

**Iredell County Health Department
Board of Health
Minutes**

Regular Meeting **Special Meeting**

April 9, 2020

318 Turnersburg Hwy, Statesville, NC 28625

Board Members Physically Present	Commissioner Thomas Bowles, Dr. Tim Burgiss, Sylvia Chapman, Ben Loftis, Lisa Warren and Dr. Raphael Weeks
Board Members Participating Remotely	Dr. Robert Bundy, Dr. Candace Reeves, Andrea Sherrill and Dr. Amanda Whitener
Members Absent	Suzanne Corwin
Staff Members Present	Jane Hinson, Health Director; Renee Holland, Executive Officer; Susan Johnson, Director of Clinical Services; Norma Rife, Director of Public Health Development; Brady Freeman, Environmental Health Director; Samantha Migit, Emergency Preparedness Coordinator; Laura Johnson, Chair Iredell County Child Fatality Prevention Team
Staff & Others Participating Remotely	Jessica Ridgway, Director of Finance & Operations; Susan Robertson, Deputy County Manager

I. Call to Order, Invocation, and Introductions

Lisa Warren called the meeting to order at 7:00 pm and informed that a quorum was present. Dr. Tim Burgiss provided the invocation. Lisa then welcomed everyone and asked those who were participating remotely to please introduce themselves. Next, Jane Hinson, Health Director recognized Josh Hicks, our onsite IT Network Analyst for the Health Department. She commended him for all his expertise and assistance in coordinating the set-up for staff, board members as well as the general public to participate via remote access as a result of the recent meeting restrictions that no more than ten (10) are allowed gather due to COVID-19 pandemic.

II. Public Comment

Lisa Warren asked if there were any community members or citizens scheduled to speak during the public comments time period. Jane reported there were none scheduled. It was noted there were no public comments.

III. Consent Agenda Items for Action (Attachment 1)

Lisa Warren asked the board members if they had reviewed the consent agenda item for approval. She referred to the item labeled as Attachments 1 in the packet (Minutes of the March 5, 2020 BOH Meeting) and asked if there were any questions or comments.

There were no questions or comments noted. Lisa Warren then asked for a motion to approve the consent agenda items.

A motion to approve the Consent Agenda item was made by Sylvia Chapman and seconded by Dr. Tim Burgiss.

Voting: Ayes-10; Nays- 0.

IV. Board Education: MCM (Medical Countermeasures) Full Scale Exercise Update (See attached slides)

Samantha Migit, Emergency Preparedness Coordinator provided a presentation on the recent MCM Full Scale Exercise, named the “*Catalina Vaccine Mixer*” held March 13, 2020. She explained the mission of the Medical Countermeasures program is to provide lifesaving pharmaceuticals, antidotes and other medical supplies in the event of a public health emergency. She reminded this exercise is separate from the chemical and nerve agent antidotes (CHEMPACK). She then referred to the Division of Strategic National Stockpile infographic sheet from the CDC and reported the strategic national stockpile (SNS) contains over \$7 billion worth of medical supplies. She informed this is America’s emergency medical supplies reserve which are used to protect the public’s health. Samantha then highlighted some of the roles and responsibilities of Iredell County Health Department’s preparation leading up to and actually during the recent exercise.

- ICHD was required by the CDC, ASPR & NC PHP&R to complete a Medical Countermeasures (MCM) Full Scale Exercise (FSE) by April 2020
- ICHD used a “building block” approach that included trainings, functional exercises, and meetings leading up to the Full-Scale Exercise completed on March 13, 2020
- The Catalina Vaccine Mixer MCM FSE was the final exercise piece to this “puzzle”
- These requirements are tied to funding for ICHD

Samantha then outlined the events that occurred on March 13, 2020 and briefly discussed the MCM Plan along with the Full-Scale Exercise Timeline.

- ICHD opened up three (3) MCM command sites:
 - ❖ Public Health Command Center (PHCC)- 8am – 4:30pm
 - ❖ Local Receiving Site (LRS)- 8am – 4:30pm
 - ❖ Point of Dispensing (POD)- 12pm – 4:30pm

She also explained the purpose and scope of the Catalina Vaccine Mixer exercise emphasizing the importance of fulfilling and meeting the CDC and State requirements as well as testing our local county MCM plan as well. She informed that completing these exercises provides an opportunity for leaders and staff to learn where gaps are and how to improve in those areas. She also stated that it allows everyone to become familiar with their specific roles and responsibilities. She reported that it also allows us to test the Public Health Emergency Preparedness (PHEP) capabilities as well. Samantha then shared detailed information regarding the Catalina Vaccine Mixer Scenario, the objectives along with the specific exercise roles of all those involved. Samantha then recognized and expressed appreciation to all the ICHD staff as well the partnering agencies who played a huge role in making this exercise a success. Samantha stated she is currently compiling the information to finalize the after-action report along with the corrective action plan by the end of the month.

Samantha then asked if there were any questions regarding the Medical Countermeasures Full Scale Exercise related to the Catalina Vaccine Mixer. Sylvia Chapman questioned if this exercise has helped with what’s going on with the current COVID-19 pandemic. Samantha responded that while the exercise has proven to be helpful with the current situation, she explained that it will definitely prepare us for future vaccine development.

V. Items for Discussion and Action

a. Request Approval of Annual Child Fatality Prevention (CFPT) Report (Attachment 2 – Laura Johnson)

Laura Johnson, CFPT Chair informed that the North Carolina Statute, Article 14, 7B-1406 and the CFPT Agreement Addenda with local health departments requires Local Child Fatality Prevention Teams to advocate for system improvements and needed resources where gaps and deficiencies may exist. As a result of this agreement, they are required to submit a report annually to their local Board of County Commissioners and Board of Health. She continued by stating there are 3 main purposes of the local CFPTs and those are to identify deficiencies in the delivery of services to children and families by public agencies; make and carry out recommendations for changes that will prevent future child deaths; and promote understanding of the causes of child deaths. She then referred to the document labeled as attachment 2, noting that in 2019, the Iredell County CFPT reviewed 26 child deaths that occurred in 2018. She reported that the team identified one (1) system problem specifically related to late prenatal care or no prenatal care at all. A recommendation for future prevention efforts related to this problem is to increase patient knowledge on preconception and prenatal care to prevent potential infant harm, injury or death. She also referred to the graph that outlined cause of death as well as age of death in these children.

Laura then asked if there were any questions related to the annual CFPT Report. She added that she will be sharing this with the BOC at their April 21, 2020 Meeting.

Sylvia Chapman asked if they were able to identify if any of these deaths resulted in the lack of prenatal care. Laura responded that smoking is one of the top three perinatal risks they were able to identify while all other causes are reviewed by the DSS Board. Commissioner Bowles questioned if substance abuse is a contributing factor of cause of death. Laura informed this condition is included in the category under all other causes and again, is one that is reviewed by the DSS Board.

A motion to approve the Annual Child Fatality Prevention Team(CFPT) Report was made by Ben Loftis and seconded by Dr. Raphael Weeks.

Voting: Ayes-10; Nays- 0.

b. Request Approval of Annual Fee & Eligibility Policy & Fee Schedule (Attachment 3, 3A, 4, 5, 6 – Susan Johnson & Brady Freeman)

Susan Johnson, Director of Nursing & Clinical Services Division presented the Annual Fee Policy along with the proposed FY2020-21 Clinical Fee and Dental Fee Schedules. Susan reminded that the BOH approves policies in compliance with the health department's policy on policy management. She stated the Fee and Eligibility Policy had just a few minor additions and referred to those sections noted in red in the document labeled as **Attachment 3A**. (See below for details)

- **Page 3** – Changes related to the 340B Drug purchase program.
- **Page 5** – Clarification of income requirements related to grants or loans of student patients which have to be repaid, are not included.
- **Page 9** – Environmental Health section, ICHD does not charge a credit card fee.

Next, Susan presented the Clinical Services proposed Fee Schedule for FY2020-21 (**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 highlighted a few of the changes, including a \$10.00 increase for all CPT codes listed in the FY2020-21 Clinical Services Fee Schedule along with those that are noted in red on pages 4 and 5. She stated these changes are due to an adjustment strictly related to the cost of vaccines. She reported there are no changes to the fees for walk-in labs.

Susan asked if there were any questions with regards to the proposed Clinical Services Fee Schedule for FY 2020-21. Sylvia Chapman questioned if the cost listed for the Shingrix vaccine was for the full requirement of two (2) doses. Susan responded the fee listed, is for one dose only. Sylvia noted this is much less than the Pharmacy prices.

Susan then referred to the Dental Services Fee Schedule noted as **Attachment 5**. She stated a \$5.00 to \$10.00 increase has been made to a lot of the procedures in the proposed FY2020-21 Dental Fee Schedule.

Susan then asked if there were any questions or comments with regards to the ICHD Fee & Eligibility Policy or the fee schedule for Clinical Services or Dental Services for FY2020-21.

There were no questions noted.

Next, Brady Freeman referred to the Environmental Health Services Fee Schedule labeled as **Attachment 6** and stated that fees are based on manpower hours, equipment, vehicle fuel and maintenance. He reported there are no fee changes proposed for FY 2020-21.

Brady then asked if there were any questions or comments regarding the fees for Environmental Health Services.

Ben Loftis questioned if the same formula for setting fees is used for EOP. Brady responded that the fee for EOP (Engineered Option Permit) is based on actual statute, which is 30% of the fee. He explained that Iredell County Environmental Health Department is basically just a keeper of their paperwork. There were no additional questions noted.

Lisa Warren then asked for a motion to approve the Annual ICHD Fee & Eligibility Policy along with the Fee Schedules for Clinical Services, Dental and Environmental Health for FY2020-2021.

A motion to approve the Annual ICHD Fee & Eligibility Policy along with the Fee Schedules for Clinical Services, Dental and Environmental Health for FY2020-2021 was made by Dr. Tim Burgiss and seconded by Sylvia Chapman.

Voting: Ayes- 10; Nays- 0.

c. Request Approval of Work Force Development Policy & Plan (Attachment 7 – presented by Norma Rife)

Norma Rife presented the Work Force Development Policy & Plan and referred to the document labeled as Attachment 7 that was included in the board packet. She also provided a powerpoint highlighting the attached appendices which outlines the specific plan and training requirements. Norma emphasized the

Work Force Policy & Plan satisfy more than thirteen re-accreditation benchmark activities as noted below:

- **9.6B** - Title VI specific cultural and linguistic training for staff
- **15.5C** - Program policy review for new staff
- **16.2A** - New orientation addresses public health laws and rules
- **24.1A** - Policy that promotes and provides staff access to training
- **24.1B** - Evidence policy on access to training is implemented
- **24.2 A&B** - Staff Development plan including identifying and addressing the training and continuing education needs.
- **24.3** - ICHD participated in orientation and ongoing continuing education activities required by law, rule or contractual obligation and the training is up to date.
- **26.1 B&C** - Non-discrimination policy implementation and training
- **26.2A** - Recruit and retain management team and staff that reflects the Iredell County population
- **26.3B** - Policy related to staff training on cultural sensitivity and competency
- **31.1B** - Accessible policies and procedures
- **31.4A** - Policy reviewing annual position descriptions
- **32.2B** - Example of evidence of implementation for training staff on management information systems.

Norma also reported that during the 2018 Re-Accreditation Site Visit, the auditors recommended streamlining the Work Force Development Policy and Plan. She also informed that during the recent Employee Satisfaction Survey, it was suggested that the new employee onboarding orientation process be streamlined as well. As a result, a committee was formed and comprised of multi-discipline staff who worked together to develop this document. Norma noted that with guidance from board member, Sylvia Chapman, this document has been greatly condensed from 50 pages to 38 pages. She emphasized that the core of the policy itself is only 4 pages while the additional attachments include relevant and required content that is noted throughout the policy and referenced on page 6. Norma also stated there are a few changes that Sylvia recommended and those will be updated and reflected in the final version, if approved, and will be updated on the Electronic Board of Health Manual located on the website. The recommended changes are noted below:

1. Adjusted Formatting
2. Added incident command/ Emergency Preparedness training requirements
3. Added more specific details regarding the OSHA trainings (ie. bloodborne pathogens and respirator protection, etc.)

Again, Norma reiterated that the revised version (if approved) will be updated in the BOH Electronic Manual which is located on the Iredell County Health Department Website.

Next, Norma reminded that Work Force Development Planning is important for the delivery of quality public health essential services. She stated that the plan aligns with the human resource needs related to the strategic plan. She noted that the Strategic Plan as well as the Community Health Assessment needs are reflected in the WFDP.

Lastly, Norma emphasized that overall, the policy and plan aim to maximize employee performance as well as create leadership capabilities, assure diversity, and create new and enhanced expertise where

needed. It also aims to minimize lost work time, reduce recruiting costs and improve the onboarding learning curve to retain valuable team members.

Norma then asked if there were any questions or comments related to the Work Force Development Policy and Plans. She then stated that she would make the recommended changes as noted.

There were no questions noted. However, the board expressed their appreciation to Norma and the Committee who developed this Policy as well as the detailed onboarding training plan.

A motion to approve the ICHD Work Force Development Policy and Plan with the updates as requested, for FY2020-2021 was made by Commissioner Thomas Bowles and seconded by Dr. Raphael Weeks.

Voting: Ayes-10; Nays- 0.

VI. Items for Discussion and Action as Needed

a. Financial Report *(Attachment 8 & Handout A – presented remotely by Jessica Ridgway)*

Jessica Ridgway, Director of Finance & Operations participated remotely and referred to the financial reports labeled as Attachment 8 and Handout A highlighting the financials for both February 2020 and March 2020. She stated the revenue and expenditure report reflects the essential services that are being provided at this agency. She noted the essential services include, but are not limited to, the provision of communicable disease services, health education/promotion, environmental health services, workforce development, program evaluation and policy development. For the month ending February 2020 the Revenue was 60.9% and the Expenditures were 60.5%. Next, she reported on the financials for the month ending March 2020, referring to Handout A, highlighting the Revenues were 67.2% and the Expenditures were also at 67.2%.

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

b. Health Director's Report *(Attachment 9 – Jane Hinson)*

Executive/Finance & Operations

- Personnel: Marsha Branch was promoted to the position of Administrative Officer
- Public Health Month: Our staff celebration that was scheduled for April 14th was canceled because of the mass gathering restrictions.
- Vital Records: We have stopped all face to face contacts with funeral homes for death certificates. Information for the death certificate is left with the completed death certificate mailed to the funeral home.
- COVID-19 Response: The Health Director and Preparedness Coordinator presented information to the Board of Commissioners about COVID-19 on March 3rd. The Health Director presented again on March 17th. The Health Director recorded a video message to the community that is being shared with various media outlets and is on our COVID-19 webpage. The Health Director is participating in various calls and meetings with County leaders, municipalities and other elected officials. She is also communicating regularly with the County attorney regarding isolation and quarantine information and issues regarding confidentiality. She has communicated directly with businesses

and community partners including municipalities, law enforcement, churches etc. and recently developed a “Call to Action” document for all media outlets. All media responses flow through the Health Director before being sent to County leaders for final approval.

Clinical

- **COVID-19 Internal Clinical Efforts**

1. WIC received a waiver that allows them to provide most services via telephone with minimal person to person contact.
2. All walk in services have been discontinued other than high risk drug screens for DSS.
3. We continue to provide Family Planning, Maternal Health, STD, Child Health, Immunizations, Communicable Disease/TB follow-up and pregnancy tests by appointment
4. Our social workers are providing services via telephone or through in- house client contacts. All out of office visits have stopped.
5. We have followed the ADA recommendations and have closed dental clinic except for emergency situations.
6. We have put “Do Not Sit Here” signs on every other chair in our waiting rooms to promote social distancing.
7. On Monday, March 30 2020, five school nurses from the Iredell-Statesville School System will be helping manage COVID-19 calls and contact notifications.
8. A Management of Illness Policy was developed that allows the organization to start daily monitoring temperatures when we have frequent absenteeism. We are also monitoring as needed.
9. Signs, hand sanitizer and masks are posted at the entrance to the main health department.
10. We have established an Incident Action Plan and an Incident Command Structure. This initiative has been led by our Preparedness Coordinator. Daily Situation Reports are developed by our Preparedness Coordinator and disseminated to organizations on the Iredell County Healthcare Preparedness Committee.
11. The Epidemiology Response Team is meeting weekly. We are participating in weekly calls with ECOM, DPH, CDC and EMS/Hospitals as well as numerous trainings and webinars.

Public Health Development & Promotion

- **Workforce Development/Onboarding Improvement Team**: This team has met over the past several months and created a streamlined process that will save time and improve employee satisfaction.
- **COVID-19 Response**: The PIOs have released nine press releases, responded to numerous media questions, created a COVID-10 webpage and are relaying important guidance documents to
- community partners that include businesses, churches, nursing homes, schools, municipalities, child care facilities, dialysis centers, providers, mass transit etc.
- **Safe Kids**: 14 car seats were received from Safe Kids NC for dissemination to families in need. 25 bicycle helmets were awarded from the NC Dept. of Transportation. 42 life jackets were awarded from the NC Wildlife Resource Commission to support the loaner life jacket kiosks at Pinnacle and Stumpy Creek Parks. There will be a social media drug-take back awareness campaign utilizing the ICHD Facebook page.

Environmental Health

- **Changes in Services:** The office doors are locked in Statesville and Mooresville to avoid an abundance of public traffic. Applications can be left in the lobby. Appointments can be made for face to face consultations with staff.
- **Food Protection & Facilities Priorities**
 1. Complaints
 2. Transitional permits with all reminders per policy
 3. Issuance of new permits
- **Food Protection & Facilities Duties specific to COVID-10 prevention**
 1. Visits or phone call to Highly Susceptible Populations, determining disinfection procedures and answering concerns (ex. Nursing Homes)
 2. Visits to Type 4 and 3 facilities, identifying risk factors and answering concerns
 3. Visits or possible inspections of Type 2 food service facilities
- **Pools & Tattoo Parlors:** We are waiting on additional guidance from the state regarding Executive Order.
- **Enforcement:** Using enforcement tools as needed: Intent to suspend & immediate suspension
- **Governor's Executive Orders:** These orders are enforced by the appointed Law Enforcement Authority.

In addition to reviewing the Health Director's report, Jane provided a detailed summary of COVID-19 activities occurring at both the State and Local level. She also shared additional information related to guidance updates as a result of the live Press Conference held by the Governor earlier this afternoon. She noted that both Gov. Cooper and Secretary Cohen are urging citizens to please adhere to the current Stay-At-Home Order as we move into the Holiday weekend. In addition, they are also asking that churches have virtual services as a preventative measure in the spread of COVID-19. To date, North Carolina reported a total of 3,651 confirmed cases in 91 counties with a total of 65 deaths reported. In Iredell County, there are a total of 62 confirmed cases and one (1) death. Jane also shared guidance changes related to Nursing Homes that have been updated recently. Locally, Jane reported that the EOC, Unified Command Emergency Operations Center opened up on April 3, 2020 and she is serving as the Public Health Incident Commander. She stated that together with the Director of Emergency Management, they have been involved in discussions related to planning for homeless shelters, developing MOU's for Hotels, mass fatalities, congregate living facilities, testing and transportation to name a few. Jane also reported that Iredell County Health Department has implemented precautionary measures by screening all employees through checking their temperature upon arrival to work each day. In addition, all clients, visitors, vendors, and other department employees who enter our facilities are also screened and are required to have their temperature taken as well. Jane emphasized the importance of screening and taking the necessary precautions to ensure the safety and well-being of the community, as well as our staff. Jane then stated that she would continue to share updates with Board members and would gladly answer any questions or concerns they may have regarding Coronavirus (COVID-19) during these uncertain times.

c. Activities Summary (Handout B – Jane Hinson)

Jane Hinson referred to the Activities Summary labeled as Handout B and asked if there were any specific questions with regard to the Activity Summary. There were no questions or comments noted.

d. BOH By-Laws and Operating Procedures (*Attachment 10 - Draft Copy*)

Lisa Warren, BOH Chair informed that a draft copy of the proposed by-laws and operating procedures was included in the packets and is labeled as Attachment 10. She asked board members to please review the noted changes as identified in red. She stated discussion and action on this item will occur at our June 11, 2020 Meeting.

VII. Other Discussion

Lisa Warren asked if there were any additional items for discussion.

Jane Hinson informed board members that at our last meeting on March 5, 2020, the board discussed and agreed to schedule an annual Board of Health Training related to the Roles and Responsibilities as a governing Board. This training was scheduled for Thursday, May 14, 2020 from 6:00pm – 8:00pm. However, as a result of the COVID-19 pandemic, UNC School of Government has notified us that the training has been canceled. At this time, no additional date has been offered, therefore we will revisit the possibility of getting this training scheduled for another date later in the year.

There were no additional items for discussion.

VIII. Adjournment

Lisa Warren asked for a motion to adjourn the meeting.

A motion to adjourn the meeting was made by Sylvia Chapman and seconded by Ben Loftis at 9:20pm.

Voting: Ayes-10; Nays- 0.

