

**Catawba County Board of Health
Minutes
October 08, 2018**

The Catawba County Board of Health met on Monday, October 08, 2018 at 7:00 pm at Catawba County Public Health, 3070 11th Ave Dr SE, Hickory, NC 28602 in the Boardroom.

Members Present: Dr. David C. Hamilton, Jr, Chair
Dr. Matthew Davis, Vice-Chair
Mr. Dan Hunsucker, County Commissioner
Ms. Gloria Costin
Mr. John H. Dollar
Dr. Dana H. Greene
Mr. Brian Potocki
Mr. William Pitts
Ms. Susan Knowles
Dr. Gale Hamilton-Brandon

Members Absent: None

Staff present: Mr. Doug Urland, Health Director
Ms. Megen McBride, Environmental Health Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Jennifer Lindsay, School Health Nurse Supervisor
Mr. Jason Williams, Operations Administrator
Mr. Zack King, Public Health Strategist
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator
Ms. Julie Byrd, WIC Director
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor
Ms. Emily Killian, Community Engagement Specialist
Ms. Debra A. Young, Administrative Assistant II

Guests: Ms. Whitney Looney, Public Health Nurse
Ms. Mary Furtado, Assistant County Manager
Mr. Dewey Harris, Assistant County Manager

CALL TO ORDER

Dr. David Hamilton, Jr., Chair, called the meeting of the Catawba County Public Health Board to order at 7:00 pm. He recognized Assistant County Managers, Mary Furtado and Dewey Harris and welcomed Board members, Public Health managers, and staff.

APPROVAL OF THE AGENDA

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr. Hamilton stated there was one change to the Agenda relating to the ordering of Item *N. Health Directors Evaluation*, which is closed session, and Item *M. Adjourn*. These two Agenda items need to be switched. Mr. Hamilton asked if there were any other changes to the agenda and upon hearing none, he asked for approval of the agenda with the change as noted. Mr. Dan Hunsucker made a

motion to accept the agenda as stated and Mr. William Pitts seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for September 10, 2018, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. There being no corrections, Mr. William Pitts made a motion to accept the minutes as presented and Mr. Dan Hunsucker seconded the motion. The September minutes were unanimously approved.

PUBLIC COMMENTS

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra A. Young, Administrative Assistant II, stated that no one had presented to speak.

COUNTY COMMISSIONER'S COMMENTS

Mr. Dan Hunsucker, County Commissioner, stated that the Board of Commissioners (BOC) met on October 1st.

- Unemployment has dropped in Catawba County
- The new business park, Trivium, which is located off Startown Road, is well under way.

NEW EMPLOYEES

Mr. Jason Williams, Staff Development Specialist, stated that there is one new employee to introduce to the Board this month.

Ms. Whitney Looney is a new Catawba County Public Health Nurse serving in a floating capacity between Communicable Disease, Immunization, and Adult Health Clinics. Ms. Looney earned a BSN from Western Carolina University and comes to Public Health from Catawba Valley Medical Center where she worked as a charge and triage nurse in the emergency department.

Mr. Urland announced that Mr. Jason Williams has been named Operations Administrator and will oversee budget, finance, purchasing, eligibility, billing contracts, human resources, facilities, medical & vital records and accreditation.

NOMINATIONS COMMITTEE – FY 2018-19 OFFICERS

Dr. Matthew Davis, Chair of the Nominations and Operating Procedures Subcommittee stated that the committee met October 8, 2018, and makes the motion to accept the following slate of officers for fiscal year 2018-2019:

For Board of Health Chair – Dr. David Hamilton

For Board of Health Vice-Chair – Dr. Matthew Davis

Dr. Davis thanked the subcommittee for its work and asked if there were any other nominations from the floor. Hearing none, Dr. Davis made a motion to close the nominations and accept the nominations as presented by the committee. Mr. William Pitts seconded the motion. Dr. Davis asked for a vote and the Board unanimously voted to accept Dr. David Hamilton as Chair and Dr. Matthew Davis as Vice-Chair of the Catawba County Board of Health for their second year, for the fiscal year 2018-19.

ESTABLISHMENT OF FY 2018-19 SUBCOMMITTEES

Dr. Hamilton stated that there is a vacancy on the Nominations and Operating Procedures Subcommittee. Dr. Hamilton-Brandon volunteered to join Dr. Davis and Dr. Greene on the Nominations and Operating Procedures Subcommittee. Dr. Hamilton stated that this fully staffed all three subcommittees for fiscal year 18/19 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.

WIC ANNUAL PROGRAM UPDATE/FARMERS MARKET UPDATE

Ms. Julie Byrd, WIC Director, provided an update to the Board with regard to the Breastfeeding Peer Counselor Program, a WIC program at Public Health.

Breastfeeding is an integral part of the WIC Program, consisting of 2 Breastfeeding Peer Counselors. The program provides breastfeeding aids along with occasional home visits, answering breastfeeding questions, addressing clients concerns and providing encouragement and support.

As of July 2018, there were 308 office contacts made, 568 phone calls made, 37 breastfeeding classes taught and a caseload, between 2 peer counselors, of 537 pregnant or breastfeeding mothers.

The complete PowerPoint presentation is attached to these Minutes.

FARMERS MARKET UPDATE

Ms. Julie Byrd, WIC Director, provided cumulative data from the 2018 season of the farmers' market at Public Health. This is the sixth season at Public Health with an average of 220 customers attending the market weekly (held on Thursdays 10am – 1pm). Based on 2017 data (the State's latest available), Catawba County has the highest redemption rate of WIC farmers market vouchers of any county in the State.

The total volume sales for the 2018 season including WIC vouchers, Bonus Bucks, SNAP/EBT, Senior vouchers, and personal debit cards was \$13,333.00. Senior field trips and day care visits were special market days this summer along with taste testing by Cooperative Extension staff and Lenoir Rhyne University students.

Mr. Hunsucker asked Ms. Byrd if the culinary class from CVCC had ever helped with the taste testing. Ms. Byrd stated that she was not aware that CVCC had a culinary class but would contact the community college to inquire.

Ms. Byrd closed out the presentation by stating that once the current year redemption rates became available, she would update the Board with that information.

The PowerPoint slides are attached to these Minutes.

PREPAREDNESS UPDATE: HURRICANE FLORENCE

Ms. Chantae Lail, Lab Manager and Preparedness Coordinator, gave an update regarding Hurricane Florence. Ms. Lail gave a brief overview of Hurricane Irma that made landfall in September 2017. Ms. Lail also noted that the American Red Cross (ARC) no longer functions the way they use to within Catawba County. Sheltering now falls under Public Health and Social Services and the American Red Cross provides the shelter manager, who is paid by the Red Cross.

Just in Time (JIT) training was provided for staff at Public Health and Social Services. The trainers incorporated administrative staff alongside nurses and other emergency preparedness staff. The forms and information provided by ARC were reviewed with all staff.

Public Health staff are prepared by completing ICS training at hire. All Public Health employees are required to complete the American Red Cross Online Shelter Fundamentals Training and Nursing staff have training with Catawba County Emergency Management on expectations of medical needs during shelter operations as well. It was noted that Public Health staff appreciated being informed in advance regarding the sheltering schedule. Ms. Lail also stated that Public Health is currently working on a simulated scenario for a shelter and demobilizing exercise in early 2019.

The Red Cross has downsized their staff and they no longer have the means to support local shelters. If disaster is in a large geographical area, the Red Cross no longer has the means to manage the situation.

Mr. Dewey Harris, Assistant County Manager stated that Emergency Services had a meeting earlier today with local Pastors regarding the faith community. Emergency Services is looking into using church personnel, volunteers, church facilities, kitchens, etc. Ms. Lail and Ms. McCracken were at the meeting well. It was discussed that part of the issue with using various community facilities, is that the facilities must be ADA compliant, which includes having certain facilities, inspections, and so forth. The question was asked that if a church was ADA compliant but didn't have cooking facilities, could another church provide the food to that location? Ms. Lail stated that the answer would be yes, that would be possible.

The PowerPoint presentation is attached to these Minutes.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, stated he had a few additional brief comments to report:

- There has been an influx of mosquitos along with various injuries sustained from cleanup activities relating to the hurricane.
- The State has allowed school systems to delay the 30-day immunization requirements and kindergarten physical requirements until November 1st - Statewide.
- Immunizations are currently limited due to the need in the Eastern part of the State.
- Flu shot season has begun. A 'flu blitz' for the public will be held October 18 and 19th at Public Health.

- Public Health does not want finances to be a barrier for community members to receive a flu shot. Public Health provides vaccines to GHCCM, the soup kitchen, and several other agencies, to help aide those in need in the community.
- 2019 Community Health Assessment (CHA) kickoff was held a few weeks ago with a large group of invitees from all areas of the community. Only 2 people were unable to attend. Dr. Greene represented the Board of Health at the CHA kickoff.
- Have kicked off the budget process for 2019-2020 at Public Health.
- Monthly infographics are included in Board packet.

OTHER BUSINESS

Pursuant to NCGS 143-318.11(a)(6), Dr. David Hamilton, requested the Board go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Mr. Hunsucker, made the motion for the Board to go into closed session to review the Health Director's job description and conduct his annual evaluation. Mr. Pitts seconded the motion and it passed unanimously at 7:44pm.

ADJOURNMENT

The Board returned from closed session at 8:20pm. With a reminder that the next meeting is scheduled for Monday, November 12th, Mr. Pitts asked for a motion to adjourn. Mr. Dollar seconded the motion and Dr. Hamilton adjourned the meeting at 8:22 pm.

Respectfully submitted,



Douglas W. Urland, MPA
Health Director

DWU: day

Approved by Board of Health: November 12, 2018