

**Catawba County Board of Health
Minutes
October 3, 2016**

The Catawba County Board of Health met on Monday, October 3, 2016. The regular meeting of the Board of Health convened at 7:05 p.m. at Catawba County Public Health, 3070 11th Av Dr SE, Hickory, NC 29602 in the Boardroom.

Members present: Mr. John Dollar, Chair
Dr. David C. Hamilton, Jr, Vice-Chair
Mr. Dan Hunsucker, County Commissioner
Dr. Matthew Davis
Ms. Dana H. Greene
Dr. Sharon Monday
Ms. Gloria Costin
Mr. Brian Potocki
Dr. David L. Harvey
Mr. William Pitts

Members Absent: Ms. Brenda Watson

Staff present: Mr. Doug Urland, Health Director
Ms. Jennifer McCracken, Assistant Health Director
Ms. Amy McCauley, Community Outreach Manager
Ms. Julie Byrd, WIC Nutrition Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Megan McBride, Environmental Health Supervisor
Ms. Jennifer Lindsay, School Health Nurse Supervisor
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor
Ms. Natalee Xiong, WIC Program Assistant
Ms. Carrie Foard, Public Health School Nurse
Ms. Krystal Morgan, Public Health School Nurse
Ms. Emily Schroeder, Public Health School Nurse
Ms. Martha Knox, Administrative Assistant III

Visitor: Ms. Mary Furtado, Assistant County Manager

CALL TO ORDER

Mr. John Dollar, Chair, called the meeting of the Catawba County Public Health Board to order at 7:00p.m.

APPROVAL OF THE AGENDA

Mr. John Dollar, Chair, stated that Board members had received the Agenda and asked if there were any changes. No changes were noted and Mr. William Pitts made a motion to accept the agenda and Ms. Gloria Costin seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for September 6, 2016, were included in the Board packet the Board members received via email. Mr. John Dollar, Chair asked if there were any corrections. No corrections were noted and Dr. Sharon Monday made a motion to accept the minutes as presented and Dr. David Hamilton, Jr., seconded the motion. The September 6, 2016 minutes were approved unanimously.

PUBLIC COMMENTS

Mr. Dollar asked if anyone presented to speak before the Board. Ms. Martha Knox, Administrative Assistant III, stated that no one had presented to speak; however, she did have a new employee to introduce to the Board.

COUNTY COMMISSIONER’S COMMENTS

Mr. Dan Hunsucker, County Commissioner, gave his report and stated that the Board of Commissioners met on this date and continued with the Strategic Planning process for the County. He added that the process will be finished around February 2017.

The Board of Commissioners issued a proclamation declaring October 9-15, 2016 as Fire Prevention Week. Citizens are urged to replace smoke alarms that are more than 10 years old.

Regarding Public Health, the Board of Commissioners approved the establishment of the new fee for Engineered Option Permit (EOP).

Effective July 1st, the State allowed each local health department to assess a fee for the EOP of *up to thirty percent (30%) of the cumulative total of the existing fees* the department has established to obtain an improvement permit, an authorization to construct, and an operations permit for wastewater systems under its jurisdiction. This fee (depicted below) is calculated as a percentage of existing fees and will allow Public Health to recover some of the costs the department will absorb when engineers submit this type of application.

	Improved Permit Fee (existing)	Authorization to Construct Fee (existing)	Total Existing Fees	Proposed Engineered Option Permit (30% of existing fees)
360 gallons per day (gpd) or less	\$150	\$300	\$450	\$135
361 – 600 gpd	\$150	\$450	\$600	\$180
601-1000 gpd	\$150	\$650	\$800	\$240
1001 or more gpd	\$150	\$900	\$1,050	\$315

The EOP is defined in **15A NCAC 18A .1971 ENGINEERED OPTION PERMIT** (a) An Engineered Option Permit (EOP) on-site wastewater system, as defined by G.S. 130A-334(1g), is available to an owner that provides an alternative process for the siting, design, construction, approval, and operation of the system without requiring the direct oversight or approval of the local health department. An owner choosing to use the EOP shall employ the services of a registered professional engineer licensed pursuant to G.S. 89C to prepare signed and sealed drawings, specifications, plans, and reports for the design, construction, operation, and maintenance of the wastewater system in accordance with G.S. 130A-336.1 and this Rule. Except as provided for in G.S. 130A-336.1 and in this Rule, an EOP system is subject to all applicable requirements of Article 11 of Chapter 130A of the General Statutes

and all rules of this Section. Nothing in this Rule shall be construed as allowing any professional to provide services for which he or she has neither the educational background, expertise, or license to perform, or is beyond his or her scope of work as provided for pursuant to G.S. 130A-336.1 and the applicable statutes for their respective profession.

The Board of Commissioners also approved a \$14 increase to the following types of water sample fees: Fluoride, Lead, Nitrate, Volatile Organic Analysis, Pesticide, Petroleum – from \$85 to \$99; Inorganic – from \$114 to \$128. Catawba County Public Health received notice from the State Laboratory (State Lab) earlier this fiscal year of increased costs related to the purchase of water sample kits from the State Lab. The State Lab strives to keep increases as low as possible for shipping and laboratory supplies. Kit prices continue to include the sample materials, shipment to our facility and the analytical testing.

Mr. Hunsucker stated that one-stop voting days will increase from 10 days to 17 days, which will require \$27,450 in additional appropriation to successfully operate early voting during the upcoming General Election.

This concluded Mr. Hunsucker's report.

NEW EMPLOYEE

Ms. Martha Knox, Administrative Assistant III, stated four new employees are present to be introduced to the Board. The new employees were:

Ms. Natalee Xiong, WIC Program Assistant, she joined WIC August 30, 2016 and demonstrates excellent customer service skills and she is also bilingual in Hmong.

Ms. Carrie Foard, Public Health School Nurse, joined school health on August 22, 2016. Ms. Foard has almost 15 years of nursing experience including some in Public Health.

Ms. Emily Schroeder, Public Health School Nurse, joined school health on August 22, 2016. Ms. Schroeder has excellent experience with children prior to coming to CCPH.

Ms. Krystal Morgan, Public Health School Nurse, joined school health on September 12, 2016. Ms. Morgan has over 9 years of pediatric experience in a local Allergy physicians practice.

Mr. Dollar welcomed the new staff on behalf of the Board of Health.

LOCAL RULES AND ADJUDICATION POLICIES

Mr. Doug Urland, Health Director explained the necessity to review and approve the Local Rulemaking Policy and the Adjudication Policy that was included in the Board packet.

The Nominations and Operating Procedures Subcommittee met on September 20, 2016 to discuss recommendation of the Local Rulemaking Policy and the Adjudication Policy. These policies both follow the NC General Statutes procedural requirements and are required to meet, the NC Local Public Health Accreditation standards.

These policies were reviewed by Catawba County Public Health staff and Catawba County Legal Department, and subsequently presented to the Board of Health's Nominating and Operating Procedures Subcommittee.

These policies had to be reviewed and formally approved before the Catawba County Board of Health could consider the new Rabies Compendium Model Board of health rule we discussed during the September regular meeting of the Board of Health.

The Ad-Hoc Committee established to consider the Rabies Compendium Model, will meet later this week. Therefore, the Nominations and Operating Subcommittee is prepared to make a recommendation to the Board at this meeting.

NOMINATIONS AND OPERATING SUBCOMMITTEE

Dr. Matthew Davis, Chair of the Nominations and Operating Subcommittee of the Catawba County Board of Health, stated:

“The Nominations and Operating Procedure Subcommittee met on Tuesday, September 20, 2016 and reviewed the Local Rule Making Policy and the Adjudication Policy with Ms. Deborah Bechtel, County Attorney and Catawba County Public Health staff.

The Subcommittee recommends adoption of both the Local Rule Making Policy and the Adjudication Policy as presented in the Board Packet.”

Mr. John Dollar, Chair stated that the recommendation from the Subcommittee does not require a motion, and requested a second.

Mr. William Pitts seconded the recommendation of the Nominations and Operating Procedure Subcommittee. The motion passed unanimously.

WIC PROGRAM AND FARMER'S MARKET UPDATE

Ms. Julie Byrd, WIC Nutrition Supervisor, gave a update on the WIC Program and the Farmer's Market. She stated the Women, Infants and Children Program (WIC) serves children up to 5 years of age, infants, pregnant women, breastfeeding women who have had a baby in the last 12 months, and non-breastfeeding women who have had a baby in the last 6 months.

Participants are required to live in North Carolina and must meet eligibility guidelines for the WIC Program. The participants also have to meet health risk factors, which includes: height and weight, blood test for low iron, health history, and diet history. Ms. Byrd stated that regarding the residency requirement, Catawba County WIC program serves participants from other surrounding counties.

Dr. David Hamilton, Jr., asked what barriers participants have to getting access. Ms. Byrd stated barriers include access from lack of transportation, or not being aware they would qualify for the services. She added that being on the Hickory bus route is helpful, but areas where the bus route is not accessible is a barrier to some who would qualify.

Ms. Byrd also discussed the benefits for children and women on the WIC Program and the role of the vendors in Catawba County. The local WIC agency issues food instruments and cash-value vouchers (types of “food prescriptions”) to WIC customers who exchange them for WIC supplemental foods. Local vendors receive payment by depositing the food instruments and cash-value vouchers in their bank, just as if they were depositing a check.

Evidence shows that participating in WIC improves pregnancy outcomes with healthier babies. Participants also get referred to other Public Health programs such as immunizations, which ensure children get protected from childhood diseases. WIC food instruments and vouchers brought \$3.6 million to Catawba County over the last year.

Farmer's Market – Ms. Byrd stated that Catawba County Public Health just finished the 3rd Farmer's Market and distributed the highest number of Farmers Market vouchers this year. There was also 643 debit transactions during the 18 market days. Catawba County Public Health was the first Farmers Market to get certified to accept SNAP cards so that those participating in the Food Stamp program could purchase fresh fruits and vegetables. Conover Farmers Market has also received authorization to accept SNAP and EBT cards. Another incentive offered to WIC participants is the Bonus bucks, which give the WIC participant an additional \$4.00 to use at the market. The Farmers Market received three allotments of WIC vouchers this year, which shows the interest participants have in the opportunity to get fresh produce.

Ms. Byrd stated that Tracey Paul, WIC Outreach Specialist and Ms. Byrd will be doing a Farmers Market webinar for the State and hope to also share the program at the WIC conference next year. Ms. Byrd thanked the Board of Health and County Government for their support of the WIC program and the Farmers Market

FLU AND SHIGELLA UPDATE

Mr. Doug Urland, Health Director, recognized Jennifer McCracken, who has been promoted to Assistant Health Director as of October 1st with the retirement of Kelly Isenhour. Ms. McCracken gave a brief update on the Flu Clinics this year. She stated that Catawba County Public Health will be following Centers for Disease Control (CDC) guidelines "*The CDC recommends only the injection for preventing the flu for the 2016-17 season after concerns arose last year about the effectiveness of the spray.*", and only using injectable vaccine this year, whereas, in the past flu mist was available.

A clinic is scheduled on October 6th for group home residents. Then, two walk –in flu clinics will be held October 13 and 14, 2016 at Public Health. After those dates, appointments will be made for flu vaccinations in the CCPH Immunization Clinic.

Mr. William Pitts, Board Member Pharmacist, stated that flu is already being seen here in Catawba County. He asked about whether flu shots could be offered to Farmers Market participants, and Mr. Urland stated that staff inquires if participants of programs are in need of other services, including immunizations.

There was discussion by Board members about how the current flu vaccine is established each season.

Shigella Update- Ms. McCracken next updated the Board on the status of the current outbreak of Shigella in Catawba County. She stated that Shigella spreads very quickly and the best defense is good hand washing and sanitation of exposed surfaces and areas such as classrooms, bathrooms, toys, playgrounds, etc.

The Public Health EPI teams assembled and have worked diligently to ensure symptomatic children are tested and school and child care environments are appropriately cleaned and sanitized. Each affected facility can be cleared after 2 incubation periods or 8 days have passed with no symptoms.

The medical community has been very responsive and the EPI team continues to meet for updates at this time. Those affected by this bacterial outbreak have been predominantly children.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, stated that the Strategic Planning process continues for Public Health. The Management Team met and discussed the progress to this point. Administration staff has had a conference call with the Evident Analytics consultants, and it was decided that another ½ day with

Management team will help to wrap up the process this has been scheduled for October 11th and then the finished documents are scheduled for completed by end of November – December.

Ms. Mary Furtado requested that the Board go into closed session pursuant to NCGS 143-318.11(a)(1) to prevent the disclosure of information that is confidential pursuant to the law of this State and not considered a public record within the meaning of Chapter 132 of the General Statutes, specifically to do a performance evaluation for Doug Urland. She added that she did not anticipate any action following the closed session.

Upon that request, Mr. John Dollar, Chairman, asked for a motion to go out of regular session of the Board of Health into a closed session.

Dr. David L. Harvey made a motion for the Catawba County Board of Health to adjourn to Closed Session for the purpose stated above. Mr. William Pitts seconded the motion and it passed unanimously.

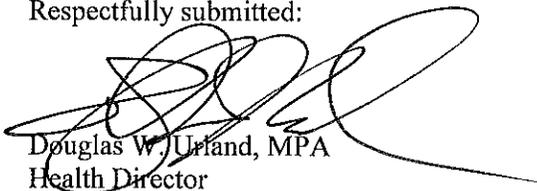
OTHER BUSINESS

After returning to Regular Session of the Board of Health, Mr. Dollar asked if there was any further business for the Board. Hearing none, he asked for a motion to adjourn.

ADJOURNMENT

The meeting adjourned at 8:15pm

Respectfully submitted:



Douglas W. Urland, MPA
Health Director

DWU: mjk