

**Catawba County Board of Health**  
**Minutes**  
**May 1, 2017**

The Catawba County Board of Health met on Monday, May 1, 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  
Ms. Dana H. Greene  
Dr. Matthew Davis  
Ms. Gloria Costin  
Mr. William Pitts  
Ms. Brenda Watson  
Dr. Sharon Monday  
Mr. Brian Potocki

**Members Absent:** Dr. David L. Harvey

**Staff present:** Mr. Doug Urland, Health Director  
Ms. Jennifer McCracken, Assistant Health Director  
Ms. Megen McBride, Environmental Health Supervisor  
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor  
Ms. Sindie Sigmon, Business Manager  
Ms. Chantae Lail, Lab Manager  
Ms. Sarah Rhodes, Clinical Nurse Supervisor  
Mr. Jason Williams, Staff Development Specialist  
Ms. Lia Clinton, Chief PH Strategist  
Mr. Zack King, Community Health Analyst  
Ms. Marilyn B. Klinger, Administrative Assistant II

**Guests:** Dr. William Donigan, Dental Director for Gaston Family Health Services  
Dr. Jennifer Hunter-Riley, Catawba Family Dental Dentist  
Melinda Bumgarner, Catawba Family Dental Hygienist  
Dula and Coulter Families

**CALL TO ORDER**

Mr. John Dollar, Chair, called the meeting of the Catawba County Public Health Board to order at 7:00 pm. Mr. Dollar welcomes Board members, Public Health managers and staff, and guests.

**APPROVAL OF THE AGENDA**

Mr. John Dollar stated that Board members had a current copy of the agenda at their places and asked if there were any changes. No changes were noted. Mr. William Pitts made a motion to accept the agenda and Dr. Matthew Davis seconded the motion. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes for April 3, 2017, were included in the Board packet that the Board members received via email. Mr. Dollar asked if there were any corrections. Ms. Marilyn Klinger caught two errors in transcription and advised they would be corrected. There being no further corrections, Dr. Sharon Monday made a motion to accept the minutes as presented and Ms. Gloria Costin seconded the motion. The April 3, 2017 minutes were approved unanimously.

### **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.

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

Mr. Dan Hunsucker, County Commissioner, stated that the Board of Commissioners (BOC) proclaimed May as Tourism Month and asked citizens to participate and support local businesses. At their meeting this morning, the BOC entered into an economic development agreement with Room and Board, Inc., a furniture manufacturer who will build a new facility on Highway 10 near the Target Distribution Center and bring 13 new jobs to the area. In other business, the BOC approved new positions for Building Services and Environmental Health as well as use of contingency funds for Public Health's new electronic medical records (EMR) software.

### **NEW EMPLOYEE**

Ms. Marilyn Klinger stated one new employee is present to be introduced to the Board. The new employee is Melissa Kirkpatrick. Ms. Kirkpatrick joined Public Health on April 3, 2017, as the new Administrative Assistant I within the Public Health Administration office.

Ms. Kirkpatrick comes to us from the Catawba County Department of Social Services with two and a half years of experience, most recently as the Office Manager/Quality Assurance Assistant in the Senior Nutrition Services division.

Ms. Kirkpatrick is a graduate of the University of North Carolina at Greensboro and holds a Bachelor of Science degree in Business Administration.

In the Administrative Assistant role, Ms. Kirkpatrick will be responsible for a number of duties including greeting and directing employees and visitors to the Administration department, processing bi-weekly timesheets, maintaining hourly employee time logs, database maintenance, updating and maintaining staff trainings and other records, assisting the Business manager with a number of duties related to contracts, as well as a number of other duties within Administration and Finance.

Mr. Dollar welcomed Ms. Kirkpatrick to the Public Health family.

### **GFHS/CFD BIKE DISTRIBUTION PROJECT**

Dr. William Donigan, Dental Director for Gaston Family Health Services (GFHS), shared information about the coloring and poster contests GFHS's dental practices have been conducting since 2008. Educational information is shared with clients and they enter by coloring papers or posters that are later displayed in the practices. This is the first year of entries from Catawba Family Dental (CFC), the Hickory practice based inside Public Health, so the dental staff wanted to award bicycles and helmets to the two Hickory contest winners at this Board meeting. Dr. Jennifer Hunter-Riley, dentist, and Ms. Melinda Bumgarner, dental hygienist, presented the two winners displayed their entries. Master Kamari Dula won the '5 and under' category and Miss Peggy Coulter won the '6 to 10' category. Dr. Donigan reiterated the need for early dental education and thanked everyone for their support, including parents of the two winners. Mr. Dollar also congratulated the winners and noted the importance of CCPH's partnership with GFHS and CFC.

### **NC COMMUNICABLE DISEASE AWARD**

Mr. Doug Urland, Health Director, announced that the Catawba County Public Health Communicable Disease Team had been awarded the 2017 NC Communicable Disease Program Enteric Outbreak Response Award at the State Spring CD Conference. Mr. Urland read the excerpt from the awards program "In 2016, Catawba County experienced a CD Nurse's worst nightmare – a county-wide shigellosis outbreak involving childcare centers and elementary schools. This outbreak grew to involve 27 facilities and 173 confirmed and probably cases. CD Nurses Cheryl Gray and Sarah Rhodes compiled

and maintained 27 line lists with 1,557 persons. They worked tirelessly to assure that cases were appropriately cleared to return to work and school, counseled parents and educated providers. Catawba County Health Department sent out regular updates to providers. They fielded many calls from the general public and did educational interviews on local television stations. The CD Branch recognizes and congratulates Catawba County Health Department for managing and enduring this 4-1/2-month long ordeal with professionalism, expertise, and compassion.”

Mr. Urland thanked the CD Nurses and all the support at Public Health as well as the Epi Team that met during this outbreak to ensure appropriate steps were taken and staffing was covered.

### **THIRD QUARTER FINANCIAL REPORT**

Ms. Sindie Sigmon, Business Manager, provided an Excel spreadsheet with detailed information for expenses and revenues for the July 1 – March 31 period, first three quarters of FY16/17. With an annual budget of \$8,136,395 and being  $\frac{3}{4}$  (or 75 percent) of the way through the year, Public Health is currently tracking at or around 68 percent of budgeted amounts with the County Share tracking at 71.1 percent. There will be a 27<sup>th</sup> pay period this year which will be realized late in June.

Most of the State grants have been paid to Public Health and School Nurse funds from outside sources have been realized. Fee and Medicaid revenues are lower due to not having a permanent provider. In other revenues, Susan G. Komen funds realized were less than anticipated for FY16/17. With regard to expenses, part-time wages are high due to vacancies in various positions throughout the fiscal year and the use of hourly staff to maintain daily duties. Expenses will level out in the fourth quarter due to once-a-year expenses being incurred, such as the 27<sup>th</sup> payroll, spring educational/training events, and restock of various supplies. Some savings will be realized, however, by changing how School Nurses and other staff cell phones are used and local costs for telephone landlines being reduced in upcoming fiscal year.

### **ELIGIBILITY, BILLING, AND FEE POLICY**

Ms. Sigmon also provided the revised Eligibility, Billing, and Fee Policy. While the policy has been reformatted to follow format of procedures, there were minor changes this year. Income tax refunds will no longer be considered a source of income; clinical receipts and petty cash will be balanced daily; and, after 90 days, statements will be sent biannually. Two changes on page 10 of the policy reflect changes to Title X and BCCCP requirements and several definitions were added for clarity. After the presentation, Ms. Sigmon fielded questions and then Dr. Monday made a motion to approve the revised policy as presented. Mr. Pitts seconded the motion and the Board unanimously approved the revised policy.

### **PUBLIC SWIMMING POOLS UPDATE**

Mr. Scott Carpenter, Environmental Health (EH) Supervisor, presented information to the Board regarding swimming pool inspections and safety, especially electrical safety. The tragic 2016 electrocution of a lifeguard at a Raleigh swimming pool has garnered attention to the issue of pool safety especially with regard to electrical connections. The State issued a letter asking all pool owners and operators to have their pools inspected by a licensed electrician to assure proper wiring and ensure their entire system is up to code. House Bill 698 has been filed by Representative Mitchell Setzer and would mandate GFCI protection. Since EH Specialists inspect pools prior to opening each season and/or several times per year/season, inspections will now include more extensive review of electrical aspects of the pool. Key elements in pool inspections includes:

- Check proper pH and chlorine levels. Must have log book onsite.
- Fencing - 48” minimum height with proper spacing and chain link mesh opening
- Self-closing, latching (54” high) outward pulled gate
- Safety feature on single main drains in working order (2010 required all new pools to have dual drains)
- Ensure that all drain covers meet newest requirements and are not out of date
- Emergency phone capable of directly dialing 911
- Proper depth markings marked correctly in FT
- Proper safety signage posted

- Ensure safety equipment is made available, both body hook and life ring attached to a rope

There are currently approximately 65 seasonal pools and 26 year-round pools in the County. Due to their special nature, one Catawba County EH Specialist is used for most pool inspections with key focus on chemicals and drains. Mr. Carpenter's slides and a copy of the letter to pool owners and operators is attached to these minutes.

#### **CHILD FATALITY PREVENTION TEAM REPORT**

Ms. Jennifer McCracken, Assistant Health Director, provided an update on the work of the Child Fatality Prevention Team (CFPT). Established in 1991, efforts of the team have yielded a 46 percent decrease in childhood deaths statewide. CDC data from 2005 shows that for every child that dies, there are 25 hospitalizations, 925 treat in EDs, and many more treated in doctors' office (no more recent data is available). The CFPT team is comprised of law enforcement, EMS, healthcare providers, Social Services staff, Assistant District Attorney, and Public Health staff.

Gathering files, researching events, and reviewing medical records provides the experienced team with information to give solid recommendations and suggest prevention measures that have led to the decrease in childhood deaths statewide. Sixty-seven percent of Catawba County childhood deaths being children under the age of one and 75 percent of causes from prenatal issues/perinatal conditions or illness. While not all causes can be prevented, education and prevention measures are important to addressing the issues that will save lives. The Distracted Driving Video Contest, ABC's of Safe Sleep, and The Period of Purple Crying are three programs that have grown out of the work of the CFPT. In conjunction with community partners like the Council on Adolescents, the Children's Advocacy and Protection Center, and local healthcare providers, these programs provide awareness and education. Continuing efforts and emphasis in 2017 will be placed on pre-conceptual health and maternal child health; opioid-addicted pregnant women – improving linkage to treatment and care; proper supervision for children, including caregivers; and human trafficking-technology. A copy of Ms. McCracken's slides is attached to these minutes.

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

Mr. Urland reiterated that the BOC had approved funding for a new EH position as well as use of contingency funds so the EMR project could be started this fiscal year and that he thanked them for those approvals. In addition to contingency funds, Public Health will receive \$20,000 from the State Division of Public Health for committing to the EMR project this fiscal year. The EMR software and system must be functional and reporting data to the State by February 1, 2018.

Each County department has had their first round of meetings with the County Manager and the BOC budget meetings begin May 24, 2017. There is no new information on the State budget, but there are several bills in process of note to Public Health including the bill on swimming pool safety mentioned by Mr. Carpenter as well as SB74 regarding the rabies compendium being mandated state-wide and HB662 regarding Carolina Cares, Medicaid expansion for 19 – 64 year olds.

#### **OTHER BUSINESS AND ADJOURNMENT**

There being no further business, Dr. Monday motioned to adjourn the meeting and Mr. Brian Potocki seconded the motion. Mr. Dollar adjourned the meeting at 8:30 pm.

Respectfully submitted:



Douglas W. Urland, MPA  
Health Director