

**Catawba County Board of Health
Minutes
February 5, 2018**

The Catawba County Board of Health met on Monday, February 5, 2018 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
Ms. Gloria Costin
Mr. John H. Dollar
Ms. Dana H. Greene
Mr. Dan Hunsucker, County Commissioner
Ms. Susan Knowles
Dr. Sharon Monday
Mr. Brian Potocki
Mr. William Pitts

Members Absent: none

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. Rhonda Stikeleather, Children's Services Nurse Supervisor
Ms. Chantae Lail, Lab Manager
Ms. Jennifer Lindsay, School Health Nurse Supervisor
Ms. Sarah Rhodes, Clinical Nurse Supervisor
Mr. Jason Williams, Staff Development Specialist
Mr. Zack King, Community Health Analyst
Ms. Debra Young, Administrative Assistant II
Ms. Sindie Sigmon, Business Manager
Ms. Jami Bentley, Clinical Systems Supervisor
Ms. Jordan Johnson, Community Health Coordinator

CALL TO ORDER

Dr. David Hamilton, Jr, Chair, called the meeting of the Catawba County Public Health Board to order at 7:00 pm.

APPROVAL OF THE AGENDA

Dr. David Hamilton, Chair, stated that Board members had received the agenda. Dr Hamilton asked if there were any changes. No changes were noted and Dr. Sharon Monday made a motion to accept the agenda and Mr. William Pitts seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes for December 4, 2017, were included in the Board packet that the Board members received via email. Dr. David Hamilton, Chair, asked if there were any corrections. No corrections were noted and Mr. John Dollar made a motion to accept the minutes as presented and Dr. Matthew Davis seconded the motion. The December 4, 2017 minutes were approved unanimously.

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

Mr. Dan Hunsucker, County Commissioner, gave a brief update from the County Commissioners meeting. The Board issued a proclamation declaring February 4-10, 2018 as National Burn Awareness Week. The proclamation recognized the initiative of the American Burn Association to bring together burn, fire and life safety educators to make the public aware of the frequency, devastation and causes of burn injuries.

The Board awarded the bid for construction for the SECC NC Highway 150 Sewers-East Project to State Utility Contractors of Monroe, North Carolina. County staff and its consultant, McGill Associates, worked with North Carolina Department of Transportation (NCDOT) to redesign the final portion of infrastructure needed to provide sewer service along NC Highway 150, east of Marshall Steam Station. Working with NCDOT was necessary due to the impending roadway widening of NC Highway 150. Final design modifications and state permits for this project were received in September 2017.

The Board awarded the bid for construction for the Duke Energy House Bill 630 Waterline Project to Fuller & Co. Construction, LLC of Bessemer City, North Carolina. At the May 15, 2017 Board of Commissioners meeting, the Board entered into a contract with Duke Energy to provide public waterlines to unserved residents. This was predicated by the signing of House Bill 630 into law in July 2016, which required Duke to offer permanent alternative water supplies to eligible well owners within one-half mile of North Carolina coal ash basins.

NEW EMPLOYEES

Mr. Jason Williams, Staff Development Specialist, stated two new employees are present to be introduced to the Board. Jami Bentley joined Public Health on February 1st as our new Clinical Systems Supervisor. Jami will be the project lead for the electronic medical records system, and will supervise the billing and eligibility staff. Jami earned a Bachelor of Science degree in Healthcare Management from Appalachian State University and has over thirteen years of clinical systems and billing experience, most recently at the Caldwell County Health Department.

Jordan Johnson joined Public Health on January 22nd as a Community Health Coordinator supporting the Duke Endowment work with LiveWell Catawba as a part of Zack King's team. Jordan earned a Bachelor's degree in Intercultural Studies and Masters of Public Health in Health Promotion from Liberty University. Jordan recently moved to Catawba County from Virginia.

ENVIRONMENTAL HEALTH MID-YEAR UPDATE

Ms. Megen McBride, Environmental Health Supervisor for On-Site Wastewater and Wells (OSWW), presented updated information on 2017-18 mid-year application and permit figures in comparison to 2016-17. There has been a slight decrease in applications received (359 versus 379) at the mid-year point but Ms. McBride noted that last fiscal year was a record year for applications received (831). There have been 339 permits issued with 367 inspections completed at the mid-year point as well. Out of the 339 permits issued, 62% were within the ten-process day period. A large number of permits received are considered difficult sites due to the number of visits per property necessary to get final approval.

Mr. Scott Carpenter, Environmental Health Supervisor for Food, Lodging, and Institutions (FLI) provided comparison figures for mid-year 2017-18 regarding inspections, permits, and complaints. At mid-year for FY17-18, staff completed 1,112 inspections at 1,001 permitted establishments including 64 temporary food establishments (TFEs) (fairs, summer camps, etc.). There have been 94 complaints (FLI and OSWW) during the first two quarters of FY17-18 varying from mosquitoes to food service issues.

Mr. Carpenter also gave an update regarding tattoo parlors in the County that are offering a new technique called microblading. Out of the 44 permitted tattoo establishments, only six of them provide this service. Microblading is a form of semi-permanent makeup that provides a way to partially, or fully, camouflage missing eyebrow hair with the appearance of simulated hair using fine deposits of cosmetic tattoo pigments. Currently, there are three more establishments waiting to complete the required training to offer this service.

It was announced that Mr. Greg Kain, REHS, with FLI division retired at the end of January with 20 years of service. Recruitment is currently underway for his position.

The Environmental Health presentation is attached to these minutes.

CATWBA COUNTY STRATEGIC PLAN UPDATE

Mr. Zack King, Interim Public Health Strategist, presented an annual update on the Public Health Strategic Plan. Mr. King began his presentation with the question – ‘Why do we do a Strategic Plan?’ We are ultimately setting ourselves up for a journey.... A journey to look at who we are; where we have been; where we are; and where we are going.

The Strategic Plan is not only an accreditation requirement, it helps set a foundation for Public health, helps us show that we are who we say we are and sets longer term, meaningful goals. The Plan has four priority areas: investment, community engagement, retooling and decision-making, which all of these priorities help us identify our strengths and weaknesses and plan Public Health’s future with a clearer vision.

The Public Health Strategic Plan update presentation is attached to these minutes.

MID-YEAR FINANCIAL REPORT AND OUTCOMES

Ms. Sindie Sigmon, Business Manager, presented the FY 2017-18 mid-year financial report. After the first six months of this fiscal year, percentages should be tracking at or around 50 percent or \$4,180,228.00. Revenues and expenses are at the 45.7 percent point, which is under budget. County Share is the balancing revenue each month and is tracking at 52.1 percent. All other revenues are tracking at 26.2 percent. This percentage is low; however, there are cost settlements that should pay by the year-end including the Duke Endowment grant along with several other State grants.

Jennifer McCracken, Assistant Health Director, shared an Outcome summary for the first half of the year. With 26 outcomes covering Public Health programs, almost all (22) are on target or exceeding their target. There are a few outcomes not on target but teams may still improve or achieve them by the end of the fiscal year.

Below target at mid-year:

- One for WIC where 84 percent of children age 0-24 months that are out of compliance for vaccinations received referrals, instead of 85 percent receiving referrals and scheduling appointments.
- Eleven percent of those receiving screening through the BCCCP program were African American women, instead of 25 percent.
- One for Environmental Health where the permit completion rate within 15 days was 73 percent, instead of 85 percent.
- One from prenatal where 29 percent of women who reported smoking at the beginning of their pregnancy reported cessation at the postpartum visit, instead of 32 percent.

The Public Health Second Quarter Report presentation, complete financial reports and Outcomes Progress Mid-Year report are attached to these minutes.

FINANCE SUBCOMMITTEE AND OUTCOMES FY2018-19

Mr. Doug Urland, Health Director, provided a summary of the proposed FY18-19 budget in comparison to the FY17-18 budget that was adopted effective July 1, 2017. Based on prior history and funding information from grants, County, State, and Federal sources, the FY18-19 budget is projected and, after Board of Health approval, goes to the County Manager's Office and then the Board of Commissioners for approval and final adoption. A full copy of the summary and FY18-19 budget are attached to these minutes.

Overall Summary of Budget

- FY 18-19 budget increased \$856,651 over FY17-18 budget or 10.4%.
- Reasons for this increase are:
 - Increase in Special Contingency - \$150,000
 - HH Contingency Funds Applied - \$247,000
 - Addition of 3 FTEs (newly requested in FY18-19) – EH Administrator, Public Health Nurse and Social Worker II - \$211,427
 - Addition of costs associated with two FTEs (added during FY17-18) – (2) EH Specialists and a Public Health Nurse - \$197,705.
 - Various increases in operating costs throughout Public Health's budget.

Major Budget Points

- **Staffing:** During this fiscal year we added a Public Health Nurse to the Communicable Disease, Immunization and clinical support, thus, the FY18-19 budget includes the costs for this position. Currently, we are requesting the addition of (2) Environmental Health Specialists in the FY17-18 budget. We are hopeful of approval of these positions; therefore, we have included them in the FY18-19 budget as well. New position requests in the FY18-19 budget include an Environmental Health Administrator, a Public Health Nurse and a Social Worker II (grant funded - \$50,000 x 3 years).
- **Resources:** FY18-19 will see the end of the three (3) year agreement with Duke Endowment; however, we have been invited to apply for another 3-year grant to continue the Healthy Communities work.
- **Fees**
 - **Environmental Health Fees:** Through an intensive cost study/fee, review process a revised fee schedule is presented as part of the FYI 18-19 proposed budget. Some fees would increase; some would decrease leaving a net increase from fees of approximately \$101,000. This budget includes these fee changes upon recommendation from the Budget Office.
 - **Fee Schedule for the County:** Environmental Health are not the only fees reviewed a review of clinical and vaccine fees was also completed. This review will bring vaccinations and clinical services fees in line with costs.
- **Contingency Funds**
 - Special Contingency – Increasing funds in FY18-19 to allow funds received by our agency from Cost Settlement and the Home Health sale to be brought into our budgets in a timely manner, without having to take each additional item to the Board of Health and Board of Commissioners.
 - In the proposed FY18-19 budget, funds received from the sale of the Home Health agency are being appropriated for use in Facility Renovations/Upgrades.

Environmental Health (580200)

- Increase to revenue/expense primarily related to the addition of (2) Environmental Health Specialists and an Environmental Health Administrator.

OB Care Management – OBCM (580252)

- State grant received for a Social Worker II to be added to this program. The State is covering \$50,000 of cost with Public Health covering any remaining costs through the use of either prior year earned revenues or County Share to cover the balance.

School Nurse Initiative (580308)

- Each school system will realize a 5% increase (same as FY17-18) in their share of School Nurse costs. CVMC and other funding will remain constant, however, State funding will decrease by \$7,424 if the State continues with the reductions applied in FY17-18.

Clinical Services (580500)

- In FY18-19, we continue our contract partnership with Catawba Valley Medical Group for a clinical provider in the Women's Health, Breast and Cervical Cancer Program, Adult Health services and the Sexually Transmitted Disease clinic.
- Increase to revenue/expense primarily related to the addition of (1) Public Health Nurse from FY17-18 and (1) newly requested Public Health Nurse for FY18-19. Along with these changes, .25% of WIC Director has been added to this cost center to assist with Community Health and Outreach.

Women, Infants and Children (WIC) (580550)

- In FY17-18, we were notified that our WIC program would experience a reduction of approximately \$58,000. This reduction will remain in effect in FY18-19.
- (1) Program Assistant position was not rehired when current staff resigned. .25% of WIC Director moving from this cost center to Clinical Services cost center.

Mr. Urland stated that Catawba County has systems in place to evaluate and change policy, salaries, and benefits to remain competitive with other employers. Mr. Urland further noted that the overall budget also represents Catawba County Public Health's commitment to workforce development, staff training and education for all employees. All Board of Health and Subcommittee members receive training opportunities throughout the year as well. Allocations like these presented in the proposed budget, reflect the commitment of Catawba County and Public Health to recruit and retain the best workforce possible and give our employees the knowledge and tools to provide the best services to our residents.

Ms. Jennifer McCracken, Assistant Health Director, provided an overview of the revised, proposed outcomes for Public Health for FY18-2019. Based on staff feedback and the initial work on the new Strategic Plan, staff engagement was a key element connecting outcomes to the Strategic Plan. Ms. McCracken highlighted the three new overarching program area outcomes:

2018-19 Public Health Goals

1. Improve the health and wellbeing of women, infants, children and families
2. Promote a culture of wellness in Catawba County by supporting communities and partnerships
3. Strengthen core public health functions to protect health and ensure the safety of the community

These three main goals give a snapshot of the 10 outcomes highlighted for FY18-19. The complete proposed outcomes are attached to these minutes.

The Finance Subcommittee (Mr. William Pitts, Ms. Gloria Costin and Commissioner Dan Hunsucker) met on January 30, 2018, to review the FY18-19 proposed budget. Mr. Pitts, Finance Subcommittee Chair, brought the Subcommittee's recommendation to the full Board proposing that they adopt the FY18-19 budget and outcomes as presented. Mr. Pitts asked if there were any further questions or considerations before calling for a vote. Hearing none, Mr. Pitts made the recommendation for approval of the proposed budget for fiscal year 2018-2019 as presented this evening and asked for those in favor and the recommendation was unanimously approved.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, stated that Public Health held a mock live session today for Cure MD and that Public Health would go 'live' tomorrow with EMR implementation. Mr. Urland will keep the Board updated regarding the complete conversion to Cure MD.

Mr. Urland reminded the Board that the County Commissioners have changed their meeting days effective April 2018. The Commissioners will be meeting on the first and third Monday's of each month. This change is being made because the Commissioners will now meet at the new Justice Center and the morning meeting is no longer feasible due to court proceedings. The Board of Health will need to change their monthly board-meeting day and/or time as to not overlap with the Board of Commissioner meetings. Mr. Urland made a recommendation to discuss the Board of Health to change the monthly meeting to the 2nd Monday of each month at 6:00 p.m. Public Health would be able to provide a light snack and drinks for the meeting since this would be an earlier meeting time. Mr. Urland opened the floor for discussion. After much discussion, it was decided to send out a poll to board members and review the results for a consensus of a new date and/or time. The change in date and/or time decision was tabled until the March Board of Health meeting.

Mr. Urland updated the Board regarding the recent NC Local Health Department Accreditation renewal process that Public Health completed. Public Health received a perfect score from the NC Accreditation Board with honors. All employees were invited to a celebration event and presented with a ceramic coaster imprinted with the new accreditation seal. Mr. Urland thanked all of the Board members for their support and for those that participated in accreditation interviews. Mr. Urland and Mr. Jason Williams attended the Accreditation Board meeting in Raleigh to receive the decision for this reaccreditation.

Dr. Hamilton thanked all of the Public Health Staff regarding the Accreditation standing and process and the finance subcommittee for all of their work regarding the updates given this evening for the upcoming fiscal year.

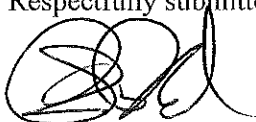
OTHER BUSINESS

The next Board of Health meeting will be March 5, 2018 at 7:00 pm.

ADJOURNMENT

There being no further business, Mr. Dan Hunsucker motioned to adjourn the meeting and Dr. Matthew Davis seconded. Dr. David Hamilton, Jr. adjourned the meeting at 8:31pm.

Respectfully submitted,



Douglas W. Urland, MPA
Health Director

DWU: day