

**Catawba County Board of Health**  
**Minutes**  
**September 5, 2017**

The Catawba County Board of Health met on Tuesday, September 5, 2017. The regular meeting of the Board of Health convened at 7:00 pm at Catawba County Public Health, 3070 11<sup>th</sup> Avenue Drive SE, Hickory, NC 28602, in the Boardroom.

**Members present:** Mr. John Dollar, Chair  
Dr. David C. Hamilton, Jr, Vice-Chair  
Mr. Dan Hunsucker, County Commissioner  
Dr. Dana H. Greene  
Dr. Matthew Davis  
Mr. Brian Potocki  
Ms. Susan Knowles  
Dr. Sharon Monday

**Members Absent:** Ms. Gloria Costin  
Mr. William Pitts

**Staff present:** Mr. Doug Urland, Health Director  
Ms. Jennifer McCracken, Assistant Health Director  
Ms. Megen McBride, Environmental Health Supervisor  
Ms. Sindie Sigmon, Business Manager  
Ms. Chantae Lail, Lab Manager  
Mr. Scott Carpenter, Environmental Health Supervisor  
Ms. Jennifer Lindsay, School Health Nursing Supervisor  
Ms. Lia Gil, Chief PH Strategist  
Mr. Zack King, Community Health Analyst  
Ms. Sarah Rhodes, Clinical Nursing Supervisor  
Mr. Jason Williams, Staff Development Specialist  
Ms. Marilyn B. Klinger, Administrative Assistant II

**Guest:** Ms. Debra Bechtel, Catawba County Attorney  
Mr. John Colton, Troop 383 Conover Boy Scout

**CALL TO ORDER**

Mr. John Dollar, Chair, called the meeting of the Catawba County Public Health Board to order at 7:02 pm. He recognized Ms. Debra Bechtel, County Attorney, and welcomed Board members, Public Health managers, and Public Health staff. Before other business was conducted, Mr. Dollar announced a change to the presented agenda with removal of item M. At this time, a Child Fatality Prevention Team appointment is not necessary.

**APPROVAL OF THE AGENDA**

Based on the above mentioned change, Mr. Dollar asked if there were any further changes to the agenda. Hearing none, he asked for approval of the revised agenda. Dr. Sharon Monday made a motion to accept the agenda as changed and Mr. Dan Hunsucker seconded the motion. The motion passed unanimously and business proceeded.

**NOMINATION OF FY17/18 OFFICERS**

Dr. Matthew Davis, Chair of the Nominations and Operating Procedures Subcommittee, stated that the committee met September 5, 2017, and makes the motion to accept the following slate of officers for fiscal year 17/18:

For Board of Health Chair – Dr. David Hamilton  
For Board of Health Vice Chair – Dr. Matthew Davis

Mr. Dollar thanked the subcommittee for its work and asked if there were any other nominations from the floor. Hearing none, Mr. Dan Hunsucker made a motion to close the nominations and accept the nominations as presented by the committee. Dr. Sharon Monday seconded the motion. Mr. Dollar asked for a vote and the Board unanimously voted to accept Dr. Hamilton as Chair and Dr. Davis as Vice Chair of the Catawba County Board of Health for the fiscal year 17/18. Mr. Dollar led the balance of this meeting and Dr. Hamilton will start as Chair of the Catawba County Board of Health at the October 2, 2017 meeting.

#### **APPROVAL OF MINUTES**

The minutes for August 7, 2017, were included in the Board packet that the Board members received via email. Mr. Dollar asked if there were any corrections. There being no corrections, Mr. Hunsucker made a motion to accept the minutes as presented and Dr. Hamilton seconded the motion. The August 7, 2017 minutes were unanimously approved.

#### **PUBLIC COMMENTS**

Mr. Dollar asked if anyone presented to speak before the Board. Ms. Marilyn Klinger, Administrative Assistant II, stated that no one had presented to speak but Ms. Bechtel had brought a guest. Ms. Bechtel introduced Mr. John Colton, a Boy Scout with Troop 383 in Conover. Mr. Colton is attending this public meeting in work towards a Scout badge.

#### **COUNTY COMMISSIONER'S COMMENTS**

Mr. Dan Hunsucker, County Commissioner, stated that the Board of Commissioners (BOC) had two presentations at their meeting earlier this day (September 5, 2017). Partners Behavioral Health Management (PBHM) Regional Director of Community Operations Tara Conrad presented an update on the twelve months of services provided by PBHM ending June 30, 2017, and how County funding had been utilized during this period. The Commissioners voiced their concerns regarding the opioid crisis and how outreach was being conducted by PBHM. They asked PBHM to keep the Board and County staff updated on these efforts. United Way Director of Resource Development Pamela Josey Pope reported on the new Self-Sufficiency Standard which measures how much income a family of a certain composition in a specific county needs to adequately meet their basic needs without public or private assistance.

#### **NEW EMPLOYEE**

Ms. Marilyn Klinger stated that there are two new employees who were unable to attend tonight. Both will be introduced at the October meeting.

#### **ESTABLISHMENT OF FY17/18 COMMITTEES**

Mr. Dollar stated that while the Policy and Strategic Planning Subcommittee was fully staffed by Dr. Hamilton, Mr. Potocki, and himself, there were vacancies on both the Finance and Nominations and Operating Procedures Subcommittees. Although she was not able to attend tonight, Ms. Gloria Costin advised by email that she would volunteer to join Mr. William Pitts and Mr. Dan Hunsucker on the Finance Subcommittee. Dr. Dana Greene volunteered to join Dr. Davis and Dr. Monday on the Nominations and Operating Procedures Subcommittee. Mr. Dollar stated that this fully staffed all three subcommittees for fiscal year 17/18 and asked for a motion to accept these volunteers. Dr. Hamilton so moved and Dr. Monday seconded the motion. The Board voted unanimously to accept the slate of subcommittee members.

#### **BOH MEMBERS' NOTEBOOK UPDATE**

Ms. Marilyn Klinger, administrative support to the Board, advised the Board that their members' notebooks would be updated this month. After updated the member list and subcommittee list as well as any other appropriate documents, she will email updates to each Board member so they can update their own notebooks. She further stated that any member not having access to a printer could advise her and print outs will be furnished.

**COMPENDIUM OF RABIES PREVENTION**

Health Director Doug Urland reminded the Board that an Ad Hoc Subcommittee had been formed in 2016 to review the 2016 Rabies Compendium Changes for Postexposure Management of Dogs and Cats by Vaccination. The subcommittee recommended and the Board adopted the compendium on November 5, 2016. The compendium control measures have been enforced in Catawba County since that adoption.

Effective October 1, 2017, the North Carolina General Assembly has voted the compendium and control measures into State statute 130A-197. The only difference in the compendium that the Board of Health adopted in November 2016 and the new State statute is that the compendium mandated a four-month quarantine of exposed animals if currently vaccinated whereas the statute will abide by ‘current science’ to determine quarantine period. Science currently recommends four-month but should that time frame change, the statute goes by the scientific recommendation. Public notice of State statute 130A-197 turning the compendium into law was published in the Hickory Daily Record on August 25, 2017.

To allow enforcement according to the State statute, Mr. Hunsucker made a motion that the Board repeal the November 5, 2016, adoption of the compendium effective October 1, 2017, and follow the new State statute. Dr. Monday seconded the motion and the Board voted unanimously as such.

**Catawba County Board of Health  
Repeal of Local Rule for Rabies  
Postexposure Management**

North Carolina State law 130A-197 was amended effective October 1, 2017, and requires the recommendations and guidelines for rabies post-exposure management specified by the National Association of State Public Health Veterinarians in the most current addition of Compendium of Animal Rabies Prevention and Control.

Therefore, the local rule for rabies post-exposure management of dogs, cats, and ferrets, adopted by the Catawba County Board of Health on November 7, 2016, is hereby repealed effective October 1, 2017.

Effective this the 5<sup>th</sup> day of September, 2017.



Board of Health Chair



Mr. Douglas Urland, Health Director

**LEGAL UPDATE**

Ms. Debra Bechtel, County Attorney, provided the 2017 Legal Update to the Board of Health members and Catawba County Public Health managers covering controlled substances with a focus on opioids and related legislative changes, human trafficking, religious accommodations in the workplace, embargo

authority, and service animals under the Americans with Disabilities Act and North Carolina State law. The presentation is attached to these minutes. Ms. Bechtel reaffirmed the Catawba County Legal Department staff are available to the Board of Health and Public Health staff for questions related to any legal matter that may arise in the scope of their Public Health duties.

### **2017-2018 FLU OVERVIEW**

Ms. Sarah Rhodes, Clinical Nursing Supervisor, shared information about the 17/18 flu season. Public Health has ordered regular and high-dose vaccine in anticipation of a walk-in flu shot clinic for the public on October 12 and 13, 2017. After those dates, appointments will be made in the Immunizations Clinic as long as we have vaccine. Public Health has ordered quadrivalent vaccine to offer the most protection for both regular and high risk clients (high risk being those persons over 65 years of age and/or with compromised immune systems). Public Health also provides flu shots through the Vaccine for Children (VFC) Program (no cost to clients under 18 years of age with little or no insurance coverage, Medicaid, or American Alaskan Natives).



### **CHILD FATALITY PREVENTION TEAM APPOINTMENT**

Jennifer McCracken, Assistant Health Director, advised Mr. Dollar prior to the start of the Board meeting that no appointments were needed at this time for the Child Fatality Prevention Team. This item is removed from the agenda.

### **END OF YEAR FINANCIAL & COST SETTLEMENT UPDATE**

Ms. Sindie Sigmon, Public Health Business Manager, provided end of FY16/17 financial information as well as a cost settlement update. The FY16/17 budget was \$8,233,308. After expending 97.6 percent, \$217,623 was left unexpended in the County Share. A financial spreadsheet is attached to these minutes with highlights being:

Revenues:

- State grants – paid to Public Health as expenses are reported each month to the State. With staff changes at the beginning of the fiscal year and the vacancy of a fulltime nurse practitioner, it was difficult to expend all State grants.
- School Nurse funds – all outside funds have been realized; all State grants have been realized; several lines list revenue in excess of budget – these are prior year payments.
- Fee and Medicaid Revenue – Environmental Health fees exceeded the budgeted amount by 10.3 percent. However, on the clinical services side, lower service counts due to no full-time nurse practitioner led to lower revenues of all payor types.
- Medicaid Escrow – In the current year the FY14/15 report was finalized and we were paid \$571,708 in Cost Settlement funds or 90 percent of the amount owed to us. Ten percent is held back each year until the DMA audit for that year is complete. We are currently owed the final 10% payments for FY12-13, FY13-14 and now FY14-15. All counties are currently working with DMA to complete and close out the 10 percent payments for FY12-13.
- Private Grants/Donations:
  - CVMC – reimbursement for actual expenses only
  - Kids In Need (KIN) fund – lower revenues –no Teachers' Assistants fundraiser
  - Susan G. Komen – have received 100% - awarded \$16,000 (not \$30,000)
  - Minority Diabetes Prevention – funds not expended will roll to next fiscal year

Expenses:

- Personnel
  - *Part-time Wages – 517 percent of budgeted amount expended due to vacant full-time staff and use of hourly staff, such as, midwife, nurse practitioner and public health nurses.*
  - *27<sup>th</sup> payroll – FY16/17 contained budget and expenses for a 27<sup>th</sup> payroll that was expended in the 4<sup>th</sup> quarter. A 27<sup>th</sup> payroll is a rare occurrence and inflated the FY16/17 budget.*
- Other Operating
  - *Training/Education – higher costs related to training needs of newly hired staff.*
  - *Telephone – All programs experienced higher than normal phone charges; worked with County to reduce costs in FY17/18.*
  - *Natural Gas – experienced two months of extreme increase in costs. County Maintenance met with company to ensure our systems were functioning properly.*
  - *Medical Services – increased costs related to physician consultation services.*
  - *Laboratory Services – expenses exceeded budget as we covered costs of mammograms formerly covered by Susan G. Komen grant funds.*
  - *Contract Services – payments made for contract practitioner coverage in absence of full-time practitioner.*

Ms. Sigmon continued by providing an update on the annual cost settlement due to Public Health.

- Public Health has been paid in full for all cost reports prior to FY12/13.
  
- For the FY12/13 cost report only the 10 percent or \$28,514 remains outstanding.
- For the FY13/14 cost report only the 10 percent or \$28,263 remains outstanding.
- For the FY14/15 cost report only the 10 percent or \$63,523 remains outstanding.
  - \*Total outstanding Cost Settlement funds through FY14/15: \$120,300
  
- For the FY15/16 cost report we are still submitting data for completion of the final report.
  
- For the FY16/17 cost report (year just completed) Public Health have recently received instructions on completion and will begin that process soon.

Ms. Sigmon brought a revision to Public Health's Eligibility, Fee, and Billing Policies to the Board for review and approval. Attached to these minutes, the primary changes were on pages 7 and 13 of the policies noting that clients are not required to apply for Medicaid to receive services; services are not withheld due to client's inability to pay; bad debts that do not qualify for NC Debt Setoff program will be written off after no activity for three years; and an itemized list of uncollectable outstanding client balances will be prepared every six months for review by the Health Director and Board of Health to determine and approve which can be written off. After group discussion, Dr. Monday made a motion that the Board accept the revised Eligibility, Fee, and Billing Policies dated September 5, 2017. Dr. Davis seconded the motion and the Board voted unanimously to adopt the review policies.

Based on these newly revised policies, Ms. Sigmon brought the first case for write off consideration for the Board's review. There are \$43,900 in unpaid claims for pregnancy medical home (PMH) visits by clients in FY11/12. In an effort to be client-centered and more efficient, during FY11/12, Public Health performed a post-partum visit in the family planning clinic to not only cover the postpartum but also for birth control. Public Health felt, and the State Consultant concurred, that this was meeting State guidelines and would allow clients to complete both services in one visit. Public Health billed for these visits but DMS - Medicaid denied some of the claims due to them being billed as a family planning service code. Ms. Sigmon stated that after multiple attempts to file claims and seeking guidance from our State Consultants, these claims are deemed as uncollectible. With prenatal now managed through Catawba Valley Medical Center, postpartum visits are no longer performed in our family planning clinic,

so this is not a situation that would repeat itself. Mr. Hunsucker made a motion to write off the PMH claims, Mr. Dollar seconded the motion, and the Board voted unanimously to do so.

**HEALTH DIRECTOR'S REPORT**

Director Urland announced to the Board that Public Health's Accreditation Site Visit is scheduled for October 5 & 6, 2017. Staff and supervisors have received training and guidance in preparation for the re-accreditation event.

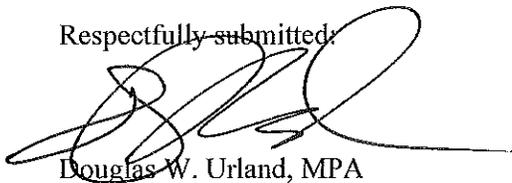
**OTHER BUSINESS**

Dr. Monday noted that many animals are coming to our area as a result of Hurricane Harvey and the aftermath of flooding. While rescue of these animals is important, she cautioned of the illnesses the animals may bring. Veterinarians are seeing several illnesses not usually found in Catawba County and some are contagious. Caution and veterinary care are recommended if considering adoption or fostering these displaced animals.

**ADJOURN**

With a reminder that the next meeting is scheduled for Monday, October 2, Mr. Dollar asked for a motion to adjourn. Mr. Hunsucker so moved, Dr. Davis seconded the motion, and Mr. Dollar adjourned the meeting at 8:45 pm.

Respectfully submitted:



Douglas W. Urland, MPA  
Health Director

DWU: mbk