

Catawba County Board of Health
Minutes
September 09, 2019

The Catawba County Board of Health met on Monday, September 09, 2019 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. John H. Dollar
Dr. Dana H. Greene
Dr. Gale Hamilton-Brandon
Mr. William Pitts
Mr. Brian Potocki
Ms. Gloria Costin

Members Absent: Ms. Susan Knowles
Mr. Dan Hunsucker, County Commissioner

Staff present: Mr. Douglas Urland, Health Director
Ms. Jennifer McCracken, Assistant Health Director
Ms. Julie Byrd, WIC Director
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator
Ms. Megen McBride, Environmental Health Administrator
Ms. Sarah Rhodes, Clinical Nurse 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. Maria Hawkins, Social Worker II
Ms. Jennifer Gwaltney, Public Health Nurse
Ms. Stacey Jenkins, Public Health Nurse
Ms. Jessica Cook, WIC Outreach Specialist
Mr. Robbie Phelps, Environmental Health Supervisor

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 guests.

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. William Pitts, made a motion to accept the agenda as presented and Mr. John Dollar seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for August 12, 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. John Dollar made a motion to accept the minutes as presented and Ms. Gloria Costin seconded the motion. The August 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

No report

NEW EMPLOYEES

Mr. Jason Williams, Operations Administrator, stated that there were five new employees to introduce to the Board this month.

Ms. Jennifer Gwaltney is an Adult Health Public Health Nurse. She previously worked in the home health and urgent care setting before joining Catawba County Public Health (CCPH). Ms. Gwaltney holds a Bachelor's degree in Nursing from Lenoir-Rhyne University.

Ms. Stacey Jenkins is serving as a Public Health Nurse in the Care Coordination for Children (CC4C) Program. Ms. Jenkins previously worked at CaroMont Regional Medical Center in Gastonia where she served as a Care Coordinator for several years. She holds a Bachelor's Degree in Nursing from the University of Toledo and a Master's Degree in Nursing Information Systems from Wright State University.

Ms. Maria Hawkins is serving as a Social Worker also in the Care Coordination for Children Program. She previously worked at Lincoln County DSS and formerly worked for Catawba County DSS. She has experience in Case Management as well as in CPS investigations. Ms. Hawkins holds a Bachelor's Degree in Social Work from Appalachian State University.

Ms. Jessica Cook is serving as the new WIC Outreach Specialist. She earned her Bachelor's Degree in Public Health from Kent State University and recently earned her Master's in Public Health from East Tennessee State University. Ms. Cook will have responsibilities related to the Farmer's Market and WIC vendors throughout the County along with other responsibilities.

Mr. Robbie Phelps is now serving as an Environmental Health Supervisor with responsibility for the On-Site Water Protection side the Environmental Health program. Mr. Phelps has been with Catawba County Public Health for over 15 years as an Environmental Health Specialist, and holds a Bachelor's Degree in Physical Science and Biology from Bridgewater College.

2018-2019 YEAR END BUDGET REPORT AND 2019-2020 BUDGET OVERVIEW

Mr. Jason Williams, Operations Administrator, provided end of fiscal year 2018-2019 financial information as well as a 2019-2020 budget overview. The PowerPoint and financial spreadsheets are attached to these minutes with highlights being:

Revenues:

- Revenues are still being finalized by Catawba County.
- County Share and Fund Balance Appropriated will be utilized to equal expenses once all expenditures are paid.
- Restricted Funds are \$47,947.41. These funds are saved for future use.

Expenditures:

- Ended the fiscal year at 92.9% expended.
- Most expenditures were in line with budgeted amounts.
- Ended year at \$8,586,966 (\$657,425 under budget for the FY)
- Part time wages were above budget due to staff retiring, medical leave, etc.
- Renovations in WIC Clinic, Immunization Clinic and outdoor lighting – were paid from last year's budget.

Comparison 2019-2020 Requested Budget and Approved Budget

Mr. Williams continued with a comparison of FY19-20 requested budget vs. approved budget items. The complete line item report is attached to these minutes with highlighted items as follows:

- Requested budget \$9,668,309 – Approved Budget \$9,533,106
- Environmental Health Administrator position approved
- Some revenues were removed from County Share to Fund Balance Appropriated
- Minor adjustments in revenue from School Systems for School Health Program.
- Additional funding for Newton-Conover City Schools (Conover School)
- Clinical Services – Medicaid earned (changed from per member per month [pmpm])
- FY 2019-20 approved budget request represents an increase of \$589,281 over FY 2018-19 current budget or 6.59%

Grants:

- Duke Endowment Grant – awarded for another 3-year period (January 2019). Grant payment is \$150,000 for each calendar year.
- Catawba Valley Medical Center – School Nurse support
- American Lung Association – Travel expenses for tuberculosis (TB) services
- Federal, State and Federal & State grants received as well
- To date, Catawba County Public Health has received \$3,052,442 in grant support for FY2019-20. These funds are non-county funding.

PUBLIC HEALTH BAD DEBT WRITE-OFF

Mr. Jason Williams, Operations Administrator, gave updated information on the Public Health Bad Debt Write-Off request. The presentation and account information was sent to the Board in their monthly Board packet and is also attached to the minutes.

Mr. Williams stated that the list of uncollectable, outstanding client balances is prepared annually and presented to the Health Director and the Board of Health per Catawba County Public Health's Eligibility, Fee and Billing Policy. Those balances approved by the Health Director and the Board of Health will be written off. The Accounts Receivable system shall indicate the balance as one that has been written off.

Debt is considered uncollectable when there has been no activity within the past twelve months and/or the account is not eligible for the NC Debt Setoff Program. Currently, there are 340 accounts that have outstanding balances that meet the definition of uncollectible.

The Public Health Bad Debt Write-Off information is being brought to the Board of Health for approval as previously stated.

The Health Director requests the Board of Health approve the Bad Debt Write-off for \$25,515.54.

After the presentation, Mr. Williams and Mr. Urland fielded questions and then Mr. William Pitts made a motion to approve the Public Health Bad Debt Write-Off amount as presented. Dr. Matthew Davis seconded the motion. The Board voted unanimously to approve the Public Health Bad Debt Write-off in the amount of \$25,515.54.

COMMUNITY BREAST HEALTH ADVISOR

Ms. Sarah Rhodes, Clinic Nurse Supervisor, gave an initial report on the new Community Breast Health Advisor program.

The program goals are as follows:

- To increase the number of African-American women who receive breast screenings and/or mammograms in Catawba County.
- To increase the number of African-American women who access breast health services through the Breast and Cervical Cancer Control Program (BCCCP) at Catawba County Public Health.

The presentation is attached to the minutes.

2019-2020 SUBCOMMITTEES

Mr. Doug Urland, Health Director, brought forth the current subcommittee member listing. Dr. Hamilton stated that all three subcommittees for fiscal year 2019-2020 are fully staffed and with no further discussion, Dr. Hamilton asked for a motion to approve the Subcommittees for the 2019-2020 fiscal year. Mr. John Dollar made a motion and Mr. William Pitts seconded. The Board voted unanimously to accept the slate of subcommittee members as presented.

HEALTH DIRECTOR'S REPORT

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

- No update at this time regarding the State Budget update.
- HB 555 - Medicaid Transformation – implementation has been moved to February 2020 for all of NC.

- The Health Directors annual evaluation is in October. Board of Health members will be receiving information/updates from the County Manager's Office.
- FY2019-20 Board of Health Officer positions will be voted on in October.

Mr. Urland asked Ms. Kim Spaulding, School Health Nurse Supervisor to give an update regarding the nationwide vaping issue –

- There will be a presentation in October to update further on this issue.
 - Outbreak of lung disease across the United States. As of Sept 6th over 450 lung disease cases, in 33 states, including NC.
 - In NC – 33 patients have been reported as having lung issues / 17 confirmed
 - The CDC believes it is an additive in street type marijuana liquid that has THC and nicotine – adding Vitamin E to the liquid.
 - School Nurses are providing education to school staff and students (middle school and 9th graders) regarding vaping and School Nurses were trained this past August in the Catch my Breath program.
 - Public Health is currently working with school districts to get information put on their websites so parents can access this information as well.
 - Public Health has been alerting local health care providers via blast fax.
 - CDC has stated that Health Departments will be notified if a case is active in their county.
- Reminder that the monthly infographic was included in Board packet.

OTHER BUSINESS

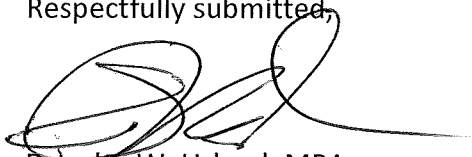
None

ADJOURNMENT

There being no further business, Dr. David Hamilton asked for a motion to adjourn. Mr. William Pitts so moved, Mr. John Dollar seconded the motion, and Dr. Hamilton adjourned the meeting at 7:57 pm.

The next Board of Health meeting will be **October 14, 2019 at 7:00 p.m.**

Respectfully submitted,



Douglas W. Urland, MPA
Health Director
Secretary to the Board of Health

DWU: day

Approved by Board of Health: Monday, October 14, 2019