

Iredell County Health Department Board of Health Minutes

Regular Meeting Special Meeting

December 8, 2016 - 7:00 p.m.
318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Commissioner Thomas Bowles, Dr. Tim Burgiss, Sylvia Chapman, Lance Desmarais, Dr. Robert Monson, Candace Reeves and Lisa Warren, RN
Members Absent	Dr. Tiffany Bradford, Dr. Heather Day, Mark Tart and Jerry Turner
Staff Members Present	Jane Murray, Health Director; Caroline Taylor, Assistant Finance Director; Heath Snow, Environmental Health OSWP Program Supervisor; Susan Johnson, Director of Clinical Services; Megan Redford, Community Health Planner; Norma Rife, Director of Public Health Development & Promotion; Renee Holland, Executive Assistant
Others Present	None

I. Call to Order, Invocation, and Introductions

Sylvia Chapman called the meeting to order at 7:00 PM. Lisa Warren provided the invocation. Jane Hinson, Health Director introduced Heath Snow, Environmental Health OSWP Program Supervisor and informed that he would be presenting to the Board later in the meeting.

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. Service Recognition for BOH Member – Mark Tart

Sylvia Chapman recognized Mark Tart for serving on the Board of Health for the past nine (9) years. She also expressed her appreciation on behalf of the Board for his dedication and commitment to the citizens of Iredell County by serving on the Board of Health as well as for his years of serving as Chair also. Jane Hinson, Health Director informed the Board that Mr. Tart was unable to attend the meeting this evening but would like to invite him to attend the meeting in February 2017 to be recognized for his years of Service.

IV. Consent Agenda Items for Action (Attachment 1; Attachment 2 ; Attachment 3)

Sylvia Chapman asked the board members if they had reviewed the consent agenda items which included review and approval of the Meeting Agenda, the minutes from the November 3, 2016 Board of Health Special Meeting as well as the addition of new codes and fees for Clinical Services for the Walk-In Lab services and the 2017 BOH Meeting Calendar. Sylvia did note that a revised agenda had been distributed and noted that the revision included the addition of Handout A as noted in Section V-B.

Sylvia Chapman then asked for a motion to approve the consent agenda items as well as the revised Agenda.

A motion to approve the Consent Agenda items and the Revised Meeting Agenda was made by Lance Desmarais and seconded by Lisa Warren.

Voting: Ayes- 7 ; Nays- 0.

V. Items for Discussion and Action

a. Election of 2017 BOH Chair and Vice-Chair

Sylvia Chapman opened the floor for nominations for Chair of the Board of Health for 2017. Lisa Warren nominated Sylvia Chapman to serve as Chair. There were no other nominations.

A motion to approve the nomination and election of Sylvia Chapman as the 2017 BOH Chair was made by Lisa Warren and seconded by Lance Desmarais.

Voting: Ayes- 7 ; Nays- 0.

Sylvia Chapman opened the floor for nominations for Vice-Chair of the Board of Health for 2017. Sylvia Chapman then nominated Dr. Robert Monson to serve as Vice-Chair. There were no other nominations.

A motion to approve the nomination and election of Dr. Robert Monson as BOH Vice-Chair was made by Sylvia Chapman and seconded by Dr. Tim Burgiss.

Voting: Ayes- 7 ; Nays- 0.

b. Request Approval for Budget Amendment for Prescription Drug Overdose in the amount of \$7500.00 (Handout A – Presented by Norma Rife)

Norma Rife presented the Budget Amendment in the amount of \$7500.00 for prescription drug overdose prevention planning and activities at the Iredell County Health Department in conjunction with the Drug Abuse Free Iredell Coalition. Norma continued by explaining that the Drug Abuse Free Iredell Coalition conducted a recent three month strategic planning process and noted that these funds will assist with accomplishing some of the critical action plans. She further informed that funds will help support an “Opioid Overdose Prevention Event” for healthcare providers, pharmacists, dentists and others to learn about the NC State Health Director’s Standing Order for Naloxone access at pharmacies, best-practices for opioid prescribing and dispensing practices, and to learn how to sign-up for and use the Controlled Substance Reporting System (CSRS). She also noted that some funds will support similar activities offered through the Iredell County Health Department and the Drug Abuse Free Iredell Coalition. She further informed that there are no up-front costs because all activities will be covered by this grant or from funds that partnering agencies are bringing to the table. The Governor’s Institute on Substance Abuse and Partners Behavioral Health Management are partnering with the ICHD to offer this educational event. Norma also informed that this also fulfills an Accreditation requirement related to Strategic Planning with multiple disciplines including youth, parents and community leaders. She then referred to the handout that Megan Redford distributed highlighting the tentative agenda along with a biography of the guest speaker for the upcoming event scheduled for February 25, 2017. She then asked Jane Hinson to elaborate on the details and specifics of this event. Jane briefly informed the Board of the upcoming event and also announced that Partners Behavioral Health has requested to partner with our Agency and has also generously agreed to match the funds received by this Grant. She further reported that Norma has secured the location of the event, which will be held at Langtree Plantation. She also informed that Norma was able to successfully negotiate the rental fee for the use of the facility. It is being offered at a cost of \$500 which is a huge cost savings for this venue. Jane further updated that Partners Behavioral Health reached out to secure the keynote speaker, Dr. Omar Manejwala, an internationally known addiction psychiatrist, who has a practice in CA and a consulting business in Charlotte, NC. He has reduced his fees by \$6000.00 to come to this event at a cost of \$2500.00. Jane stated the greatest cost will be food for the event to feed approximately 350 people. She also informed that many will be able to obtain continuing education credits for their attendance. Jane expressed excitement for this event and referred to other special guests on the agenda including, Dr. Randall Williams, State Health Director who will be speaking about the standing order of Naloxone. She also recognized others that will be in attendance and speaking but more importantly, she emphasized that we will end the day with a

testimony from guest, Sandy Tabor-Gray, who lost her son to addiction. Jane encouraged the Board to mark their calendars for this event noting that more information and a formal invitation will be sent at a later date.

Dr. Monson questioned the objective of the standing order of Naloxone. Jane responded that the objective would be for family or oneself if there are any concerns of potential overdose to secure Naloxone through a local pharmacy under the standing order of the State Health Director. She further explained, based on data and research, that when a person comes out of treatment or jail and returns to using the same dose as used previously, those are the individuals who are at higher risk of overdosing emphasizing the importance of having a standing order for family members to have access to Naloxone to prevent one from a potentially fatal overdose. Commissioner Bowles commented on this issue being a topic of discussion of the Drug Abuse Free Task Force on the number of times you administer Naloxone. He justified the statement by noting when it becomes personal, whether a child, family member or friend, a person will do all that he or she possibly can to save the life of a loved one.

Sylvia asked if there was a registration or fee to attend the event. Norma responded there is no registration required nor is there any fee associated with attending this event. Commissioner Bowles asked if there was a certain audience being targeted. Jane quickly informed that elected officials are strongly encouraged to attend but prescribing providers are the targeted audience. She stated that Miles Atkins, Mooresville Town Mayor has already contacted several NC Legislators with plans of also inviting US Representatives as well.

Sylvia Chapman then asked for a motion to approve the Budget Amendment for Prescription Drug Overdose in the amount of \$7500.00.

A motion to approve the budget amendment for Prescription Drug Overdose in the amount of \$7500.00 was made by Dr. Robert Monson and seconded by Lisa Warren.

Voting: Ayes- 7 ; Nays- 0.

VI. Items for Discussion and Action as Needed

a. Financial Report (Attachment 4)

Caroline Taylor referred to the financial report labeled as Attachment 3 and noted this is the financial report for the month of October 2016 as financials for November reporting have not been closed yet. However, she stated that as of October 31, 2016, the Health Department revenues are at 27.9% and expenditures are at 28.4%. Caroline then referred to our Med Max funds, and explained this is the money we receive at the end of the year from Medicaid but reminded that it is included in our budget for reporting purposes. She then shared that in looking at the October financials, if this revenue were removed, and we only look at actual fees we have collected, our revenues would be at 32.5% emphasizing that we are at 33% of the fiscal year which is a testament of how well our staff have done in budgeting and collecting our fees through the end of October.

Caroline then asked if there were any questions regarding either of these two reports. There were no questions.

b. Division Customer Service Reports

1) Administration and Vital Records (Attachment 5)

Caroline Taylor presented the Customer Service Report for Administration. First, she referred to Personnel and reported that exit interviews are completed with staff when they leave the workplace. She noted that to date for 2016, there have been twelve staff members that have either resigned or retired and exit interviews were conducted by Health Department Personnel for each of those staff. She also informed that the County conducts exit interviews as well and shares that

information with our Personnel Division. She further explained that once all interviews are completed, the results are then shared with our Executive Leadership Team for them to review the information for possible improvement opportunities.

Next, Caroline referred to the Vital Records survey results from October 2016 that was included in the packet as attachment five (5). Historically we have seen above average results in all categories and noted that several of the comments were requests for additional hours in Mooresville, basically a full-time person each day but Caroline emphasized that this is just not a feasible request as we cannot justify a full-time person dedicated just for Vital Records.

Jane Hinson mentioned that Vital Records would soon be transitioning to an electronic version throughout the State, which would eliminate the issue with Mooresville as they would then be able to obtain death certificates online.

2) **Clinical Services Division** (*verbal report*)

Susan Johnson presented the most recent Clinical Services Division Customer Report, which was done in October 2016. She reported that a total of 305 individuals were surveyed. Of those, 219 were English speaking and 85 were Spanish speaking and a written survey was provided in Spanish as well. She also informed of the following clinics that were included in the survey were as Child Health, Maternal Health, WIC, Family Planning, STD, Dental, and the Immunization Program areas and included both Statesville and Mooresville Offices.

The questions and corresponding answers are as follows:

- Length of Visit - 92% good ; 4% too long ; 4% too short
- Hours of operation - 98% good; of the 2 % , 75 % Spanish speaking prefer earlier hours ; 80% of English speaking prefer later hours and one
- Appointment Conflict - 7% caused absence from school but majority responded were not teens
- Staff Polite & Helpful - 99% of English speaking clients responded staff were polite and Helpful.
- 92% of Spanish speaking clients responded that staff were polite and helpful.
- Staff Experienced & Well Informed – 99% reported
- Private Information kept confidential – 97% reported – Jane asked if we could possibly drill down to actual program/clinic area to research this.
- Information received understood – 100% reported
- Procedures & Lab test explained – 100% reported
- Cleanliness of exam and waiting rooms – 100% reported
- Overall Satisfied with service received – 100% reported

Susan then asked if there were any questions regarding the Clinical Services Division Customer Service Reports. Commissioner Thomas Bowles questioned if we treat clients whether they are legal or illegal. Susan responded that we are not allowed to ask, this would be in violation of Federal Law therefore all clients are eligible to receive treatment regardless of their citizenship status. There were no other questions.

3) **Environmental Health Division** (*verbal report*)

Heath Snow briefly discussed the Environmental Health Division Customer Service reports from OSWP and FP & F sections noting that the FP & F results were very similar to last year. Heath reported on some of the questions with corresponding answers as noted below for the FP & F program:

- Was staff respectful and courteous? 89% strongly agree ; 10% agree
- Did staff provide education in a manner that was understood? 77% strongly agree ; 23% agree
- Did staff thoroughly answer questions? 77 strongly agree ; 23% agree
- Did staff provide excellent customer service? 81% strongly agree ; 15% agree ; 1% stated N/A

Heath emphasized that not all questions were answered therefore the calculations did not total 100% each time. He stated that overall, all comments were very positive except in instances where restaurants didn't like the score they received.

Next, Heath briefly discussed the results of OSWP surveys noting there not many changes from last year but also noted we didn't receive many back from clients either. He reported on the following questions and corresponding answers as noted below for the OSWP program:

- Was REHS polite and professional? 100% agree
- Was staff knowledgeable with the rules? 96% agree
- Was service provided in a timely manner? 85% agree, which is good considering recent backlog issues
- Was staff able to be reached by phone? 93% agree

Heath reported that both the FP & F and OSWP surveys are being revamped with plans to begin using the new surveys at the beginning of the new calendar year. Heath then asked if there were any questions regarding the Environmental Health Division Customer Service Reports related to either the FP & F or OSWP program survey results. There were no questions.

c. Environmental Health Employee Incentive & Retention Plan

Heath Snow reported that the Environmental Health Division was asked by Ron Smith, County Manager, to make recommendations for recruitment and retention of staff in the OSWP & FPF environmental health programs because of recent high turnover in the Division. He further reported that he would like to briefly share the recommendations with the Board of Health as follows:

1. **Recruitment Bonus:** We rarely have North Carolina authorized environmental health specialists apply for our vacant positions as evidenced by the recent hiring of four interns in the OSWP Program and two interns in the FPF Program. The authorization and training process for an intern takes about 6 months during which time they cannot perform any work independently. We would like to recommend a sign on bonus to use as a recruitment tool when we are advertising for environmental health specialists in the FPF and OSWP programs. With this program, an authorized environmental health specialist would receive an initial \$2,500 when they start employment with Iredell County. They would receive an additional \$2,500 when they complete their probation period. They would be required to sign an agreement to work for the county for a minimum of five years. They would have to pay back the bonus if they were terminated, retired or resigned prior to the 5 years of employment. (Exception: Disability retirement). The payback requirement has been discussed with our County Finance Officer, Susan Robertson. She did not identify any concerns with this concept. Heath further explained the benefit of this plan would be that new staff would already be certified and not required to attend CIT and extensive training. Currently, we have six interns in training and we have an investment of \$171,000 over the next six months for training for these staff members. Commissioner Bowles commented that \$5,000 pales the cost in relation to cost of required training. Lisa Warren asked if this is something that will be determined in next year's budget or sooner. Jane Hinson responded that there are definitely no funds now but in planning for next year's budget, it will be prudent to budget for at least two recruitment bonuses in the event someone should leave or retire. Sylvia Chapman then

asked what the backlog is now and Heath responded it is at one-day, significantly down from the previous month's reporting of a six week backlog. Heath further explained that things typically slow down around the holidays with fewer applications coming in but usually in early spring or sooner depending on the weather, things will quickly pick back up.

2. **Require Pits for all Improvement Permits:** According to staff, they are already requiring pits on 42% of the lots they evaluate for improvement permits. Heath briefly explained pits and the process used by staff in digging those initially with a hand auger that they ratchet down to 48 inches. He further explained that if there is saprolite or any questionable soil issue, then a backhoe operator would have to come in. Heath continued to inform that we issued 723 improvement permits last fiscal year with 303 needing pits for staff to adequately evaluate the soils. The recommendation is for pits to be required for all improvement permits. Staff would meet the individual with the backhoe on the property site as they are currently doing when they require pits. We would save an hour of REHS time on each lot if pits were required. This past fiscal year we permitted 491 gravity systems and 232 pump systems. The current fee for a gravity system is \$500 and a pump system is \$1,200. Expedited review fees are \$350 for gravity systems and \$850 for pump systems. If we reduced fees \$150-\$200 we would lose \$108,450-\$144,600 in revenue. It is staff's recommendation to not reduce fees since we are already requiring pits 42% of the time without client complaint. Commissioner Bowles questioned if there was thought or discussion of perhaps reducing the fees, not reducing fees or even the County purchase a backhoe for use in digging the pits. Jane Hinson quickly responded that this topic was discussed at length but after much discussion, it was determined that purchasing a backhoe could potentially cause liability issues, or even cause a decrease in productivity due to time spent on relocating the one backhoe based on the location of the jobsite in relation of the layout of our County being so widespread.
3. **Hire an Environmental Health Technician:** Staff currently report that in 42% of the initial site evaluations, lots are not ready for permit action (property corners not marked, lot not cleared). This wastes about 1.5 hours of REHS time per site visit. We estimate that 454 hours of authorized REHS time was spent making useless site visits last fiscal year. Staff also collected 329 water samples last fiscal year. It takes about two hours to make a site visit, collect the water sample, return to the office and complete the appropriate paperwork related to the water testing. 658 hours of REHS time was spent collecting water samples that could be collected by an unauthorized individual. An unauthorized individual could also respond to mosquito control complaints and meth labs. Hiring an Environmental Health Tech to make initial site visits, collect water samples and respond to mosquito complaints and meth labs would allow our environmental health specialists to focus on activities that require their authorization. Jane Hinson reported that this new environmental health technician position would be added into the proposed 2017-18 fiscal year budget.
4. **Hire another OSWP environmental health specialist:** A manpower assessment was completed based on actual OSWP program data from FY 15-16. The State Environmental Health Branch supplied the template used to complete the assessment. The program is currently staffed with 7.5 FTEs (.50 of the supervisor is designated program administration). The manpower assessment showed the need for 10.5 FTEs to complete the current volume of work (no projection for growth). During FY 15-16, mandatory overtime was required frequently and a FP&F staff member has been pulled to assist the OSWP program since April of 2016. The Division Director is also working in the field making it difficult for him to complete his required administrative duties. The agency is also not conducting the maintenance inspections required in the administrative rules for Type III-V Pump Systems. Adding the maintenance inspections to the assessment would require an additional 3.0 FTEs making the total requirement 13.5 FTEs. Sylvia

Chapman commented on whether or not there should be an additional FTE added in the proposed budget for the 2017-18 fiscal year. Jane Hinson responded that once the Board of Commissioners review and discuss this incentive plan recommendation, it is possible that we may get an environmental health specialist position mid-year. Commissioner Bowles stated his recommendation would be to put in a mid-year position for an employee if need be, but to also put in as many FTEs in the budget we think we may need because 2019 will be a really hard year for Iredell County due to the old school bond debt that is in force now as well as all the new school bond debt too. He further stated that once we make it to 2020, we should be able to see our way clear but emphasized the need for the Health Department to request the FTEs now, rather than waiting. Lisa Warren commented that in her time on the Board of Health, the need for additional staff in Environmental Health seems to be a recurring issue and she too recommends the Health Department ask for more FTEs in their current budget planning for the 2017-18 fiscal year.

Heath then asked if there were any additional questions or comments regarding the recommendations of the employee incentive and retention plan that was submitted to the County Manager. There were no other questions noted.

d. Minority Diabetes Prevention Program

Megan Redford reported to the Board that the Iredell County Health Department will be participating in the region wide Minority Diabetes Prevention Program. She informed that \$230,000 was awarded to our region from the North Carolina Office of Minority Health and Health Disparities with the purpose of preventing the onset of diabetes and reducing the risk of developing pre-diabetes among minority populations.

Megan further reported that this program will last through June of 2017, and during that time we have a region-wide goal of screening a minimum of 225 individuals through a paper test based on biometrics and through various clinical testing, then holding lifestyle classes for a minimum of 75 individuals who were screened and meet the eligibility requirements where we will teach healthy lifestyle habits related to preventing diabetes. The classes will be based on the CDC Prevent T2 program and we will have a trained lifestyle coach available to teach the classes.

Megan emphasized that specifically here at the Iredell County Health Department, we will be presenting the paper-based screening tool to our patients in clinics that require patients to complete a medical history form and then follow up with the patients that express interest in the program and meet the eligibility requirements. She further stated that in order to reach community members that meet the specific eligibility requirements we will also be presenting the paper-based screening tool to congregations at two (2) churches in our community, Mt. Pleasant AME Zion and Mt. Nebo Baptist Church. The paper-based tool will ask patients and community members when would be the best time to hold a lifestyle class, and based on that we will schedule our classes. She then noted that here in Iredell County, we will hold 16 classes with topics ranging from eating well and healthy shopping habits to getting active and practicing stress management strategies. Participants will be encouraged to attend all classes, and we will offer incentives based on the number of classes attended.

In addition to the screening and classes, Megan informed that we will participate in a mass marketing and awareness campaign that will be region wide, we will refer patients that are diabetic to the Iredell Memorial Hospital Diabetes Center, and we will develop a region-wide resource guide. She further reported that the cost of the program will be \$25, but scholarships will be available to all participants based on a sliding scale. She also mentioned there are incentives for participation and attendance as well. Some of the items include t-shirts, cookbooks, portion plates, digital food scales, fitness trackers, and gym memberships.

Megan stated we are very excited about this program because according to our last Community Health Assessment (CHA), Type II diabetes is one of the top ten (10) leading causes of death in Iredell County and 12.6% of our 1,220 Community Health Assessment survey respondents have been diagnosed with Type II diabetes.

Megan then asked if there were any questions about the Diabetes Prevention Program. Commissioner Bowles questioned how high one's blood sugar level would have to go before being diagnosed as a diabetic. Susan Johnson responded that a diagnosis of diabetes is not determined by just one blood sugar testing result but rather look at a series of other lab testing specific for diagnosing diabetes. Megan further stated that we chose to do the paper-based test rather than the clinical test due to cost. Dr. Robert Monson recommended that Megan reach out to the Health Reach Clinic in Mooresville for a listing of potential clients to participate in this Diabetes Prevention Program. Commissioner Bowles stated this is probably the number one thing we could do for Iredell County, gain control of Diabetes. Megan informed this is actually part of our action plans and this program will assist in attaining this goal without any expense to the County since the program is funded through a grant. Norma Rife briefly stated that our Agency is not receiving the funding and all funds will be housed and managed by Cabarrus Health Alliance. Norma further stated that we will be sending all referrals to them and they will coordinate funding related to client expenses.

e. Health Director's Report (*Handout B*)

Administration

- Employees of the Month: Kimberly Burton, Dental Assistant, was selected as the November Employee of the Month.
- Iredell County Tobacco Free Policy: Use of all smoke producing tobacco products in all forms and all smoking alternative products is prohibited in all Iredell County facilities, vehicles, grounds and park systems effective January 1, 2017.
- Winter Storm Exercise: We will participate in the annual Iredell County winter storm exercise/training on December 13, 2016. The County Emergency Operations Center will be activated as part of the training.
- Drug Abuse Free Iredell: The Coalition helped support a Substance Abuse Prevention Parent training on November 15, 2016 at Williamson Chapel Church in Mooresville. One parent speaker had lost his teenage son to alcohol poisoning. Another speaker had lost her teenage daughter from a Xanax and Fentanyl overdose. This parent set up her daughter's bedroom at the training to demonstrate where drugs and drug paraphernalia can be hidden.
- BOH Rabies Control Rule: The Rule that was adopted in November has already saved the life of a cat with possible rabies exposure that was overdue on its rabies vaccine. Because there was documentation of a prior rabies vaccine, the cat received a booster vaccine. The owner was able to then observe the cat at home for 45 days instead of euthanasia or a 6-month quarantine at a veterinarian's office.
- Animal Control Ordinance: Animal Control recently confiscated a marmoset monkey from a pet owner in Iredell County. After February 1, 2016, no new primates were allowed in Iredell County as pets. Staff have also followed-up on wolf hybrids in the county that were not registered by the owner and in compliance with all the ownership stipulations found in the ordinance.

Clinical Services

- Women's Health Audit: The site visit for the Family Planning and Maternal Health audit was conducted on October 25th & 26th. The nursing consultant conducting the audit made the following comments in the final audit report, "*It is evident that your agency has conscientious staff providing excellent service to the individuals and families of Iredell County. It is also*

obvious that every staff member is dedicated to working efficiently and cooperatively to not only provide direct patient care and services, but also to accomplish the administrative duties, trainings, and other support functions that are essential to the successful operation of valuable public health programs. Keep up the excellent work and continue to be an example of devotion to improving the health and well-being of the citizens of Iredell County and surrounding communities.” The few minor issues identified during the audit were corrected immediately.

- Flu Vaccine: The agency has given 1,488 flu vaccines so far this season.
- Laboratory: The lab will complete health risk assessments for all county employees this coming February as they did last year. They are now completing these assessments for all new hires as well. Assessments include a lipid panel, glucose and PSAs for males.
- Preparedness: Sam Migit, Preparedness Coordinator is attending the National Healthcare Coalition Preparedness Conference next week in Washington, DC. All expenses were covered by the Triad Healthcare Preparedness Coalition that is based in Mocksville. The Coalition serves 18 counties in the Northwest portion of NC. Coalition membership includes hospital, health departments, EMS and emergency management. Sam is an active member of the Coalition.
- American Red Cross Shelter Training: Required staff will be participating in shelter training in the coming months related to Shelter Fundamentals, Shelter Management and Health Service Fundamentals. Staff will then participate in a shelter training exercise to put the principles learned in the online courses into practice. Due to turnover, this training needs to be completed every few years to assure a competent shelter workforce. The last training was held over 5 years ago.

PHDP

- Smoke Free Housing: The US Dept. of Housing and Urban Development passed a smoke-free environment rule for 3,100 public housing agencies in the nation. Over the next 18 months these public housing units will have to develop policies to prohibit cigars, cigarettes, pipes and hookahs in the units and within 25 feet of the entrance to these properties. Staff will participate in trainings to learn how to assist the public housing agencies in meeting these new regulations.

Environmental Health

- FP&F: The staff member moved to OSWP in April of 2016 because of the backlog has been moved back to FP&F. Julie Yang, hired in June, has just passed her National Environmental Health examination. Julie already had her Food & Lodging authorization when she was hired. Danielle Wieberg, hired in April as an intern, received her Food & Lodging authorization in October. The two interns are working on their authorization field requirements that will take several months.
- OSWP: All four interns are working on their authorization field requirements that will take several months.
- BOH Mosquito Control Rule: Staff worked diligently to address an abandoned swimming pool compliant related to a home going through the heir foreclosure process. After several months of work, contact with heirs, notice of violations etc. the pool has been filled in with a change of ownership. Utilizing the BOH Mosquito Control Rule was instrumental in resolving this issue.

f. Activity Summary (Handout C)

Jane reported on the data noted in the Activity Summary highlighting the significant increase in the number of STD visits from 53 in October to 114 in November. Jane also noted an increase in Food inspections from 117 to 143. Jane then asked if there were any questions with regard to the Activity Summary. There were no questions or comments regarding the data presented in the Activity Summary.

g. BOH Training / Manual Update

Norma provided Board members with newly updated Board of Health Training Manuals and informed that these manuals contain updated material and information such as a new organizational chart, a new health department brochure, a new board of health member contact list along with an updated strategic plan. She also asked that board members please place a copy of the Work Force Development Policy & Plan they received in October in Section F of the manual. She also referred to Section U and asked that board members review this section as well which relates to the Board of Health's legal responsibilities in regards to their rulemaking authority. She also discussed the possibility of future development of implementing a secured Board of Health Link on the Iredell County Website that would house all updates where board members could access all of this information electronically. Sylvia Chapman emphasized the importance of documenting the date of all revisions or updates if utilize an electronic version for the training manual for accreditation purposes. She also informed that Buncombe County currently does this if she would like to reach out to them to discuss.

Norma then asked if there were any questions or comments about the current manual or potential development of an electronic version. The board commented in favor of pursuing an electronic manual as an option for the future.

VII. Other Discussion

Sylvia Chapman asked if there was any additional discussion. There were no other items of business for discussion.

VIII. Adjournment

Sylvia Chapman asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:45 p.m. was made by Lance Desmarais and seconded by Dr. Robert Monson.

Voting: Ayes- _____ ; Nays- _____

