

**Catawba County Board of Health
Minutes
November 6, 2017**

The Catawba County Board of Health met on Monday, November 6, 2017. The regular meeting of the Board of Health convened at 7:00 pm at Catawba County Public Health, 3070 11th Avenue Drive 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
Mr. John Dollar, Chair
Dr. Sharon Monday
Ms. Gloria Costin
Mr. William Pitts
Mr. Brian Potocki
Ms. Susan Knowles

Members Absent: Dr. Dana H. Greene

Staff present: Mr. Doug Urland, Health Director
Ms. Megen McBride, Environmental Health Supervisor
Ms. Chantae Lail, Lab Manager
Ms. Julie Byrd, WIC Director
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Jennifer Lindsay, School Health Nursing Supervisor
Mr. Zack King, Community Outreach Manager
Ms. Ashley Rink, Community Health Coordinator
Ms. Sarah Rhodes, Clinical Nursing Supervisor
Mr. Jason Williams, Staff Development Specialist
Ms. Marilyn B. Klinger, Administrative Assistant II
Ms. Emily Killian, Public Information Officer
Ms. Tania Harper, Quality Compliance Coordinator
Ms. Debra Young, Administrative Assistant II

CALL TO ORDER

Dr. David Hamilton, Chair, called the meeting of the Catawba County Board of Health to order at 7:00 pm. He welcomed everyone and thanked them for their time.

APPROVAL OF THE AGENDA

Dr. Hamilton noted one change to the previously emailed agenda in that Ms. Rhonda Stikeleather was not available to make her presentation tonight. He asked if there were any other changes to the agenda. Hearing none, he asked for approval of the revised agenda. Mr. William Pitts made a motion to accept the agenda as presented and Mr. John Dollar seconded the motion. The motion passed unanimously and business proceeded.

APPROVAL OF MINUTES

The minutes for October 2, 2017, were included in the Board packet that the Board members received via email. Dr. Hamilton asked if there were any corrections. There being no corrections, Dr. Matthew Davis made a motion to accept the minutes as presented and Mr. William Pitts seconded the motion. The October 2, 2017 minutes were unanimously approved.

PUBLIC COMMENTS

Dr. Hamilton 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) congratulated 21 Mini-Course graduates. The purpose of Mini-Course is to introduce employees to the wide variety of services each County department provides. County employees participate during their lunch hour at various locations throughout the County. This year's course included 17 sessions, ranging from department presentations to tours of county facilities such as the Detention Center and the Catawba County History Museum. Sharyn Guthrie, Tania Harper, Kimberly Spaulding, and Jason Williams participated from Public Health.

The Board presented a proclamation declaring November as Catawba County Hospice and Palliative Care Month and received a presentation on the economic impact of the nonprofit arts and culture industry in Catawba County. The Board approved the Social Services Work First Plan for submission to the North Carolina Department of Health and Human Resources, with the addition of the six additional policies and support services recommended by the Planning Committee.

The Board approved a recommended scope of services for the Emergency Services Study, moving towards solicitation of qualified consultants through a formal Request for Qualifications (RFQ) process and eventual contract negotiation not to exceed \$100,000. As part of the Healthy, Safe Community component of the Board of Commissioners' strategic planning process, the concept of *Right Care, Right Place, Right Time* emerged as a priority focus area within that component. *Right Care, Right Place, Right Time* is a phrase that has come to mean aligning the most appropriate resources with the identified needs. One potential strategy in making progress towards *Right Care, Right Place, Right Time* is conducting a study of existing Emergency Services service levels, policies, and some operational protocols to identify opportunities for improvement or refinement, as informed by industry best practice and peer research.

NEW EMPLOYEE

Ms. Marilyn Klinger stated that there were no new employees hired since the last Board meeting.

SCHOOL HEALTH – IMMUNIZATION COMPLIANCE UPDATE

Ms. Jennifer Lindsay, School Health Supervisor, provided an update to the School Health program and immunization compliance. There are currently 23 school nurses serving the three school systems in Catawba County, which is 44 schools and nearly 24,000 students. With only 89 percent of 2013 sixth graders receiving the tetanus, diphtheria, and pertussis (Tdap) vaccination as well as meningococcal vaccination by the 30th day of school as required, school nurses began educational messaging to schools, parents, and students to increase the compliance rates. By the 30th day of school 2017, the compliance rate had increased to 97.1 percent.

An increase has also been seen in the number of students coming to school on the first day each year already compliant with State requirements. In 2017, first day compliance was at 87 percent. New NC Health Assessment legislation includes all kindergarten students and any student K-12 enrolling in a NC public school for the first time to have an assessment and be current with required immunizations. These successes have been driven by the school nurses closely monitoring students, collaborating with schools, increase outreach, and engagement parents.

ENVIRONMENTAL HEALTH – RULES UPDATE

Scott Carpenter, Environmental Health Supervisor for Food, Lodging, and Institutions, shared updates for lodging rules from recent legislative changes. The most significant changes are in bed and breakfast (B & B) homes and inns inspection regulations being included with rules governing the sanitation of lodging establishments. A Bed & Breakfast (B & B) home has eight or less lodgers per night while a B & B inn has a greater number of lodgers. While there are some exceptions, all lodging establishments must now abide by these rules/changes:

- All lodging type establishments are included in the rule
- B & B homes and inns can now serve lunch and dinner but only to guest staying at the establishment
- 6 inch fold down no longer necessary if the top comforter is changed after each guest – duvets fall in this category
- Guest room sink can be used if the sink is washed and sanitized before use
- B&B homes permitted prior to April 2017 and only serve breakfast meal are not required to have a separate hand washing sink in the kitchen
- Hand washing sink shall be provided in laundry rooms unless standard operating procedure (SOP) is provided on handling clean and dirty laundry within one year of effective date of these rules
- No hot water temperature requirements
- Managers food service certification will be required in the B & B homes and inns – will take affect October 1, 2018
- B & B homes and inns shall comply with requirements of the Food Code (same Code which food service establishments follow)
- B & B homes and inns that serve all three meals can still use domestic equipment in the kitchen

There is no longer a measurement to the lighting requirement for the decking nor the inside of swimming pools. Session Law 2017-209, House Bill 56: “require pool illumination sufficient to illuminate the main drains of a pool” and “require pool illumination sufficient to illuminate the deck area of a pool so that it is visible at all times the pool is in use but shall not require specific foot candles of illumination for the deck area.”

Megen McBride, Environmental Health Supervisor for Onsite Waste Water, shared information regarding clarification of a soil scientist versus a geologist (House Bill 56).

- A licensed soil scientist may evaluate soil conditions and site features for a proposed wastewater system or repair.
- A licensed geologist may evaluate geologic or hydrogeologic conditions of the proposed site or repair area.

She also explained the permit extension (Senate Bill 16) for permits issued January 1, 2000 through January 1, 2015. If a permit meets the criteria of unchanged daily flow, unchanged nature of use, and no site modifications relative to original soil/site evaluation documentation, an extension may be granted until January 1, 2020. Additional site visits may be necessary and staff estimate approximately 1,100 previously expired permits may be affected in Catawba County.

FIRST QUARTER FINANCIAL REPORT

Sindie Sigmon, Business Manager, reported on financial information for the first quarter of FY17/18 (July – September). With an annual budget of \$8,340,456, the first quarter expenses and revenues should be at or around 25 percent. Both are tracking at or around 19.7 percent or \$1,639,047 – currently under budget. County share, the balancing revenue each month, is tracking at 12.7 percent. With county share taken out, the revenue equation puts revenues tracking at 24.8 percent. Notable revenue points include:

- State grants – paid to Public Health as expenses are reported each month to the State. Several grants have paid up to 50 percent or more in the first quarter of the fiscal year.
- School Nurse funds – \$500,000 from CVMC School Nurse support was received in full in the first quarter. State funds and County Schools will be billed next, then remainder of CVMC funding will be billed. The last revenue source to be billed will be County Share which will most likely support the last quarter of the fiscal year.
- Fee and Medicaid Revenue – Adult Health fees and Women’s Health Medicaid are slightly higher than at this same point last fiscal year and may be due to a contract now in place with CVMC for a mid-level practitioner four days each week.
- Medicaid Escrow – Awaiting final 10 percent payments for FY12/13 and FY13/14 and FY14/15. FY15/16 is being processed and submitted for cost report completion, with FY16/17 following. Receivables are listed for FY15/16 anticipated payments.

- Private Grants/Donations :
 - Susan G. Komen – grant request submission is in progress.
 - Duke Endowment – all funds were received in January 2017 – remaining funds will be brought in as needed.

Notable expenses point include:

- Personnel
 - Tracking at 19.9 percent for the first quarter. Part-time wages and longevity are tracking slightly higher due to summer staff in the first quarter and a large number of first quarter work anniversaries.
- Other Operating
 - There are lines that are expended in whole or a large percentage in the first quarter, they are: Accreditation – paid in full; Medical Supplies - Vaccines – large purchase of vaccines, including annual flu and pneumonia; copier leases – paid in full in first quarter.
 - Note – some expense lines higher than the 25 percent due to restocking of supplies – Janitorial Supplies, Other Misc. Operating Supplies, Medical Supplies, Small Tools.
 - Education – most educational opportunities are in the Fall or Spring.
 - Community Outreach – expenses incurred for LiveWell Catawba – funds need to be transferred to this line from another line item to cover these expenses.

GRANT FUNDING REPORT

An infographic was included in the Board packet and Ms. Sigmon noted that overall, grant revenue to Public Health was down nearly \$100,000 from last year. The bulk of this decrease was from \$54,000 less WIC funding based on caseload and Environmental Health's extra funding for meeting their 100 percent inspection goal. There were increases in Smart Start and Health Communities funding. Other notable variances were no Komen funding in FY17/18 yet better use of STD funding and Aid to County funding.

HEALTH DIRECTOR'S REPORT

Health Director Doug Urland noted that the public comment period for Medicaid Transformation has ended with hopes of CMS approving the State's Medicaid waiver application and a managed care organization RFA/RFP (request for proposal) being issued in the summer of 2018. Training is in progress for the new clinical and electronic medical records software. LiveWell Catawba had their annual meeting on October 19 and successfully rolled out the new name and logo. Director Urland stated that the State Accreditation Site Visit went very well on October 5, In fact, the review of information and evidence was completed in one day, a first for such visits. Final determination and status will be announced at a December meeting in Raleigh.

Director Urland stated that the FY18/19 budget is now being constructed and the Finance Subcommittee will meet in January to review information in preparation for the February Board meeting. He reminded the Board that Dr. David Harvey had resigned his Board membership as of June 30, 2017, and a physician is being sought to fill the vacancy. Board members are encouraged to send recommendations to Director Urland to present to the Board of Commissioners.

Director Urland also noted that Marilyn Klinger would be leaving Public Health later in November and Debra Young will be moving into the Administrative Assistant II position that provides support to the Board of Health. Dr. Hamilton thanked Ms. Klinger on behalf of the Board for her assistance to them and welcomed Ms. Young.

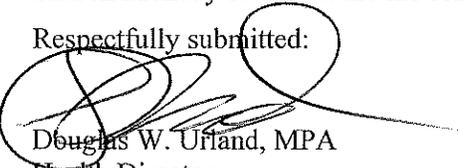
OTHER BUSINESS

Dr. Hamilton reminded the Board that there would be a holiday reception prior to the December 4 Board meeting. The reception will be at 6:30pm in the Public Health Boardroom and the Board meeting will start at 7:00pm.

ADJOURN

There being no further business, Dr. Hamilton asked for a motion to adjourn. Dr. Davis so moved, Dr. Sharon Monday seconded the motion, and Dr. Hamilton adjourned the meeting at 8:05 pm.

Respectfully submitted:



Douglas W. Uffland, MPA
Health Director

DWU: mbk