

**Catawba County Board of Health**  
**Minutes**  
**May 13, 2019**

The Catawba County Board of Health met on Monday, May 13, 2019 at 7:00 pm at Catawba County Public Health, 3070 11<sup>th</sup> 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  
Ms. Susan Knowles  
Mr. Brian Potocki

**Members Absent:** Mr. William Pitts  
Dr. Gale Hamilton-Brandon

**Staff present:** Ms. Jenifer McCracken, Assistant Health Director  
Ms. Julie Byrd, WIC Director  
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator  
Ms. Megan McBride, Environmental Health Supervisor  
Ms. Kim Spaulding, School Health Nurse Supervisor  
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor  
Mr. Jason Williams, Operations Administrator  
Ms. Debra A. Young, Administrative Assistant II

**Guests:** Ms. Debra Bechtel, County Attorney

**CALL TO ORDER**

Dr. David Hamilton, Jr., Chair, called the meeting of the Catawba County Public Health Board to order at 7:00pm. He welcomed Board members, Public Health managers, staff and County Attorney, Debra Bechtel.

**APPROVAL OF THE AGENDA**

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr. Hamilton asked if there were any changes to the agenda and upon hearing none, he asked for approval of the agenda. Mr. John Dollar, made a motion to accept the agenda as presented and Dr. Matthew Davis seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes for April 08, 2019, 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. Dan Hunsucker made a motion to accept the minutes as presented and Mr. John Dollar seconded the motion. The April minutes were unanimously approved.

### **PUBLIC COMMENTS**

Dr. Hamilton asked if anyone presented to speak before the Board. Ms. Debra 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) issued proclamations declaring Small Business week and Emergency Management week within the month of May.

### **ANNUAL LEGAL UPDATE**

Ms. Debra Bechtel, County Attorney, provided the 2019 Legal Update to the Board of Health members and Catawba County Public Health managers. The update covered environmental health preparedness with a focus on early preparation, communication, immunization requirements, medical/religious exemptions and foodborne illnesses in the US and NC. She also presented information regarding various produce recalls and where consumers may find more information regarding those recalls online. Lastly, Attorney Bechtel stated that pursuant to G.S. 130A-2 (7a), Public Health has the authority to issue quarantines in outbreaks of vaccine preventable diseases.

There being no questions or further discussion, Attorney Bechtel closed her presentation by reiterating that 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.

The Annual Legal Update PowerPoint slides are attached to the Minutes.

### **NC RECORDS RETENTION AND DISPOSITION SCHEDULE FOR LOCAL HEALTH DEPARTMENTS**

Mr. Jason Williams, Operations Manager, brought forth the new NC Records Retention and Disposition Schedule for Local Health Departments. The entire document along with a list of all changes was included in the Board packet.

Mr. Williams indicated that the last update was in 2007. It was noted that each record series listed on the schedule has specific disposition instruction that indicates how long the series of documents must be kept. These schedules apply to all NC Public Health organizations.

There being no further discussion, Dr. David Hamilton asked for a motion to adopt the Local Health Department Retention and Disposition Schedule, Ms. Susan Knowles made the motion and Dr. Dana Greene seconded. The motion was passed unanimously.

The PowerPoint presentation is attached to the Minutes.

### **THIRD QUARTER FINANCIAL UPDATE**

Mr. Jason Williams, Operations Manager, gave an update on the third quarter budget. Some highlights are:

Revenues should be at/near 75% for third quarter and are currently tracking at 64.9%. Environmental Health fees are up by 18% - tracking at 78.8%. A new revenue source for this quarter is the Duke Endowment Grant.

Expenses are tracking at 64.8% for the third quarter. Part-time wages are tracking slightly higher due to personnel vacancies. New expense categories this quarter – viral hepatitis prevention, maternal & child health (revenue not yet received).

The Third Quarter Financial PowerPoint and the complete Financial Report are attached to these minutes.

### **MEDICAID COST SETTLEMENT UPDATE**

Mr. Jason Williams, Operations Manager, gave an update on the Medicaid Cost Settlement for Catawba County Public Health.

Cost settlement reports are submitted annually, in conjunction with the NC Alliance of Public Health Agencies. The report is a detailed look at the actual costs of all clinical areas, including adult health, Sexually Transmitted Disease (STD), laboratory, child health, maternity services and the immunization clinic.

Catawba County Public Health still has outstanding settlement payments for the audit and payback scenarios (10% payback) for 2014 through 2018.

Mr. Williams noted that Medicaid Cost Settlement is changing after this year. It will change from a yearly submission to a process that will run quarterly in the new Medicaid system.

The PowerPoint slides and Medicaid Cost Settlement Infographic are attached to these minutes.

### **HEALTH DIRECTOR'S REPORT**

Ms. Jennifer McCracken, Assistant Health Director, stated she had a few additional brief comments to report:

- Catawba County Public Health received an Environmental Health Week proclamation from the State that was in the month of April.
- Medicaid transformation continues – Four insurance companies were selected to offer standardized plans and a fifth company was selected for the tailored plan. Public Health has four contracts that are being reviewed.
  - Catawba County will go live in the Fall of 2020
- The State budget process continues. The Board of Commissioner budget hearings are scheduled mid-late May.
- Reminder that the monthly infographics are included in Board packet.

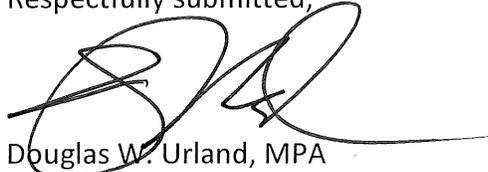
### **OTHER BUSINESS**

None

**ADJOURNMENT**

There being no further business, Dr. David Hamilton asked for a motion to adjourn. Mr. Dan Hunsucker so moved, Mr. John Dollar seconded the motion, and Dr. Hamilton adjourned the meeting at 7:53 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DWU', with a long horizontal flourish extending to the right.

Douglas W. Urland, MPA  
Health Director

DWU: day