

# Iredell County Health Department Board of Health Minutes

Regular Meeting       Special Meeting

**February 22, 2018**

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

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

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

Sylvia Chapman called the meeting to order at 7:00pm and Lisa Warren provided the invocation. Susan Johnson introduced Autumn Royal, who is a student at Western Carolina University completing her 60 hours of clinical studies with the Health Department this semester.

**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 recognized the following staff that were in attendance and introduced them for being selected as Employee of the Year, recipient of the 2017 Firestarter Award and the January Employee of the Month. She also recognized the December 2017 and February 2018 employees but noted they were unable to attend:

- 2017 Employee of the Year Award – Ronnie Moore, Security Guard
- 2017 Firestarter Award – Lynn Hendrix, Deputy Registrar, Vital Records – Administration
- December 2017 – Lisary Martinez, Processing Assistant – Clinical Services Division
- January 2018 – Ronda Hart – Environmental Health Division (*Government Center South*)
- February 2018 – Melissa Josey – Clinical Services Division (*Dental Clinic*)

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

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 December 14, 2017 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, Sylvia then asked for a motion to approve the consent agenda items.

*A motion to approve the Consent Agenda items was made by Candace Reeves and seconded by Lisa Warren.*

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

**V. Items for Discussion and Action**

**a. Request Approval of 2018-2019 ICHD Budget (Attachment 3 – presented by Jessica Ridgway)**

Jessica Ridgway presented the 2018-19 ICHD Budget and briefly highlighted some of the proposed items listed in the budget. She also provided a PowerPoint presentation highlighting the process of how the budget is created for the Health Department. She also referred to the detailed copy of the proposed 2018-19 Budget which was included in the mailing packet for each board member to review in preparation for discussion, questions or concerns. She explained that data from the Community Health Assessment, Workforce Development Plan, Strategic Plan and the SOTCH Report is used to ensure that we have the resources necessary to reach our strategic goals. She also explained how the Health Department budget packet describes what we do in Public Health specifically related to the clients served and the services/programs provided. Resources in this budget assure essential services of public health are being provided in accordance with local, state, and federal requirements (*Accreditation Benchmark 39.5*). Funding in the budget is provided for recruitment, retention, and workforce development through financial allocations in training, salaries, and advertising line items (*Accreditation Benchmark 37.6*). She reported just a few highlights in comparison of the 2017-18 budget with the projected 2018-19 budget noting the following increases and decreases in revenues and expenditures (*Accreditation Benchmark 33.6A*):

- Increases (Revenues):  
Dental Insurance payments is expected to increase by \$23,000  
General Fees by \$33,000  
Medicaid Max by \$154,710  
Healthy Communities Grant by \$13,275
- Decreases (Revenues):  
Medicaid payments - \$88,000 – this is a total based on actuals  
EH Fees - \$50,000 – this is based on actuals  
Child Health State Grant - \$20,150
- Increases (Expenditures):  
Salaries – There is a 5% merit included in the proposed budget.  
BOH Wages will be increasing to \$75/meeting.  
Contracted Services- Software is increasing by \$57,365 due to required purchases of a Door Server (\$11,490) and 16 SQL Standard Servers (\$37,680).
- Decreases (Expenditures):  
Contracted Services: We've cut out a temporary position and some interpreting services.  
We're also not purchasing vehicles this year so that has decreased by \$39,000

Jessica then highlighted that we have 110 FTE's and are not asking for any new positions in the budget for 2018-19. Although she did note some significant changes with regards to reclassifications of the positions listed below:

- 2 Current Processing Assistance IV's → 2 Processing Unit Supervisor V's
- 1 Vacant Public Health Nurse I → Patient Relations Representative V
- 1 Current FPF Environmental Health Specialist → FPF Program Specialist

Jessica continued to inform of several new and ongoing projects scheduled for next fiscal year, including Dentrix Dental Software, Health Information Exchange, Marketing for Dental and Family

Planning, Drug-Alcohol Abuse Free Iredell (DAFI), 2018 Accreditation Site Visit and Medicaid Transformation. In conclusion, Jessica reported the percentage differentiation between the 2017-18 budget and the proposed 2018-19 final budget. She states there is an increase of 3.49% in the 2018-19 budget compared to the 2017-18 budget. She also reported an increase of 1.26% in County appropriations in the 2018-19 budget in comparison to the 2017-18 budget. *(See attached copy of slides)*

Jessica then asked if there were any questions with regards to the proposed 2018-19 budget.

Ben Loftis questioned the decrease of \$50,000 in Environmental Health fees. Brady Freeman responded this number is based on the decrease in residential development septic verses the direction of municipalities. Jane emphasized that this is a conservative budget and revenues were annualized by calendar and fiscal year. This revenue projection was based on actual and projections related to commercial and residential construction. Commissioner Tommy Bowles added that Central Permitting Division noted their trend is Board Development in municipalities.

Lisa Warren questioned the slide associated with the Personnel/Reclassifications. Susan Johnson explained the first position is a promotion and is the same person. She added this has already been sent to State Personnel and has been approved. The second position would be a new position that we would post internally. She stated that the goal would be to move someone in-house into that role and then that would leave a Processing Assistant IV position open. Lisa then questioned the Public Health Nurse I position being reclassified to a Patient Relations Representative V. Susan Johnson explained this is actually a vacant nursing position that she has given up to the Administration Division due to future needs related to Medicaid transformation. Staff will have to work with several Managed Care organizations related to Medicaid billing and appeals when now we only work with DMA. Jane added that we are strategically trying to look ahead for succession planning as we have several employees who are nearing retirement.

Dr. Tim Burgiss questioned the emerging issues listed on page 41 of the budget packet related to Dental Health in Clinical Services. He noted the potential loss of Med Max funding. Jane responded that with the Dental Program, it is exempt from the Medicaid Reform and we should continue to receive cost settlement dollars for the dental program.

Sylvia Chapman then asked for a motion to approve the proposed 2018-19 ICHD Budget as presented.

*A motion to approve the proposed 2018-2019 ICHD Budget was made by Dr. Tim Burgiss and seconded by Jerry Turner.  
Voting: Ayes- 8 ; Nays- 0.*

**b. Request Approval of SOTCH Report (Attachment 4- Megan Redford )**

Megan Redford presented the most recent State of the County Health Report (SOTCH) and noted that she is seeking approval of this report by the Board of Health before it is submitted to the state *(See attached copy of slides)*. She informed that this report is self-audited by the Health Department to assure accreditation standards are met. She also noted that once it is approved by the BOH, then it is shared with stake holders, community partners, and the general population by hardcopy as well as posted on the health department website. She further explained that the State of the County Health Report focuses on changes related to the County's health data, our top health issues, and it also details

work that has been accomplished during the last year to address these selected health priorities. She then referred to page 2 of the document highlighting the County demographics. She noted a slight increase in population and median household income while noting a decrease in the unemployment rate and poverty level. She also referred to the social determinants of health and highlighted some of the most impacted vulnerable and at-risk populations. Megan then referred to page 3, Mortality and Morbidity Data noting that cancer, heart disease, and chronic lower respiratory disease are still the leading causes of death, and over half of all total deaths are related to preventable chronic conditions in Iredell County. Next, she highlighted on page 4, the rates for sexually transmitted diseases, stating these numbers have remained relatively stable over the past few years. She stated an increase in reproductive education and accessibility of affordable contraceptive and testing are associated with the stability in the rates over the past few years. She also stated that this data comes from the NC State Center for Health Statistics, 2016 HIV/STD Surveillance Report. She then referred to the Iredell County infant mortality rate stating it is 8.3, which is down from 9.3 in 2015. She also noted that the disparity rate among African American's remains substantial compared to that of their white and Hispanic counter-parts. She continued to report on the common risk factors and characteristics related to infant mortality referring to the chart (page 4) just below the infant death rate. She informed that since 2015, nearly 5% more infants are breastfed upon discharge, 2% fewer mothers smoke during pregnancy, and the percentage of mothers with less than a high school education decreased by 2%. She also noted there was a 3% increase in the number of mothers who are overweight or obese.

Megan then informed the top three selected Health Priorities were identified to be chronic condition prevention, healthy eating and active living, and risky behaviors. She referred to the outline on page 5 of the document and highlighted each of the priorities identified. She also noted that we have been focusing on risky behavior related to substance use prevention specifically related to youth. She stated that we brought in a Youth Educator last year, Caroline Hager, and she has been working on those programs.

Next, she highlighted things that have been accomplished during the last year such as addressing Chronic Disease prevention noting that the Iredell County Health Department has worked in partnership with Iredell Memorial Hospital to bring colorectal cancer awareness and education to the residents of Iredell County. She noted during the last year, the Health Department in partnership with the Cancer Alliance and Iredell Memorial Hospital, created an educational tool describing risk factors associated with colorectal cancer. She stated this educational tool has been distributed to over 2,500 residents of Iredell County since spring of 2016. She then informed that the Iredell County Health Department, in collaboration with 9 other public health departments participated in the grant funded Minority Diabetes Prevention Program and have screened more than 63 individuals for pre-diabetes using the evidence-based CDC paper test. She stated they have also been able to provide diabetes prevention education information to over 3,200 individuals through various outreach events as well. hope to begin healthy lifestyle classes here in the next year.

Megan then referred to page 7, and shared the following efforts that have been made on the healthy eating and active living strategies. During the 2017 growing season, our share the harvest program brought over 17,000 pounds of produce across Iredell County. She also noted that in 2017, the Health Department worked with Spectrum Media to create an advertisement for the Share the Harvest Program at Iredell Christian Ministry that aired during the Sunday morning hour of the Spectrum

Media news program. Megan also reported that the Health Department distributed vegetable seeds and gardening instructions to over 250 residents throughout Iredell County. She stated that we have also been working very hard to grow our Get Fit Iredell program, and since 2016, we now have over 1000 members that participate in our various physical activity opportunities throughout the year. In January 2018, we had an adult dodge ball tournament with over 220 individuals participating in this single event, making it the most successful Get Fit event in the programs history.

Megan then highlighted Risky Behavior prevention noting that although it was the final selected strategy and is probably our most worked on for the year. She stated this year we were able to hire a full-time substance use prevention specialist, Jill St. Clair, who will facilitate the DAFI coalition. She stated that to address substance use in Iredell County, the DAFI coalition created a resource guide that was distributed in hard-copy all over the community and on the ICHD website as well. Megan reported that the coalition also hosted an educational event in the fall that had 85 participants and a forum on February 17, 2018 that had over 150 participants attend. She stated this event focused on substance use programs available to the community, treatment options, and a community call to action. Dr. Tilson, the State Health Director and Dr. Omar Manejwala, an addiction psychiatrist and author were the keynote speakers for the event. Megan also informed of the work throughout the year on tobacco prevention, noting that we had partnered with the Mooresville and Statesville housing authorities to host 8 resident listening sessions to inform residents on the new no-smoking HUD rule will affect them, as well as hosting 2 property manager meetings to discuss how this rule will affect their properties. As a follow up to the resident listening sessions, we were able to offer a 4-week tobacco cessation class. Next, Megan reported that Caroline Hager, our youth health educator teaches a program called Project Alert. She explained that this program focuses on preventing substance use in 7th and 8th graders by instilling leadership skills that they can use to fight peer pressure. Megan reported that Caroline was able to bring the program to 48 Boys and Girls Club participants and 194 PrimeTime students.

Lastly, Megan reported that the final part of a State of the County Health Report is identifying emerging issues and highlighting new initiatives. The two emerging issues that we selected were adverse childhood experiences and violence. Adverse childhood experiences are negative and traumatic experiences that impact behavior later in life. These types of experiences can lead to mental health issues, chronic diseases, and substance use disorders to name a few. She stated that Dr. Tilson did a great presentation on this topic during the summit last week and offered to share the link to the board members if interested. Megan continued by noting that violence was selected as our other emerging issue because of the uptake in violence in our county recently and its connection to public health and its impact on productivity, public safety, and its disruption on social services. In Statesville the violent crime rate is 465/100,000 compared to NC which is 372/100,000. She also commented that our new initiatives this year were youth-based initiatives and the Drug-Abuse Free Iredell Coalition and noted that we are excited about the work that we can accomplish now that we have a full-time youth health educator and full-time DAFI coordinator.

Megan asked if there were any questions with regard to our 2017 State of the County Health Report (SOTCH). There were no questions regarding the 2017 State of the County Health Report (SOTCH).

Norma Rife reminded the Board Members that this document should be placed in Section P of their Board of Health Training Manuals but also informed that this document will also be posted electronically on the BOH link as well.

Sylvia Chapman asked for a motion to approve the 2017 State of the County Health Report (SOTCH).

*A motion to approve the 2017 SOTCH Report was made by Lisa Warren and seconded by Commissioner Tommy Bowles.  
Voting: Ayes- 8 ; Nays- 0.*

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

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

#### Administration:

- Employee of the Month: The January 2018 Employee of the Month was Ronda Hart, Environmental Health Management Support. The February 2018 Employee of the Month was Melissa Josey, Dental Clinic Management Support.
- 2017 Employee of the Year: Ronnie Moore, Security Guard, was selected as the 2017 Employee of the Year by the Board of Health.
- 2017 Firestarter Award: This award is given to the individual who received the most Pats on the Back during the calendar year. Lynn Hendrix, Administration and Vital Records, received this award. Honorable mention went to Bill Griffith, Martha Price and Sam Might. Each of them received over 10 Pats this year.
- Medicaid Reform: The Health Director's Association is working with a consultant to draft a non-binding Letter of Intent that will be presented to all the MCOs and Provider Led Entities that will be responding to the Request for Proposals that will be going out in the near future. Jane Hinson presented information on this topic and on Public Health Accreditations to the Board of Commissioners at their February 20, 2018 meeting.

#### Clinical Services:

- Preparedness: Staff working in the Public Health Command Center during an event will participate in a training exercise at the agency on Friday, February 23, 2018. Iredell County will participate in a two day Hurricane Exercise with the State Emergency Management Branch on April 3 & 4<sup>th</sup>, 2018. Several employees will work in the Emergency Operations Center during this time to support public health interventions.
- Flu Activity: We have given 1,721 flu shots. We still have plenty of state supplied flu vaccine available for non-Medicaid uninsured pregnant women with only 30 doses of private pay vaccine left. Flu activity in the state has been widespread since late December. There have been 165 flu deaths in the state since 10/1/17. Most deaths and severe illnesses have been associated with Influenza A (H3N2).
- Prenatal Records: We are working with IT to give the hospitals access to our OB patient information in an effort to improve continuity of care.
- Lab Results: We are working with Cure MD to get an interface with Quest reference lab to improve efficiencies with ordering and retrieving lab results.

- Marketing: We have started working with a marketing consultant with public health experience to help promote and market Family Planning and Dental Services.

Environmental Health:

- Personnel: Carla Cave, OSWP Intern, has received her On-Site and Water Protection authorizations. We hope to make an offer soon for the OSWP EH Technician position. We are still recruiting for the two vacant OSWP positions.

PHDP:

- Accreditation: The Iredell County Health Department will receive the 90 Day Accreditation Notification Letter on March 1, 2018. This communication will note that the agencies evidence will be due to the NC Public Health Institute on June 1, 2018. The accreditation audit will be in the fall with the dates being coordinated soon.
- Speedway to Health: The College of Agriculture and Environmental Sciences at NC A&T State University is bringing a mobile exhibit for Iredell youth. The event is called, "Speedway to Health" and will be held at the Unity Center on March 6, 7 and 8. We are working in collaboration with various partners in the community including the Ag Center and Iredell Statesville Schools to make this event a success. This is a 1,200 sq. ft. walk through model of the human body that about 900 students will walk through. It teaches children ages Kindergarten through 5<sup>th</sup> grade how the foods they eat affect their bodies and health. Students will learn key health information about the brain, mouth, stomach, small intestine, heart, lung, kidneys and bones. They will exit the exhibit through the skin.
- Colorectal Lunch & Learn: On March 13 at the ICHD there will be a Colorectal Lunch & Learn for up to 30 participants. This is a partnership between Iredell Health System and ICHD and part of the chronic health action plans from the community health assessment. Cancer is the leading cause of death in Iredell County with 15% of all cancer deaths related to concerns of the digestive system.

Drug-Alcohol Abuse Free Iredell:

- Mooresville ABC Board Alcohol and Substance Use Education and Treatment Grant Funding: The Coalition signed a MOU with the City of Mooresville ABC Board to receive these grants funds on a quarterly basis to be used for drug and alcohol education and treatment. The Coalition received a check for \$117,000 for the 2017 profit proceeds. The 4 DAFI Subcommittees will develop budgets to implement action plans developed as part of the fall of 2016 strategic planning process. Funding will continue on a quarterly basis.
- Troutman ABC Board Alcohol and Substance Use Education and Treatment Grant Funding: The Town of Troutman voted for their ABC profits to be distributed to the DAFI Coalition once a certain percentage of profits are received.
- Community Action with Compassion: Substance Use Education, Engagement, & Empowerment Forum: Between 140 and 150 individuals attended this educational forum on February 17, 2018 at Williamson Chapel Church in Mooresville. Individuals attending represented providers, law enforcement, DSS, EMS, daycares, nurses, social workers and the faith community. Jane also highlighted some of the points that Dr. Elizabeth Tilson shared in her presentation including the

concerns about the youngest victims of substance abuse. She noted that these children are growing up surrounded by the toxic stress of addiction.

- Naloxone Distribution: Partners Behavioral Health has given the Coalition 240 kits of 2-4mg doses of nasal Narcan. We will distribute 150 kits to the Sheriff's Department and hope to distribute the rest in the schools.

Legislative Issues:

- Communicable Disease Funding: The Health Director's Association is asking health departments to contact their House and Senate Representatives to ask them to support funding the Communicable and Emerging Disease Program. This funding request is for \$8 million and will be distributed \$80,000 per county to have a minimum set of resources available to perform local communicable disease control and prevention, outbreak response, community and public health surveillance and educational outreach activities. The funds will also allow health departments to appropriately address and manage disease threats in a timely manner in order to prevent and/or decrease morbidity and mortality within their jurisdiction. We are asking the BOH to support this funding request by approving letters of support to be sent to our state representatives.

Jane asked if there were any questions related to her report. Commissioner Tommy Bowles questioned the statistics of the number of opioid pills per capita over the past years. Jane answered that in 2011, the number of prescriptions written was 8.1 million for opioid pills in Iredell County. In 2017, 12.1 million opioid pills were prescribed. She stated this is enough for each resident in Iredell County to have at least seventy opioid pills in their cabinet, based on a population of 172,000 people.

Commissioner Bowles commented on the issue of our children growing up in this environment and stated that in the Court system, re-unification is the goal of DSS for parents to be re-united with children and sometimes this can take years. During this time, children are placed in foster care. Commissioner Bowles asked for the Board of Health's opinion on this issue. Jane reminded that in Dr. Tilson's presentation, she said to think about those children who watch their parents being rescued eight or nine times or die from an overdose. Every single event, they are traumatized and nothing is done for those children. Commissioner Bowles emphasized this is a vicious cycle and he is just seeking the opinion of the Board on how to best improve and move forward for the sake of these children in the community. Susan Robertson also informed that DSS had created a 30 second public service video related to foster-care and adoption. She stated this video is shown at the local theatre prior to the start of each movie. She recommended this may be of interest to the Board of Health for the Health Department to develop in the future.

With there being no further questions or comments related to the Health Director's report, Sylvia Chapman then asked for a motion from the Board to support the Communicable Disease funding request by sending letters of support to our State Representatives.

*A motion to support the Communicable Disease funding request and send letters of support to our State Representatives was made by Candace Reeves and seconded by Lisa Warren.*

*Voting: Ayes- 8 ; Nays- 0.*

**b. Activities Summary** (*Handout B – Jane Hinson*)

Jane briefly reported on the data in the Activity Summary. She highlighted that Family Planning jumped up considerably from December to January along with immunizations, which was due to an increase in flu vaccine being administered. She reported that WIC participation numbers had also increased. She also noted an increase in the number of TB skin test and follow-up. Susan Johnson added this was due to EMS employee testing. Jane stated that we are also seeing an uptick in OSWP applications for December and January in Environmental Health. She also reported that we have received reports from Animal Control with two positive rabies cases reported so far in February 2018. Jane then asked if there were any questions with regards to the Activity Summary. Commissioner Tommy Bowles questioned the pit-digging process. Brady Freeman responded that there has been no pushback at all and overall it is going very well.

**c. Financial Report** (*Attachment 5 – December 2017; Attachment 6 – January 2018 : Jessica Ridgway*)

Jessica Ridgway referred to the financial reports labeled as Attachment 5 and 6 highlighting the financials for both December 2017 and January 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, and program and policy development. For the month ending January 31, 2018, the Revenues were 45.5% and the Expenditures were 49.1%.

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

**d. Semi-Annual Division Statistical Reports**

**1) Clinical Services Division** (*Attachment 7 – Susan Johnson*)

Susan referred to Attachment 7 in the packet and briefly discussed the Clinical Services Statistical report as well as the Communicable Disease report emphasizing that the Family Planning and Maternal Health numbers have increased. She reported an increase in patient contacts for STD Clinic. Susan then referred to the Care Coordination and OB Case Management graph and reported an error in the original graph that was included in the packet. She stated these two care coordination social work program numbers have been corrected to reflect a little over 100 additional contacts for each program and this data will be reflected in the next set of statistical data reports. She also reported that TB and Communicable disease is steady. She noted a slight increase in Child Health and reported the usual up-down pattern in immunizations emphasizing the increase in December being the result of a number of flu vaccines administered. She also informed that WIC and Dental numbers have increased as well. Overall, she expressed positivity with the increase in each of these program areas.

**2) Communicable Disease Report** (*Attachment 8 – Susan Johnson*)

Susan reported that the total, including STD visits had increased over 300 since last year. She stated that we have seen during 2017, Chlamydia has increased by 100 from last year while Gonorrhea went from 156 cases in 2016 to 363 cases in 2017. Sylvia Chapman questioned the data reported for Lyme disease. Susan informed there were a total of 8 cases and these were all confirmed. Sylvia also questioned the data reported for Creutzfeldt - Jakob disease. Susan reported that we had one individual who requested this blood testing but noted that the only confirmation of this disease can only be verified through brain biopsy.

Susan then asked if there were any additional questions related to the data in either of the semi-annual clinical services reports presented. There were no further questions.

**3) Environmental Health Division** (*Attachment 9 – Brady Freeman*)

Brady Freeman briefly discussed the Environmental Health Semi-Annual Statistical Reports starting with the Onsite Water Protection Program referring to the graph for the number of site visits and new system layouts noting that the trend was down from previous data reported six months prior. He explained that this is associated with a decrease in number of new homes being built. Brady then reported on the decrease in number of well inspections and well permits issued from 2016 to 2017. He stated this data is reported for tracking, but emphasized that not all wells require septic systems and not all septic systems require wells. He also referred to the data related to existing systems, reminding that we stopped doing these since it was not mandatory by law. He stated that this helped decrease the back-log tremendously but emphasized that once this is implemented, making it mandatory by law, then we will most likely see an increase in the back-log.

Next, Brady reported on the FP & F data stating that inspections increased from 792 from July to December 2016 to 1,087 during this same time period in 2017. He noted that the number of visits and permits issued remained relatively the same.

Brady then asked if there were any additional questions regarding any of the data reported for the Environmental Health Division. There were no other questions regarding the semi-annual statistical information for the OSWP or FP&F programs.

**e. Meth Lab Decontamination Subcommittee Report** (*Ben Loftis, BOH Subcommittee Member*)

Ben Loftis provided an update on behalf of the BOH Meth Lab Subcommittee. He informed that a “draft” copy of the rule that was mentioned during the December BOH Meeting was included in the packets that were mailed to each board member and labeled as Attachment 10. Ben informed that the main purpose for developing this Rule is to establish decontamination standards for methamphetamine sites to ensure that certain property is reasonably safe for habitation. He briefly highlighted some of the definitions along with the decontamination process as outlined in the Rule. He emphasized that this Rule clearly defines that the Director shall have the right of entry upon any premises where entry is necessary to carry out the provisions of this Rule as well as enforce the provisions of this Rule in accordance with N.C. G.S. Article 1 Part 2 of Chapter 130. Ben also stated that the County Attorney, Lisa Valdez had also reviewed and approved the draft as written. Mr. Loftis asked if there were any questions or additional comments related to the proposed Decontamination Standards for Methamphetamine Sites BOH Rule. Hearing none, he then asked the

Board if they were in favor of moving forward with the approval process for the Decontamination Standards for Methamphetamine Sites BOH Rule based on the express purposes of protecting the public health as outlined in the N.C. G.S. 130A-39.

Jane Hinson, Health Director commented that all requirements in N.C. G.S. 130A-39 must be met including a public notice announcement , signed by the Board Chair to be published within ten (10) days of the scheduled Rule adoption meeting date to allow for public comment period. She reminded that the proposed rule has been reviewed by the County Attorney and asked if there were any revisions from the Board to this draft. Hearing none, Sylvia Chapman then asked for a motion to move forward with the proposed draft of the Decontamination Standards for Methamphetamine Sites BOH Rule as written and directed staff to complete the required process for publishing a notice 10 days prior to the next scheduled Board Meeting in April to allow a time for public comment period prior to voting on the adoption of the Rule.

*A motion to move forward with the proposed draft of the Decontamination Standards for Methamphetamine Sites BOH Rule by adding this to our agenda for the next BOH Meeting on April 12, 2018 at 7:00pm for public comment and possible adoption of the Rule was made by Dr. Tim Burgiss and seconded by Commissioner Tommy Bowles.*

*Voting: Ayes- 8 ; Nays- 0.*

**VII. Closed Session: Health Director's Mid-Year Evaluation  
Closed Session: N.C. G.S. 143.318 11(6)**

*A motion for the Board members, Jane Hinson and Susan Robertson, Assistant County Manager to move into closed session to discuss the Health Director's Mid-Year Performance evaluation was made by Candace Reeves and seconded by Lisa Warren at 8:50pm.*

*Voting: Ayes - 8; Nays – 0.*

*A motion to close the closed session meeting and return to open session was made by Candace Reeves and seconded by Jerry Turner at 9:25pm.*

*Voting: Ayes - 8; Nays -0.*

**VIII. Open Session: Other Discussion**

Sylvia Chapman then asked if there was any additional discussion. There was no additional discussion noted.

**IX. Adjournment**

Sylvia Chapman asked for a motion to adjourn the meeting.

*A motion to adjourn the meeting at 9:30p.m was made by Lisa Warren and seconded by Ben Loftis.*

*Voting: Ayes- 8; Nays- 0.*

