

Iredell County Health Department Board of Health Minutes

Regular Meeting Special Meeting

February 18, 2016 - 7:00 p.m.
318 Turnersburg Hwy, Statesville, NC 28625

Members Present	Dr. Tiffany Bradford, Dr. Tim Burgiss, Sylvia Chapman, Dr. Heather Day, Dr. Robert Monson, Mark Tart, Jerry Turner and Lisa Warren, RN
Members Absent	Commissioner Thomas Bowles, Mary Lacy Johnson, Lance Desmarais
Staff Members Present	Jane Murray, Health Director; Susan Johnson, Director of Clinical Services; Norma Rife, Director of Public Health Development and Promotion, Megan Redford, Community Health Planner, Public Health Development and Promotion; Bill Griffith, Director of Finance and Administration; Caroline Taylor, Assistant Finance Director, Brady Freeman, Environmental Health Director; Renee Holland, Executive Assistant
Others Present	Beth Jones, Deputy County Manager

I. Call to Order, Invocation, and Introductions

Sylvia Chapman called the meeting to order at 7:00 PM; a quorum was present. Lisa Warren provided the invocation. Sylvia introduced, Dr. Tim Burgiss, our newly appointed dentist representative who is replacing Dr. James Hunter and fulfilling his remaining term on the Board. Dr. Burgiss briefly shared that he has been in practice for 31 years and his practice is located in northern Iredell County between Harmony and Union Grove. He also stated he had previously served on the Board of Health, but emphasized that was many years ago.

II. Review and Approval of Agenda

Sylvia Chapman asked for review and approval of the agenda. There were no changes to the agenda.

*A motion to approve the Agenda was made by Mark Tart and seconded by Dr. Robert Monson.
Voting: Ayes-8, Nays-0.*

III. 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.

IV. Employee of the Month Recognition

Sylvia Chapman announced that Jane Murray would announce the Employees of the Month for December 2015, January 2016 and February 2016 as well as the 2015 Employee of the Year in her report since they were not in attendance for public recognition.

V. **Board Education: Environmental Health Division – Website Update** (*See attached copy of slides*)

Brady Freeman, Environmental Health Director, provided the Board with an educational PowerPoint Presentation of the new Environmental Health Website highlighting the new on-line Septic Record Database. Citizens will have rapid access to all septic records in Iredell County as the systems are installed. He states that with the help of Kathy Wolfe, Planning Department, they were able to develop a map utilizing small dots to represent each septic record on file. In addition, Brady also referred to the County GIS Site and explained that every piece of property is also identified by a Parcel Identification Number(PIN) which is assigned exclusively to that particular lot noting that the septic records are GIS based and can easily be identified on this site by the red dots located on the map. He pointed out that the location of the dot on this database does not reflect the actual location of the septic system on that particular lot. Brady then demonstrated how to navigate through the website to locate the Onsite Water Protection Program (OSWP) as well as the Food Protection and Facilities Program to view Food Establishment Grades and/or violations of restaurants located in Iredell County. The link to access both sites are as follows: <https://www.co.iredell.nc.us/1034/View-Your-Septic-Record- Online> and https://public.cdpehs.com/NCENVPBL/ESTABLISHMENT/ShowESTABLISHMENTTablePage.aspx?ESTTST_CTY= .

VI. **Items for Discussion and Action**

a. **Approval of December 10, 2015 Minutes** (*Attachment 1*)

Sylvia Chapman asked if anyone had any comments or changes related to the December 10, 2015 minutes. There were no changes or comments.

Sylvia Chapman asked for a motion to approve the December minutes.

*A motion to approve the December 10, 2015 Minutes was made by Lisa Warren and seconded by Dr. Tiffany Bradford.
Voting: Ayes- 8 ; Nays- 0.*

b. **Approval of 2016-17 ICHD Budget** (*Attachment 2*)

Caroline Taylor 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 2016-17 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 Reports are used to ensure that we have the resources necessary to reach our goals. She also explained how the Health Department budget describes what we do in Public Health including the clients whom we serve and the services/programs that we provide. 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 2015-16 budget with the projected 2016-17 budget. The increase in revenue for Lab Services is due to the fact that we are now doing drug testing for DSS clients and completing the Health Risk Assessment (HRA) for all County employees. The following items have contributed to expense increases in the budget: 2% salary adjustment and merit increases, medical supply cost increases, additional funding for training and development for leadership, increases in training expenses for continuing education for both nurses and environmental health

specialists, and training for environmental health interns. She did inform that we will be using State Funds for the Contracted Services listed to hire a second person for the position of Breastfeeding Peer Counselor in the WIC Program. Caroline also noted there are no new positions being added to the proposed budget for 2016-17 in regards to Personnel. However, there is a request for a personnel change to re-classify a vacant WIC Processing Assistant IV (vacant since 7/2013) to an Environmental Health Specialist position for the OSWP Program. OSWP Staff have had to work mandatory overtime several times this past year to keep the backlog down. Next, she reviewed the expenses related to new purchases. These items include, two (2) Cisco Switches recommended by County IT; ARCMAP Software for new Environmental Health position that provides scaled maps of lots for the Onsite Water Protection Program; three (3) Ricoh Copiers; Autoclave for Dental Program; Freezer for vaccine storage in Mooresville; Vehicle for new EH Specialist position (*Accreditation Benchmark 31.6*). In conclusion, Caroline reported the percentage differentiation between the 2015-16 budget and the proposed 2016-17 final budget. She states there is an increase of 3% in the 2016-17 budget compared to the 2015-16 budget. There is an increase of 6% in County appropriations in the 2016-17 budget in comparison to the 2015-16 budget. (*See attached copy of slides*)

Caroline then asked if there were any questions regarding the proposed 2016-17 Budget and also asked for approval of the Iredell County Health Department's proposed 2016-17 Budget.

Dr. Tim Burgiss informed that in reviewing the Budget packet prior to the meeting, he noted the amount listed for the purchase of a new Autoclave machine seemed a bit high; therefore he questioned the quote listed. He also advised that he could get a much better price from Patterson Dental Supply than what was quoted in the proposed 2016-17 budget. Susan Johnson responded and emphasized that the amount listed on the budget line item is only an estimated amount. She further explained that prior to making any major purchase; a process must be followed which requires obtaining three (3) quotes from vendors. She stated she will certainly be in contact with Dr. Burgiss to discuss his assistance related to the pricing discount he mentioned that may be available to the Health Department through his contact representative at Patterson Dental Supply.

Sylvia Chapman asked for a motion to approve the proposed Health Department Budget for the 2016-17 fiscal year.

A motion to approve the proposed ICHD Budget for the 2016-17 fiscal year was made by Mark Tart and seconded by Jerry Turner.

Voting: Ayes- 8 , Nays- 0

c. Request Approval of Additional Clinical Services Codes and Fees (*Attachment 3*)

Susan Johnson presented the additional Clinical Services Codes and Fees and referred to the first set of fees noting that these are associated with services offered in the Dental Clinic. Susan also referred to the second set of codes and fees noting that these were added due to physician orders received by clients for these specific lab tests. Susan then provided a brief explanation outlining the process of which occurs to give Dr. Burgiss the background for approval on these additional codes and fees. She also informed that all codes and fees are presented for approval to the Board annually as well.

Susan Johnson then asked if there were any questions regarding the additional codes and fees for Clinical Services. There were no comments or questions.

Sylvia Chapman asked for a motion to approve the Additional Codes and Fees for Clinical Services.

A motion to approve the Additional Codes and Fees for Clinical Services was made by Dr. Tiffany Bradford and seconded by Lisa Warren.

Voting: Ayes- 8 ; Nays- 0.

d. Request Approval of Community Health Assessment (Attachment 4)

The Board was given a copy of the Community Health Assessment (CHA) in their packets. Megan Redford developed a PowerPoint Presentation outlining the process of the Community Health Assessment (CHA). She informed that the Community Health Assessment (CHA) is the foundation for improving and promoting the health of a community. She also stated the purpose of the CHA is to study the current health status of the community, review what has changed since the last assessment, and see what still needs to change to improve the health of the community. She discussed the phases of the CHA development and communicated the amount of time it has taken to complete this process as well. In addition, she emphasized the Community Health Assessment is a Contract Addenda deliverable which is required to be completed every four years for the State. It is also a requirement that has to be met for Public Health Accreditation. She then explained the Community Health Assessment process based on primary data received from the 1,220 citizen survey responses in Iredell County. She further stated the survey was disseminated online using Survey Monkey. Hard copies were made available to those without access to a computer. Megan also explained the process of secondary data collection. Data was obtained from the N.C. State Center for Health Statistics, 2014 BABYBOOK, Behavioral Risk Factor Surveillance System (BRFSS) and the U.S. Census Bureau. Once all data was collected, the results were then calculated and the top three health priorities were selected by the Healthy Carolinians Coalition members and are as follows: Healthy Eating & Active Living, Chronic Diseases and Risky Behaviors. Megan then referred to the Chronic Conditions Chart that compared the statistical data from both Iredell County and the overall State of NC noting the percentages of the leading causes of death in 2015 for specific diseases. She then reported that half of all leading causes of death are related to chronic conditions noting that 52% of deaths in Iredell County are caused by preventable chronic conditions. Megan also shared and highlighted additional data related to specific diseases, healthy eating, active living, drug use and abuse, and secondary data collected from the survey respondents in conclusion of her presentation. *(See Attached copy of PowerPoint Slides)*

Megan Redford then asked if there were any questions regarding the Community Health Assessment.

Mark Tart questioned the total number of people surveyed and how they were selected. Megan responded that the goal was to have a total of 1,000 participants. She stated we actually received a total of 1,220 respondents, ranging in children age 12 to adults over the age of 90. She also stated that it was a requirement that the respondents completing the survey reside in Iredell County. She further reported that 60% of the respondents were female and the other 40% were male. In addition, 73% were Caucasian, 14% were African American and 10% were Hispanic. She noted that 3% of the survey respondents reported they did not reside in Iredell County therefore those results were not included in this data. Megan mentioned that she worked hard to ensure a diverse population of individuals was represented in the survey respondents. Lisa Warren commented that this is the first survey where children were actually included as participants being surveyed.

Dr. Tiffany Bradford suggested the possibility of partnering with Health and Physical Education teachers as another source for distributing future surveys targeting an even more diverse population within the County.

Sylvia Chapman questioned the data reported for unintentional injury death rates. Megan referred to page 24 of the CHA emphasizing the statistics of the death rate due to unintentional injury are the result of drug overdoses and motor vehicle accidents.

Sylvia Chapman then asked for a motion to approve the Community Health Assessment.

A motion to approve the Community Health Assessment was made by Lisa Warren and seconded by Dr. Robert Monson.

Voting: Ayes- 8 : Nays- 0.

e. Request Approval of of Healthy Communities Grant Budget Amendment (Attachment 5)

The Board was given a copy of the Healthy Communities Grant Budget Amendment in their packet. Norma Rife presented the Budget Amendment for funds in the amount of \$4,160.00 from the NC Department of Public Health. She explained that the grant specifies the funding to be used on trainings in the areas of health equity and health disparities, program evaluation and quality improvement, and/or on evidence-based interventions for addressing chronic disease and the associated risk factors. She further states that the funds will assist in providing training opportunities for our two community transformation planners as well as help the agency gain workforce capacity to enhance the work of those involved in the healthy communities' initiative (Tobacco Free Living, Active Living and Healthy Eating). (*Accreditation Benchmark Activity 37.6*)

Norma Rife then asked if there were any questions regarding the Healthy Communities Grant Budget Amendment. There were no questions or comments.

Sylvia Chapman asked for a motion to approve the Healthy Communities Grant Budget Amendment.

A motion to approve the Healthy Communities Grant Budget Amendment in the amount of \$4,160 was made by Dr. Robert Monson and seconded by Dr. Tiffany Bradford.

Voting: Ayes- 8 ; Nays- 0.

VII. Items for Discussion and Action as Needed

a. Financial Report

Caroline Taylor referred to the financial reports labeled as Attachment 6 and Attachment 7. She stated that as of January 31, 2016; the Health Department is at 58% of the fiscal year and that our revenue and expenditures are right in line. She emphasized the higher expenditure line items are associated with one-time costs. Generally those amounts come out of the Budget at the beginning of the fiscal year. Caroline asked if there were any questions or comments related to the Financial Report. There were no questions or comments.

b. Public Health & Development Newsletter including the Customer Satisfaction Report (Attachment 8)

The Board was given a copy of the Public Health Development & Promotion Division Newsletter. Norma Rife referred to the Newsletter labeled as Attachment 8 and briefly discussed the content of each topic outlined. She informed that this division is made up of two community transformation planners, an administrative assistant, a health education specialist and a director. She further explained that since 2014, 4 of the 5 team members are all new due to turnover. She continued to explain that there are two sections within this division, Public Health Development and Health Promotion. As a team, they use evidence-based strategies to create sustainable healthy changes while functioning to deliver the services directly related to the ten essential services of public health that are embedded under the three core functions (assessment, assurance and policy development). She also reported on a few of the community programs

the division was involved with, such as; *Share the Harvest, Get Fit Iredell, and the Healthy Carolinians Taskforce*. In addition, Norma also commented on some of the outreach accomplishments that were highlighted from July 2014 – December 2015. Lastly, she emphasized that this document also contains the 2015 Customer and Partnership Satisfaction Survey results. She noted that although the Public Health Development & Promotion division is relatively small in number, there were 24 partner survey respondents. All responses were favorable with scores at 90% and above.

c. **Health Director's Report** (*Handout A, B, C*)

Jane Murray discussed the following topics and referred to the three handouts that each BOH member was given relating to topics referenced in the Health Director's Report below:

Administration

- ***Employee of the Month:*** Megan Redford, PHDP-Community Health Transformation Planner was the December Employee of the Month. Lucila Rivera, WIC-Processing Assistant was the January Employee of the Month. Bill Johnson, EH-FP&F Specialist was the February Employee of the Month. Mary Gantt, RN- Asst. CS Nursing Director was named the 2015 ICHD Employee of the Year and was recognized at our February 9, 2016 All Staff Meeting.
- ***Animal Control:*** Iredell County Animal Control will host a training for veterinarians on the NC Rabies Control Laws at their facility on April 5th. Dr. Bradford will be doing a presentation at the training.

Clinical Services

- ***Zika Virus (Handout B):*** The virus is spread primarily through the bite of an infected Aedes species mosquito. This same mosquito also spreads Chikungunya and dengue. They are aggressive daytime and nighttime biters. The virus can be transmitted from a pregnant mother to her fetus during pregnancy or around the time of birth. Spread of the virus through blood transfusion and sexual contact from male to their sexual partners has been reported. Incubation is from 2 to 7 days with the most common symptoms of Zika virus disease being fever, rash, joint pain or conjunctivitis. There have been reports of a serious birth defect of the brain called microcephaly in babies of mothers infected with Zika. Currently there are travel alerts for the Caribbean, Central America, Mexico, the Pacific Islands, South America and Cape Verde. To date, there have been 84 cases of travel related Zika infection in the continental US. There have been 9 locally transmitted cases reported in the US territories of Puerto Rico and the US Virgin Islands. We have disseminated two alerts to Iredell County medical providers from the Communicable Disease Branch. We have also distributed media releases about the Zika virus. The CDC has developed guidance for medical providers to follow when a pregnant woman has traveled to a country with known Zika transmission.
- ***Mumps Outbreak (Handout C):*** We are currently investigating a cluster of probable mumps cases with two confirmed cases in Iredell County. Mumps is spread by droplets of saliva or mucous from the mouth, nose or throat of an infected person, usually when the infected person coughs, sneezes or talks. The virus can cause fever, headache, loss of appetite, muscle ache, pain or discomfort and tenderness and/or swelling of the glands below the ears. These symptoms usually start 12 to 25 days after exposure. A single dose of the Measles, Mumps & Rubella vaccine is 78% effective while two doses are 88% effective at preventing mumps. We have distributed a provider alert and a press release on mumps.

Environmental Health

- ***Love Valley:*** They are still working on the USDA planning grant application, which to date, has been rejected by the USDA 3 times, and will be reporting their progress on a weekly basis.
- ***Staffing:*** Our two FP&F interns are now fully authorized in Food & Facility Protection.
- ***Mosquito Control:*** We would like to recommend that a BOH committee be established with the assistance of staff to consider the development and adoption of Mosquito Control Rules that would assist our staff in addressing complaints and concerns related to mosquito control.

Jane Murray then asked if there were any questions regarding the Health Director's report presented.

Dr. Heather Day questioned which areas were affected most by the Zika Virus. Jane reported, based on current data, that the Zika Virus was most predominant in the Caribbean, Central America, Pacific Islands, South America, Cape Verde and Mexico.

Sylvia Chapman questioned if there was a lab test that checked for Zika Virus. Jane informed that there is a lab test that can be performed but noted that while testing is recommended at 2 weeks from onset of symptoms, there is no medicine or vaccine for Zika.

Jane proposed that a new BOH Subcommittee be established to consider the development of Mosquito Control Rules for Iredell County that will assist the Environmental Health staff in addressing complaints and/or concerns related to mosquito control.

Sylvia Chapman asked for a motion to develop a new BOH Subcommittee to consider the development of Mosquito Control Rules.

*A motion to form a new Subcommittee for Mosquito Control Rules was made by Lisa Warren and seconded by Mark Tart.
Voting: Ayes- 8 ; Nays- 0.*

Sylvia Chapman then asked for volunteers to serve on this new Mosquito Control Subcommittee. Board members responding to volunteer on the newly formed committee were: Lisa Warren, Mark Tart and Sylvia Chapman. It was also suggested to ask Dr. Tiffany Bradford to serve on this subcommittee as well. Jane informed that she will contact Dr. Bradford to ask if she would be willing to volunteer to serve on this committee. In addition, Brady Freeman, Environmental Health Director agreed to serve on the subcommittee as a staff representative.

d. Activity Summary (Handout D)

Jane Murray referred to the Activities Summary (Handout D) noting that for Environmental Health, the backlog as reported on the summary is listed at 3 weeks however, as of today, February 18, 2016 the backlog is two and a half weeks. Jane asked if there were any additional questions or comments regarding the Activities Summary. Sylvia Chapman questioned the numbers listed for Mosquito Control. Brady responded that his staff are supposed to be documenting this data but he will check on these numbers to verify accuracy. He will also confirm that staff is still recording this data for reporting purposes as well. There were no additional questions or comments.

VIII. Other Discussion

There were no additional items for discussion.

IX. Adjournment at 8:45 p.m.

Sylvia Chapman asked for a motion to adjourn the meeting.

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

Voting: Ayes-8 ; Nays-0.

X. Reports

A. Health Director	<p><i>Handout A</i> – Health Director's Report presented by Jane Murray in Section VII-C</p> <p><i>Handouts B</i> – Informational Document from CDC regarding Zika presented by Jane Murray in Section VII-C</p> <p><i>Handout C</i> – Informational Document regarding Mumps presented by Jane Murray in Section VII-C</p> <p><i>Handout D</i> – Activities Summary presented by Jane Murray in Section VII-D</p>
B. Personnel	
C. Finance/Budget	<p><i>Attachment 2</i> – 2016-2017 ICHD Budget presented by Caroline Taylor in Section VI-B</p> <p><i>Attachment 6</i> – Financial Report for December 2015 presented by Caroline Taylor in Section VII-A</p> <p><i>Attachment 7</i> – Financial Report for January 2016 presented by Caroline Taylor in Section VII-A</p>
D. IT	
E. Clinic	<i>Attachment 3</i> – Request Approval for Additional Clinical Services Fees and Codes presented by Susan Johnson in Section VI-C
F. Environmental Health – Board Education	<i>Copy of Slides from PowerPoint Presentation –Board Education</i> Environmental Health Division Website Updates presented by Brady Freeman in Section V
G. Health Education	
H. Public Health Development & Promotion	<p><i>Attachment 4</i> –Request Approval of Community Health Assessment presented by Megan Redford in Section VI-D</p> <p><i>Attachment 5</i> – Request Approval of Budget Amendment for Healthy Communities Grant Funds presented by Norma Rife in Section VI-E</p> <p><i>Attachment 8</i> –Public Health & Development Newsletter including the Customer Satisfaction Report presented by Norma Rife in Section VII-B</p>
I. Management/Clinical Support	
J. Vital Records	
K. Preparedness	
L. Other	<i>Attachment 1</i> – December 10, 2015 Minutes presented by Sylvia Chapman in Section VI-A

XI. Next Meeting Date

The next meeting will be April 14, at 7:00 p.m.

Respectfully submitted: _____, Secretary _____
Signature Date