Catawba County Board of Health
Minutes
September 13, 2021

The Catawba County Board of Health met on Monday, September 13, 2021, at 7:00 p.m. via Zoom and at Catawba County Public Health, 3070 11th Ave Dr. SE, Hickory, NC 28602.

Members Present:  Mr. John H. Dollar, Chair  
Mr. William Pitts, Vice-Chair*  
Mr. Austin Allran, County Commissioner  
Dr. Bruce Carlton*  
Ms. Gloria Costin*  
Dr. Matthew Davis*  
Dr. Dana H. Greene*  
Dr. Gale Hamilton-Brandon*  
Ms. Susan Knowles*  
Mr. Brian Potocki*

Members Absent:  None

Staff present:  Ms. Jennifer McCracken, Health Director  
Mr. Jason Williams, Assistant Health Director*  
Ms. Julie Byrd, Women and Children’s Health Administrator*  
Ms. Honey Estrada, Public Health Strategist*  
Ms. Emily Killian, Community Engagement Specialist/PIO  
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator*  
Ms. Jennifer Lindsay, School Health Nursing Supervisor*  
Ms. Megen McBride, Environmental Health Administrator*  
Ms. Sarah Rhodes, Clinical Services Nurse Supervisor*  
Ms. Rhonda Stikeleather, Children’s Services Nurse Supervisor*  
Mr. Jeremy Stockton, WIC Director*  
Ms. Debra A. Young, Administrative Assistant II

Guests:  Ms. Debra Bechtel, Special Counsel*

*Attended via Zoom meeting

CALL TO ORDER/ROLL CALL
Mr. John Dollar, Chair, called the Catawba County Public Health Board meeting to order at 7:00 p.m. He welcomed Board members, Public Health managers, staff, and guests. Mr. Dollar instructed the Board Members on the virtual meeting roll call and voting process. There were no questions regarding roll call or the voting process instructions.

APPROVAL OF THE AGENDA AND MINUTES
Mr. John Dollar, Chair, stated that Board members had received the current meeting Agenda and the Board Minutes for August 9, 2021. Mr. Dollar asked if there were any changes to the Agenda or corrections to the prior meeting Minutes. There being none, a motion was made to accept the
Agenda and previous meeting Minutes by Mr. William Pitts and seconded by Dr. Matthew Davis. The Agenda and minutes were unanimously approved via a virtual roll call vote of the board members present.

CLOSED SESSION
Pursuant to NCGS 143-318.11(a)(3), Mr. John Dollar, Chair, requested the Board go into closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Ms. Gloria Costin made the motion. A virtual roll call vote was taken, and the motion to go into closed session was unanimously approved at 7:05 p.m.

A motion to adjourn the closed session and move back into open session was made by Mr. Austin Allran and seconded by Mr. William Pitts. The motion was unanimously approved via a virtual roll call vote, and the Board returned from closed session at 7:35 p.m.

PUBLIC COMMENTS
Mr. Dollar asked if anyone presented to speak before the Board. Ms. Debra Young, Administrative Assistant II, stated that no one had presented to speak.

NEW EMPLOYEES
Mr. Jason Williams, Assistant Health Director, stated that there are no new employees to introduce to the Board this month.

COUNTY COMMISSIONER’S COMMENTS
Mr. Austin Allran, County Commissioner, reported that the Board of Commissioners approved funding for an additional 50 School Nurse Assistants that will be hired for temporary, full-time positions.

2020-2021 YEAR-END OUTCOMES SUMMARY REPORT
Mr. Jason Williams, Assistant Health Director, gave an update on the 2020-2021 Year-End Outcomes. The three overarching goals were to (1) improve the health and wellbeing of women, infants, and children, (2) promote a culture of wellness in Catawba County by supporting communities and partnerships, and (3) to strengthen core public health functions to protect health and ensure community safety. There were 13 specific outcomes that fell under the three main goals:

- Three outcomes were noted as not having an opportunity to be met due to COVID-19 closures/modifications.
- Out of the 13 specific outcomes, 10 were met; two had no opportunity to be met due to COVID-19 priorities, and one was met, but no formal evaluation was conducted.

Mr. Williams stated that even with the continuing challenges of COVID-19, it has been a successful year, and the team is already looking at current year outcomes to assess them and see where Catawba County Public Health can approve.
The Year-End Outcomes Summary Report is attached to the Minutes.

PUBLIC HEALTH BAD DEBT WRITE-OFF
Mr. Jason Williams, Assistant Health Director, 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 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, 93 accounts 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 $4,636.46.

After the presentation, Mr. Williams and Ms. McCracken fielded questions, and then Dr. Bruce Carlton made a motion to approve the Public Health Bad Debt Write-Off amount as presented. Mr. William Pitts seconded the motion. The Board voted unanimously, via a virtual roll call vote, to approve the Public Health Bad Debt Write-off in the amount of $4,636.46.

The presentation slides and Memo are attached to the Minutes.

HEALTH DIRECTOR'S REPORT
Ms. Jennifer McCracken, Health Director, stated she had a few brief updates. Ms. McCracken informed the Board that the PowerPoint slides she is presenting from this evening were not included in the Board packet, but most of the information was included in the Board update that was emailed out last week. If you would like a copy of the slides emailed to you, please let Ms. McCracken know. The Health Director’s Report slides are also attached to the Minutes.

Ms. McCracken reminded the Board that the monthly infographics were included in the Board packet.

OTHER BUSINESS
Mr. William Pitts, Vice-Chair, reported that Ms. McCracken was presented with the Community Service Award from Lenoir Rhyne on August 27, 2021.
ADJOURNMENT
There being no further business, Mr. John Dollar asked for a motion to adjourn. Mr. Austin Allran so moved, and Dr. Bruce Carlton seconded the motion. Accordingly, Mr. Dollar adjourned the meeting at 8:20 p.m.

Respectfully submitted,

[Signature]

Jennifer F. McCracken
Secretary to the Board of Health
Health Director

JFM: day

Approved by Board of Health: October 11, 2021