corwin.

Voting: Ayes- 7 ; Nays- 0.

b. Request Approval of NC Local Health Departments Records Retention and Disposition Schedule
(Attachment 7 – presented by Susan Johnson)

Susan Johnson informed that she is requesting approval of the NC Local Health Departments Records Retention and Disposition Schedule. She reported that periodically the NC Department of Natural and Cultural Resources Division of Archives and Records Government Records Section makes revision to the Local Health Departments Records Retention and Disposition schedule. This 73 page document gives specific guidance as to the required retention of various records. Susan stated she did not provide an actual copy of this lengthy document but did include a listing of the Table of Contents outlining the content of the document. She further explained it is of great importance and value that all records, public and private, are maintained for future reference and emphasized this document gives clear and specific guidance as to how records retention is to be managed. Susan also stated that failure to adopt and follow the records retention and disposition schedule set forth by the state creates unnecessary liability for the County.

Susan then asked if there were any questions. Dr. Burgiss questioned if there were a lot of changes and Susan responded there were not.

Dr. Burgiss asked for a motion to approve the Records Retention and Disposition Schedule.

A motion to approve the Records Retention and Disposition Schedule was made by Ben Loftis and seconded by Lisa Warren.

Voting: Ayes- 7 ; Nays- 0.

VII. Items for Discussion and Action as Needed

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

Executive

- **Public Health Month Celebration:** A celebration was held on April 5th. The staff were treated to ice cream sundaes and were entertained by an Elvis impersonator. Staff seemed to enjoy the event.

Finance & Operations:

- **Medicaid Managed Care:** The County Attorney is currently reviewing the BCBS and United Healthcare contracts. The NC Health Director's Association voted to hire a health care attorney to review all 5 Prepaid Health Plan (PHP) contracts and share concerns with Association members. The Association also voted to have the President write letters to PHPs letting them know that local health departments want to work with them but it takes considerable time to properly review each contract. Some PHPs were requesting signed contracts within 1 to 2 weeks of receipt.

Clinical Services:

- **Local Receiving Site Exercise:** Iredell County Health Department conducted a functional Local Receiving Site exercise on March 22nd at a private sector warehouse. This exercise tested the distribution portion of the Medical Countermeasures plan. The team focused on practicing inventory management, security, communications, and distribution to the first tier Points of Dispensing. Partners for the event included Iredell County Sheriff's Office, Iredell County Emergency Management, Amateur Radio Emergency Services, the private sector warehouse, North Carolina Emergency Management, and North Carolina Public Health Preparedness and Response. This exercise is a building block leading up to the Medical Countermeasures Full Scale Exercise planned for March 2020.
- **Measles Outbreak:** According to the CDC, from January 1st to April 4, 2019, there have been 465 individual cases of measles in 19 states. This is the second highest number of cases reported in the US since measles was eliminated in 2000. To date, NC has not had any confirmed cases.

Environmental Health

- **Thyroid Cancer Provider Informational Meeting:** This event was held on March 21st at the Mooresville Town Hall. There were over 75 attendees with presentations done by DHHS, DEQ, UNC and Duke University.
- **Virginia Tech/UNC Water Quality Community Meeting:** Virginia Tech/UNC will be hosting a meeting on April 18th at 6:00pm at Mooresville High School for the 785 households that participated in the water quality study. They will be discussing what was found in the water samples, what it means and how it should be treated. DHHS/DEQ will also be participating.
- **Thyroid Cancer & Coal Ash Facilities Community Meeting:** This meeting will be held on May 9th at South Iredell High School at 6:00pm. Local and state elected officials will be participating along with DEQ/DHHS, Duke University and UNC researchers as well as Dr. Michelle Ong, who

represents the Mooresville medical community. The majority of the meeting time will be dedicated to answering citizen questions.

- **DEQ Coal Ash Closure Order:** On April 2nd, a DEQ press release announced that all coal ash in Duke Energy's remaining unlined sites in the state will have to be evacuated and moved to lined landfills. Duke Energy will have until August 1st to submit a final excavation plan that must include where the coal ash will go and how long the entire process will take. Final closures must be completed by December 31, 2029. Duke estimates the excavation expense to be between \$10 and \$11 billion.

PHDP

- **Yoga:** Won a \$500 mini-grant to offer Yoga classes to employees as a wellness activity.
- **Public Health Month:** Recognized community partners by sending Thank You Cards for Public Health Month.
- **Website:** PIO updated website to reflect new programmatic changes and added marketing videos to each program.
- **Health Risk Reduction and Clinic Marketing:** Kindergarten registration information drop off of health risk reduction, healthy eating and ICHD marketing of child health and dental clinic to all Iredell Statesville and Mooresville graded elementary schools (total of 19 schools). Other locations that have received mass quantities of ICHD marketing and health risk reduction, healthy eating literature: Iredell Memorial Hospital, Davis Regional Medical Center, Lake Norman Regional Medical Center, Mitchell Community College.
- **Mass distribution for Rabies, Tick, Mosquito Borne Illness, Substance Use and Service Information:** Materials were distributed to local businesses in the month of April- totaling 87 businesses and local agencies.
- **Infant/Child Fatality Taskforce ("Safe Kids Iredell Coalition"):** An informational meeting was held on 3/25/19 with over 20 organizations participating. ICHD is continuing to collaborate with the Iredell County Partnership for Young Children and other community agencies on this project. By-laws and Safe Kids application have been processed through legal. Needed changes have been communicated to the NC State Director of Safe Kids and will be discussed during a meeting on April 11th. The process to gain "Safe Kids" status could take several months. This group will continue to actively meet and work toward achieving goals.
- **Tobacco Use in Western North Carolina Region (including Iredell County):** High school tobacco use continues to climb, with youth use rising by 4.7 percent (2016) to 31.7 percent based on results of the 2017 N.C. Youth Tobacco Survey, recently released by the NC DHHS. Data also shows that 19.5 percent of Western North Carolina high school students report using e-cigarettes, compared to 16.9 percent statewide and 11.7 percent in the [National Youth Tobacco Survey](#).
- **Prevention, Recovery & Public Health Conference:** Caroline Hager attended this conference in Wrightsville Beach on March 11th & 12th.

Drug-Alcohol Coalition of Iredell

- **Coordinator:** The Coordinator position will move to Fifth Street Ministries/Diakonos effective July 1st. The \$25,000 grant received from Partners Behavioral Health for Salary/Fringe will go with the position. Daci has requested \$40,000 from the Iredell County Commissioners to financially support the position.

- **Educational Events:** DACI hosted an educational event on March 20th at Lake Norman High School for parents and youth. The video “If Only” from the Mark Wahlberg Foundation was shown followed by discussion from a Foundation representative. DACI also sponsored a Resource Breakfast on March 29th for agencies, organizations and professionals to gain a greater understanding of services available.
- **More Powerful NC:** NC Attorney General Josh Stein and DHHS Secretary Dr. Mandy Cohen launched a public education campaign to raise awareness about the opioid epidemic and empower North Carolinians to take action to address the crisis. The campaign website is: www.morepowerfulNC.org
- **Dropbox:** We are currently evaluating the feasibility of installing a Dropbox in the health department lobby to take back unused medication.

Legislative Updates

- **HB 579 (Communicable Disease Bill):** This bill introduced by Rep. White, appropriates \$16 million recurring dollars to local health departments(\$8 million for FY 19-20 and \$8 million for FY 20-21). \$4 million will be divided equally among health departments. DPH will disperse the additional \$4 million based upon population of each county. Bill sponsors are the Chair and Co-Chairs of the HHS Appropriations Committee.
- **HB 103 (Small Dairy Sustainability Act):** The BOH Chair sent letters to our state elected officials opposing this bill. It is still in the House. It was re-referred to the Committee on Agriculture. If favorable there, it will be referred to the Committee on Health.

b. Activities Summary (Handout B – Jane Hinson)

Jane briefly reported on the data in the Activity Summary labeled as Handout B. She highlighted the following data noting an increase in numbers in Family Planning from 120 in February to 140 in March. She also noted the number of pregnancy tests performed in February increased from 40 to 71 in the month of March as well as an increase in the number of clinical lab tests performed from 1386 to 1418. Jane then reported on the Environmental Health data noting an increase in applications received as well as an increase in the site visits too. Jane also referred to the data noting there were 5 listed for child lead exposure but Brady explained this number listed actually reflects the number of facilities not individuals. He stated there were actually 197 potential exposures. Jane asked if there were any questions regarding the data noted in the activity summary report. Candace Reeves questioned if these individuals were notified of the possible lead exposure. Brady replied yes, all individuals were notified by certified letters being mailed. There were no additional questions noted.

c. County Health Rankings (Attachment 8 – Jane Hinson)

Jane Hinson presented the 2019 County Health Rankings Report highlighting that these rankings are a collaborative effort between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute. She noted that these rankings measure the health of nearly all counties in the nation and rank them within their state. She further stated these Rankings are compiled using county-level measures from various national and state data sources. The data is then broken down by category, and are ranked against one another in 2 areas, Health Outcomes and Health Factors. She referred to *Attachment 8* that was included in the packet which lists the breakdown of each category

included in this report. Jane briefly shared a comparison of data noting the significant increase in ranking related to Physical Environment of 68 in 2018 to 90 in 2019. Jane stated that the goal is to be at 1 for this particular factor and explained the reason for the increase is due to an increase in the number of drinking water violations reported.

Jane then asked if there were any questions regarding the 2018 County Health Rankings Report. There were no questions noted.

d. PHDP FY18-19 Annual Report/Educational Newsletter & Partner/Customer/Community Satisfaction Report (Attachment 9 – Presented by Norma Rife)

Norma referred to the document labeled as Attachment 9 and briefly discussed some of the content outlined in the newsletter. She noted that a lot of last year was working to prepare and provide support for the re-accreditation audit. Norma emphasized that the overall outcome of the work of the entire agency, not just this division was the result of our having a very successful re-accreditation audit. She then highlighted a few accomplishments including the Opioid Mitigation Grant in the amount of \$86,000. She explained these funds will flow through the Health Department to EMS to support the work of the peer specialist who is overseeing the opioid post-overdose response program. Norma then commented that the division also works with partners to infuse public health practices into their agencies and businesses as well as within the community. She shared that the Health Department partnered with Iredell Health System and hosted a free colorectal cancer community education lunch-and-learn event in May 2018. She stated there were approximately 30 clinicians and community members who attended. She also mentioned the Share the Harvest Program noting that over 18,500 pounds of fresh produce was generated for food banks and donated to Iredell Christian Ministries, Mooresville Christian Ministries and Matthew 25. She also explained that one of the main core functions of this division is to provide residents with reliable health risk reduction materials. She further informed that the team focuses strictly on evidence-based prevention strategies to improve the lives of the residents in Iredell County and referred to page 3 of the document highlighting some of the partnerships and programs such as United Way, Get Fit Iredell, Iredell County Parks & Recreation, Mooresville Police Department (PALS Program) and Project Alert which is taught to elementary age children in the Prime-Time Program. She also shared that our Youth Risk Reduction Strategist is leading the start-up of an Infant/Child Fatality Taskforce and is hopeful to achieve Safe Kids NC status by July 2019 which would give the group access to tools and funding to support the activities. Norma then referred to the chart on page 4 of the document noting the significant increase in the In-Person Health Risk Reduction Outreach numbers from last year. Next, she referred to marketing outreach listed on page 5 of the document and stated an increase in flu shots. She also noted that our numbers for dental as well as some of the other programs have doubled in comparison to last year. Norma then reported that kiosks in partnering agencies (Emergency Departments of all three local hospitals, DSS, and Mitchell Community College) to promote the programs of the Health Department as well as offer a place to distribute health risk reductions materials has also been a successful marketing and outreach tool. She also informed that in October 2018, the public health promotion team hosted the 2nd Annual Social Media Workshop at the Health Department for local information teams. She reported there were over 87 individuals in attendance from various counties and agencies. Lastly, Norma noted that partnerships are very important since there are only a few human service planners in this division.

With that said, she referred to the Customer and Partnership Satisfaction Survey outcome listed on page 8 of the document. She shared there were a total of 27 partners who responded to the survey and all responded favorably at 100%.

Norma then asked if there were any questions regarding the Public Health Development & Promotion Division FY 2018-19 Annual Report, Educational Newsletter or Partner/Customer/Community Satisfaction Survey Report outcomes. There were no questions or comments noted.

e. **Iredell County BOH Advocacy/Outreach Log** (*Attachment 10 – presented by Norma Rife*)

Norma discussed the BOH Advocacy/Outreach Log that was sent out in the packets labeled as ***Attachment 10*** for board members to complete and return to her this evening. She shared some examples of advocacy and outreach opportunities with our new board members. She also stated this Board is very active which is relative to meeting several of the benchmark activities for accreditation. She reminded that accreditation is built on core services of public health and we want to ensure the Board has continual opportunities to support our programming to help us gain funding, whether through grants or whatever is needed. Lastly, Norma referred to the information placed on the table for Board Members to take with them to distribute into the community related to the services and outreach opportunities of the Health Department.

Norma then asked if there were any additional comments or discussion related to the BOH Advocacy/Outreach Activity Log. There were no additional comments.

f. **Financial Report** (*Attachment 11 – February 2019; Handout C – March 2019 presented by Jessica Ridgway*)

Jessica Ridgway referred to the financial reports labeled as Attachment 11 and Handout C highlighting the financials for both February 2019 and March 2019. 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, and program and policy development. For the month ending February 28, 2019, the Revenues were 49.9% and the Expenditures were 57.7%. She stated for the month ending March 2019, the Revenues were 55.5% and the Expenditures were 65%.

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

g. **BOH By-Laws and Operating Procedures-(Draft for 2019-20)** (*Attachment 12*)

Dr. Burgiss informed the Board that the “Draft” copy of the 2019-20 By-Laws and Operating Procedures labeled as ***Attachment 12*** was included in the packet for review. He noted there were no recommended revisions to this document and reminded the Board that this document was previously reviewed and approved by the County Attorney, Lisa Valdez.

Dr. Burgiss then asked the board members to please review this document for discussion and approval at the next Board of Health meeting which is scheduled for June 13, 2019.

VIII. Other Discussion

Dr. Tim Burgiss then asked if there was any additional discussion. There was no additional discussion noted.

IX. Adjournment

Dr. Tim Burgiss asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 9:00 p.m. was made by Ben Loftis and seconded by Candace Reeves.

Voting: Ayes- 7; Nays- 0.

