

**Catawba County Board of Health
Minutes
August 13, 2018**

The Catawba County Board of Health met on Monday, August 13, 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
Ms. Gloria Costin
Mr. John H. Dollar
Ms. Dana H. Greene
Mr. Brian Potocki
Mr. William Pitts
Mr. Dan Hunsucker, County Commissioner
Dr. Sharon Monday

Members Absent: Ms. Susan Knowles

Staff present: Mr. Doug Urland, Health Director
Ms. Jennifer McCracken, Assistant Health Director
Ms. Megen McBride, Environmental Health Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Jennifer Lindsay, School Health Nurse Supervisor
Mr. Jason Williams, Staff Development Specialist
Mr. Zack King, Public Health Strategist
Ms. Sindie Sigmon, Business Manager
Ms. Emily Killian, Community Engagement Specialist
Ms. Tabitha Sigmon, Program Assistant
Ms. Monica Haro, Public Health Nurse
Ms. Diane Howell, Public Health Nurse
Ms. Melissa Kirkpatrick, Administrative Assistant I

CALL TO ORDER

Dr. David Hamilton, Jr, Chair, called the meeting of the Catawba County Public Health Board to order at 7:02 pm.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

The minutes for June 11, 2018, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. Three corrections regarding staff attendance were noted and Mr. William Pitts made a motion to accept

the corrected minutes as presented and Dr. Matthew Davis seconded the motion. The June minutes were approved unanimously.

PUBLIC COMMENTS

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Melissa Kirkpatrick, Administrative Assistant I, stated that no one had presented to speak.

COUNTY COMMISSIONER'S COMMENTS

Mr. Dan Hunsucker, County Commissioner, stated that he recently attended National Association of Counties' annual conference in Nashville and attended several workshops regarding the opioid crisis. Mr. Hunsucker then discussed the new construction to the Newton jail and the study on water and sewer needs for the future of Catawba County to be ahead of the growth.

NEW EMPLOYEES

Mr. Jason Williams, Staff Development Specialist, introduced three new employees to the Board.

Ms. Tabitha Sigmon is a WIC program assistant. Ms. Sigmon earned her associates degree in Healthcare Management from CVCC and comes to us from Catawba Pediatric Associates where she was responsible for billing, coding, Medicaid claims and a number of other duties.

Ms. Monica Haro is a Bilingual Public Health Nurse within the OBCM program. Ms. Haro holds a bachelor's degree in nursing from Lenoir Rhyne University and has previously worked for Public Health in a part time role as a postpartum newborn home visiting nurse.

Ms. Diane Howell is returning to Public Health as a School Nurse. Ms. Howell comes to us from Catawba Pediatric Associates and has nine years of previous school nurse experience. Ms. Howell earned her bachelor's degree in nursing from Winston Salem State University and is a nationally certified school nurse.

Mr. Doug Urland, Health Director, announced that County Commissioners have appointed Dr. Gale Hamilton-Brandon to the Board of Health. Mr. Urland also announced that Mr. Zack King is officially Public Health Strategist and that the Health Promotion team is now fully staffed.

ELECTRONIC HEALTH RECORD TRANSITION UPDATE

Mr. Jason Williams, Staff Development Specialist presented on the transition to CureMD. In 2016-2017, Catawba County Public Health assembled a selection team to choose an electronic health record system to replace paper-based medical charts. CureMD was ultimately chosen based upon its fit to our organizational needs. CureMD is the most widely utilized system in North Carolina. A tiered implementation process was chosen. Practice Management transitioned to CureMD on December 4, 2017 and Clinical Services followed by transitioning from paper-based records on February 5, 2018. Records are retained in secured storage per the North Carolina Record Retention Schedule which is administered by the North Carolina Department of Natural and Cultural Resources. Future projects related to the system include a pharmacy inventory module, electronic registration, mobile appointment reminders, and North Carolina Immunization Registry integration.

ELECTRONIC HEALTH RECORD PROCEDURE OVERVIEW

Mr. Jason Williams, Staff Development Specialist presented a procedure regarding the electronic health record system, CureMD. The purpose of the procedure is to guide staff on the appropriate and acceptable use of the CureMD system. The procedure addresses maintenance of the health record, confidentiality, documentation, disposition of paper forms, scanning, and access to the record, quality assurance, and unavailability of the electronic health record. Catawba County Public Health received limited state funding in the form of an agreement addendum to assist in the implementation of our electronic health record system and one requirement of that funding was to receive Board of Health approve of the Electronic Health Record procedure. After the presentation, Mr. Dan Hunsucker made a motion to approve the procedure as presented. Mr. Matthew Davis seconded the motion and the Board unanimously approved the Electronic Health Record procedure.

FEE CHANGES

Ms. Sindie Sigmon, Business Manager reviewed two types of fee changes, the administration rate for five vaccines and a reduction in engineered permit fee. The administration rate includes the cost of vaccine plus the administration fee. With the implementation of CureMD, we have learned that CureMD requires one administration rate. The final decision is to change the five vaccines to have a \$22.00 administration rate, which is the same as the other 15 vaccines provided by Catawba County Public Health.

Ms. Sigmon then reviewed the engineered option permit. The permit was established in 2015. North Carolina sets the guidance that Catawba County Public Health is to follow. At this time, the permit fee needs to be lowered less \$35.00. In the history of the engineered option permit, we have only had two thus far.

There being no further discussions, Mr. William Pitts made a motion to approve the fee changes as presented and Ms. Gloria Costin seconded the motion. The Board unanimously approved the fee changes.

17-18 YEAR-END OUTCOMES SUMMARY REPORT

Mr. Zack King, Public Health Strategist distributed an updated strategy map that aligns with the Public Health Strategic Plan and County brand.

Mr. King gave the outcome report for fiscal year 17-18, whereas 22 of the 26 outcomes were achieved. Mr. King focused on the outcomes that were not met. First, discussed was the outcome regarding all three school districts passing best practice open-use policies. While not achieved due to competing priorities and focus within each school district, none of the schools within the county adopted this policy. However, in July, Newton-Conover City Schools approved an evidence based open use policy. Next, Mr. King spoke on the outcome regarding increasing the number of African-American women who receive breast exam services through BCCCP to 25% of the total BCCCP client population. Mr. King then mentioned the Environmental Health outcome that was not achieved but Ms. Megen McBride, Environmental Health Supervisor will discuss that during the year-end update. Lastly, Mr. King mentioned the WIC outcome regarding increasing the number of children participating in Early Head Start and Head Start who are enrolled in WIC by

35%. The rate of Early Head Start and Head Start students enrolled in WIC increased by 30.2%. Also mentioned, WIC's goal of 65% use countywide of Farmers Market vouchers was met at 68%.

END OF YEAR DEMOGRAPHICS

Mr. Zack King, Public Health Strategist reviewed end of year demographics. There are two reports this year because of the mid-year transition to CureMD. The first half of the fiscal year report is from Insight and the second half of the report is from CureMD. Mr. King assures that data is driving our decisions. We saw very similar trends across both halves of the fiscal year. As a whole Catawba County Public Health needs to continue to prioritize populations within our community and continue to increase services across languages, ethnicities, cultures, and age groups.

ENVIRONMENTAL HEALTH YEAR-END UPDATE

Ms. Megen McBride, Environmental Health Supervisor discussed year-end updates regarding the on-site team. Eric Price and Stephen Chambers were new additions in fiscal year 17-18. Ms. McBride's team investigated four lead cases, two of which were regarding a poisoned child. While their outcome regarding completing initial permits of 85% of all new construction onsite well and septic permit applications within fifteen process days was not met, Ms. McBride feels that this is due to lots being more difficult and therefore requiring more trips to get an appropriate permit. The outcome for fiscal year 2018-2019 has been tweaked, but the data is still being captured. Ms. McBride brought attention to two House Bills. House Bill 573 amends well casing, grouting, and setback requirements. House Bill 374 - Regulatory Reform Act of 2018, Section 11 revises wastewater-permitting requirements. This bill now allows septic contractors to replace a distribution box without a permit.

Mr. Scott Carpenter, Environmental Health Supervisor reviewed Food, Lodging, and Institution numbers from 2017-2018 and compared them to 2016-2017. Microblading is currently a trend that we are seeing in Catawba County. Out of 56 tattoo permits, 17 of them provide microblading services. Mr. Carpenter mentioned two new staff members on his team – Leslie Bromberg and Julie Yang. Mr. Carpenter then discussed to two bills with the Board of Health. The first bill allows the dispensing of raw milk and raw milk products to independent or partial owners of lactating animals for personal use or consumption. The second bill allows temporary food establishments to operate for up to 30 days and operate as agritourism businesses.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, attended a national conference focusing on jail diversion amongst other issues. Catawba County has begun a jail diversion project; one meeting of a charter team has occurred thus far. By the September Board of Health meeting, the second meeting will have occurred so more information will be shared with the Board of Health at that time.

OTHER BUSINESS

None

ADJOURNMENT

There being no further business, Dr. Hamilton asked for a motion to adjourn. Mr. Dan Hunsucker motioned to adjourn the meeting, Mr. William Pitts seconded the motion and Dr. Hamilton adjourned the meeting at 8:04 pm.

Respectfully submitted,



Douglas W. Urland, MPA
Health Director

DWU: mnk