

**Catawba County Board of Health  
Minutes  
November 7, 2016**

The Catawba County Board of Health met on Monday, November 7, 2016. The regular meeting of the Board of Health convened at 7:05 p.m. at Catawba County Public Health, 3070 11<sup>th</sup> 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. Brenda Watson  
Mr. Brian Potocki  
Mr. William Pitts

**Members Absent:** Ms. Dana H. Greene  
Dr. Sharon Monday  
Ms. Gloria Costin  
Dr. David L. Harvey

**Staff present:** Mr. Doug Urland, Health Director  
Ms. Jennifer McCracken, Assistant Health Director  
Ms. Julie Byrd, WIC Nutrition Supervisor  
Mr. Scott Carpenter, Environmental Health Supervisor  
Ms. Megen McBride, Environmental Health Supervisor  
Ms. Jennifer Lindsay, School Health Nurse Supervisor  
Ms. Marilyn B. Klinger, Administrative Assistant II  
Ms. Leslie Campbell, Administrative Assistant II  
Ms. Adriana Mejia Trejo, Adult Health Program Assistant  
Ms. Cindy Stancavage, Public Health School Nurse  
Ms. Kristi Byers, Public Health School Nurse  
Mr. Randy Ross, Environmental Health Specialist  
Ms. Martha Knox, Administrative Assistant III

Visitor: Ms. Debra Bechtel, County Attorney

**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. Brenda Watson seconded the motion. The motion passed unanimously.

### **APPROVAL OF MINUTES**

The minutes for October 3, 2016, and October 3, 2016 Closed Session Minutes 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. David Hamilton, Jr., made a motion to accept the minutes as presented and Ms. Brenda Watson seconded the motion. The October 3, 2016, and October 3, 2016 Closed Session 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 new employees 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. NC Association of County Commissioners Outreach Associate, David Nicholson presented Vice-Chair Barbara Beatty with an award for her 20 years of service as a Commissioner.

Board of Commissioners issued a Proclamation for Home and Hospice Care Month in November. Mr. Hunsucker stated that the County Finance Department received the Certificate of Achievement for Excellence in Financial Reporting and Popular Annual Financial Reporting Award from the Government Finance Officers Association (GFOA) for the 34<sup>th</sup> consecutive year.

Twenty graduates of the County's Mini Course were recognized including the following Public Health employees: Suzanne Baer, Jennifer Sharpe, June Sisti, Jennifer Tuttle and Tammy Varner. The Mini Course provides an opportunity for County employees to use their lunch hours to learn about County programs and services.

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. Kristi Byers, School Health Nurse. Ms. Byers was hired on October 24, 2016 and comes to Public Health with over 16yrs of nursing experience including work with NC AccessCare. She has her BSN that is a pre-requisite for the NC School Nurse Certification that she is working toward.

Ms. Cindy Stancavage, School Health Nurse, was hired on October 17, 2016, and has over 8 years of nursing experience and also has her BSN degree and is working toward her NC School Nurse Certification.

Ms. Adriana Mejia Trejo, Adult Health Program Assistant, was hired on October 24, 2016. Ms. Trejo comes to Public health with over 14 years of supervisory experience with McDonalds and she is fluent in oral and written communication in the Spanish language.

Mr. Randy Ross, Environmental Health Specialist, was hired on September 19, 2016, and came to Catawba County from Rutherford/Polk/McDowell Environmental Health with approximately 10 years of experience in the field.

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

**LOCAL RULE ON POSTEXPOSURE RABIES MANAGEMENT**

Mr. Doug Urland, Health Director, stated that in the last session of the General Assembly, there was a piece of legislation that would have provided a uniform method of dealing with Rabies management across the entire State of North Carolina. However, that legislation was never introduced, therefore, the NC Division of Public Health requested that the local public health departments and the local boards of health review and adopt the model Board of Health rule. This local rule brings the postexposure management of Rabies in line with the current provisions of the 2016 edition of the Compendium of Animal Rabies Prevention and Control (I.B.5: Postexposure Management). Mr. Urland stated that in the Board packet the chart and rule were provided as information concerning this proposed local rule.

He directed the attention of the board to the chart in their packet. He shared two items from that chart:

1. Current Law
  - Animal, dog or cat, unvaccinated –that dog or cat would be either euthanized or receive immediate vaccination against rabies and a six month quarantine of the animal.
- Proposed Rule
  - The proposed rule recommends – an unvaccinated animal receive a vaccination within 96 hours and be quarantined for 4 months.
2. For animals that are current with their vaccinations, Rabies booster within 96 hours and owner is instructed to observe their animal for 45 days.

The Local Rabies Compendium Rule Committee met on October 6, 2016, to discuss the merits of adopting the Model Board of Health rule. Mr. Matt Davis, Chair of the Nominations and Operating Subcommittee is present tonight to present the recommendation of the Local Rabies Compendium Rule Committee.

**NOMINATIONS AND OPERATING SUBCOMMITTEE**

Mr. Matthew Davis, Chair of the Nominations and Operating Subcommittee, stated:

“The Nominations and Operating Procedure Subcommittee met on October 6, 2016 with Public Health Staff and the County Attorney to discuss the need for adoption of the Local Rule on Post Exposure Rabies Management. The Subcommittee recommends that the Catawba County Board of Health adopt the Catawba County Local Rule on Rabies Postexposure Management of Dogs and Cats as presented.”

Mr. Doug Urland, Health Director, asked Ms. Debra Bechtel, County Attorney, if there was anything else she would like to share concerning this rule. Ms. Bechtel stated that she had nothing further.

Mr. John Dollar, Chair, stated a recommendation from a subcommittee does not require a motion; Mr. Dan Hunsucker seconded the recommendation from the subcommittee and Chairman Dollar asked for a. The Catawba County Local Rule on Rabies Postexposure Management of Dogs and Cats was passed unanimously.

**2016-17 1<sup>ST</sup> QUARTER FINANCIAL REPORT AND GRANTS REPORT**

Ms. Sindie Sigmon, Business Manager, stated that an updated copy of the 1<sup>st</sup> Quarter Financial Report with highlights has been distributed to them. She began her report with the revenues. She stated at this point in the fiscal year our revenues should be at 25%, however, the report shows revenues at 22.2%. Ms. Sigmon added that the County Share funds are utilized to balance the revenues and expenditures.

She summarized the quarterly report and pointed out highlighted revenues for the Board, and she stated that the state sets limits on what counties can ask for at this point in the year. Other revenues are based on staff time spent in those program areas.

- STD Drugs - State continues to give more revenue, although CCPH has indicated that we have drugs on hand and the additional revenue is not needed. Mr. Urland stated this revenue cannot be moved to other line items because it is specifically designated to purchase STD drugs. Ms. Sigmon stated it will never build up - if it is not used it goes back to the State.
- Healthy Communities – 7% has been received and is based on staff time expended in this program
- Child Health – 11.2% revenue is all that is allowed by State grant for this quarter. These funds cannot be claimed again until January, 2017.
- CVMC – 5.2% Catawba Valley Medical Center is billed after the State has paid the \$200,000 for the School Nurse Initiative and the School systems complete their contributory arrangement to pay for the school nurse program. CVMC does pay 100% for a couple of school nurses but the remainder of their contributions comes after other funding has been received.
- OB Services/CVMC – There are no outstanding claims – this line item will probably be removed after this year.
- Escrow – these line items indicate that we have not received revenues that are due – the Escrow money is due for the past fiscal year at the end of June, 2017. CCPH is still waiting on Escrow funds for four prior years.
- Duke Endowment Grant – Ms. Sigmon stated that \$150,000 was paid at the end of June and \$133,000 still owed will be brought into the budget in the 2<sup>nd</sup> quarter.
- Fund Balance Appropriated – Funds brought in from prior years if needed to cover expenses related to OBCM and CC4C.

Mr. Pitts asked about the Escrow funds and how the programs are funded without these funds and Ms. Sigmon stated that the County Share funds the programs and will be repaid when those funds are received. Mr. Urland stated that the Local Health Director's Association continues to work with County Commissioners Association and the NC Division of Medicaid Assistance (DMA) – Medicaid regarding the Medicaid Escrow that is outstanding.

#### **Summary of Expenditures –**

- Regular wages – due to vacancies and retirements, only 22.4% of wages has been expended. Ms. Sigmon explained that there will be lapsing salaries due to retirements of long time employees
- Part-time wages – 128.4% has been expended and Ms. Sigmon stated this is largely due to the hourly providers (nurse practitioners and certified midwives) in the Women's Preventative Health and Adult Health clinics.
- Medical Services Home Health – Ms. Sigmon stated that there are monthly fees associated with the software needed to complete outstanding Home Health billing. Although Home Health was sold last February, it is hoped that mid-year 2017 the expenses and billing for Home Health will be completed.
- Mr. Dollar asked how close we are to be done with HH collections. At the beginning Accounts Receivable was around \$600,000+ and it is down to about \$110,000 at this time. She stated it will not be continuing much past the 2<sup>nd</sup> quarter of this year.
- Contingency Funds - Mr. Pitts asked where the funds come from. Ms. Sigmon stated it is county funds that allow grants to be accepted into the budget throughout the year, without coming to the Board of Health and Board of Commissioners. Must have funds coming in to use the contingency line item account number. Mr. Urland stated that the contingency line item allows a way to track the multiple small grants that are received through the year. Larger grants are brought to the

Board so that they are aware of programs and grants that are funding those programs, such as the Duke Endowment grant.

Ms. Sigmon stated that this line item is not as high as it has been in the past due to some grants no longer being available to local health departments.

### **Grant Report**

Ms. Sigmon thanked Emily Killian, Public Information Officer for assisting in making the Grant report visually appealing.

The report is listed by Federal – State - Federal/State – and other grants. She stated the “other” could be funds from CVMC for school nurses, the Duke Endowment, Environmental Health for operation of food and lodging section, the summer food inspections, and other small grants.

This report also shows where the money is being used and how the community is benefited. Ms. Sigmon added that grants provide 37.5% of the revenues for Catawba County Public Health’s budget.

She stated that the Community receives \$1.9 million and that covers bioterrorism, Healthy Community, Immunizations, TB Program, and Communicable Disease.

Mr. Dollar thanked Ms. Sigmon for her report and stated that he appreciated the highlighted items and her summary of the report.

### **HEALTH DIRECTOR’S REPORT**

Mr. Doug Urland, Health Director, gave his report to the board. He stated that there will be a Dental presentation with Dr. William Donnelly and Rhonda Stikeleather, Children’s Services Nurse Supervisor at the December Board of Health meeting.

**Staff** - Mr. Urland stated there have been several retirements in recent months that include: Mike Cash, Environmental Health Supervisor who retired in August and Megen McBride was promoted to that Environmental Health Supervisor’s position. Kelly Isenhour, Assistant Health Director retired effective October 1<sup>st</sup> and Jennifer McCracken was promoted as Assistant Health Director, Sylvia Yates, Charge Nurse II in the Adult Health area retired as of November 1<sup>st</sup> and Kristen Killian was promoted to Charge Nurse II in Adult Health.

Martha Knox Administrative Assistant III will be retiring effective December 1<sup>st</sup> after 20 years with the County. As with every position, with Martha leaving staff reviewed her duties and developed a Staff Development Specialist position, which will combine Human Resources duties from Martha’s position with some of the items formerly performed by the Quality Assurance Coordinator position. Beginning November 17<sup>th</sup>, Mr. Jason Williams will begin in that role. In addition to HR, Jason will also manage Accreditation, HIPAA and Limited English Proficiency, cultural competency, workforce development, and orientation and training to his job duties. Some of Martha’s other duties such as support to the Health Director and Assistant Health Director as well as the Board of Health duties.

Ms. Amy McCauley, Community Outreach Manager, will be leaving Catawba County Public Health as of November 11<sup>th</sup> to take the position of Communications and Marketing Director for Catawba County Government. Zach King has agreed to become Interim Community Outreach Manager, while the Chief Public Health Strategist position is recruited.

Strategic Planning – Due to Hurricane Matthew, the Strategic Planning meeting scheduled for October was postponed. Both of the consultants were affected by the power outage due to Hurricane Matthew. A ½

day session has been re-scheduled for November 18<sup>th</sup> and the final Strategic Plan will be presented at the January, 2017 Board of Health meeting.

Regarding the Board of Commissioners Strategic Planning, Mr. Urland will be working with other department heads including Mr. John Eller, Department of Social Services, and Mr. Bryan Blanton, Emergency Services on a presentation regarding “Health and Safety in Catawba County”. That presentation is scheduled for December 12, 2016.

Flu Update – Mr. Urland stated that Board members will be receiving updates monthly on the most recent information regarding Flu activity in their packets. In addition to the Flu update, the Catawba County Public Health Monthly Report and the quarterly demographics will be included as information items with your Board packets.

Mr. Urland asked Ms. Sarah Rhodes, Clinical Services Nurse Supervisor to give a brief update on the current Shigellosis Outbreak. Ms. Rhodes stated that unfortunately, there have been 3 new positive cases of Shigellosis. The outbreak began on August 23<sup>rd</sup> and staff has worked diligently with schools and daycare centers to respond to cases as they are reported. There have been 12 childcare centers and 12 schools that have been affected. A total of 143 positive cases since August 23<sup>rd</sup>, and the State Division of Public Health have advised that testing must continue as long as there are positive cases. Education of parents is continuing to ensure that not only are the childcare centers and schools being cleaned appropriately, but also the schools.

There must be two incubation periods of 8 days have to occur before a patient is considered in the clear.

The EPI team continues to meet and work with those affected, and educating regarding the sanitation methods, quarantine of current patients until the all clear is given.

Mr. Hunsucker asked if there was outbreak like this previously and Mr. Urland stated that yes, about 12-13 years ago there was an outbreak like this one. Mr. Urland stated there can be cyclical nature to these types of outbreaks.

Mr. Dollar asked if the Flu Update is shared on the website. He stated that he shares it within his company and he feels that other companies would appreciate the information and find it useful.

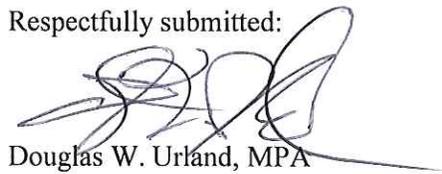
#### **OTHER BUSINESS**

There was no further business for the Board, and therefore the Chairman asked for a motion to adjourn the meeting.

#### **ADJOURNMENT**

Mr. William Pitts made a motion to adjourn and Mr. Dan Hunsucker seconded the motion. The motion passed unanimously and the meeting adjourned at 8:15pm

Respectfully submitted:



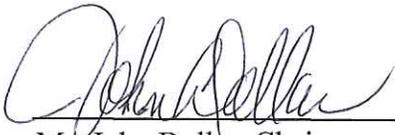
Douglas W. Urland, MPA  
Health Director

DWU: mjk

Catawba County Board of Health  
Local Rule for Rabies Postexposure Management  
of Dogs and Cats

This rule for rabies postexposure management of dogs and cats implements and particularizes the authority given to the local health director in G.S. 130A-197 to effectively and efficiently protect the public's health utilizing the most current science. Accordingly, the Catawba County Board of Health adopts the recommendations and guidelines for rabies postexposure management of dogs, cats, and ferrets specified by the National Association of State Public Health Veterinarians in the 2016 edition of the Compendium of Animal Rabies Prevention and Control (I.B.5: Postexposure Management). These provisions of the Compendium shall be the required control measures pursuant to G.S. 130A-197

Effective this the 7th day of November, 2016.



Mr. John Dollar, Chair  
Catawba County Board of Health



Mr. Douglas W. Urland, Health Director  
Catawba County Public Health