

Moore County Board of Health  
March 13, 2018

Members Present: Severt Jacobson, MD, Chair  
Betty J. Goodridge, MHA, CMA, Vice Chair  
Tim Boyte, DVM  
Louis Gregory  
William Mang, PharmD  
Kamron Monroe, DDS  
Max Muse, RN, ME  
Sharon Odom, RT (R)  
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Michele Keel, OD; Warren Lewis

Chair Severt Jacobson called the meeting to order at 6:05 p.m.

**Introductions/Recognitions:**

Health Department staff present were: Bill Dunlop, Environmental Health Program Specialist; Matt Garner, Health Educator/Deputy Health Director; Teresa Forrest, Administrative Officer I; Kim Kimrey, Nursing Director; Crystal Spivey, Communicable Disease Nurse; and Jennifer Wallace, Administrative Officer II. Brenda White, (resource) Deputy County Attorney, was also present.

**Invocation:**

Robert Wittmann gave the invocation.

**Conflict of Interest:**

Robert Wittmann read the following statement: *Does any Board Member have a conflict of interest concerning agenda items the Board will address in this meeting?* None were noted.

**Approval of Agenda:**

Kamron Monroe made a motion to approve the agenda, seconded by Tim Boyte. All were in favor and the motion carried.

**Presentations – Opioid Data:**

Matt Garner presented the Board with information on opioids. The Board of Commissioners had requested information on medications and drug overdoses in

Moore County and they will receive the same presentation at a future meeting. The rate of drug overdose deaths in Moore County is a little less than in our region within the State (Region 6) and in the State, overall. The most common causes of overdose are prescribed opioids, such as oxycodone, hydrocodone and morphine. Other causes include synthetic narcotics, such as heroin, fentanyl and fentanyl analogs. Since 2010, a restriction on prescribed drugs has coincided with an increase in heroin use. Fentanyl is a big problem in Moore County, although with low numbers overall the data can appear skewed. Within Moore County, drug use demographics are predominantly white, typically male, and mainly within the 25-64 year age bracket. Moore County rates are higher than Region 6 and the State for newborns suffering from drug withdrawal syndrome. Bill Mang noted that Richmond Memorial stopped labor and delivery service a few years ago, which may have led to Moore receiving a higher number of high risk deliveries. Kim Kimrey stated that the Health Department has a fair amount of maternity patients on treatment for opioid medication problems. Local resources are needed for education, treatment and follow-up. For overdose victims, as of January, 2018, there were thirteen pharmacies in Moore County with standing orders for naloxone. Law enforcement personnel also carry naloxone. Matt Garner stated that it is important to educate the public about options that are available. BJ Goodridge stated that people need to be aware that if they call 911 about an overdose then they will not be arrested, even if drugs are present. Robert Wittmann stated that a pillar of public health is education and we will get the word out as much as we can. The Health Department has ordered naloxone to be part of clinical crash carts. Matt Garner stated that residents of Moore County have a syringe exchange program available to exchange dirty needles for clean ones. For drug abuse treatment, there are seven facilities in Moore County. However, a lot of these facilities are operating at, or near, capacity.

**Presentations – Promotion of Health Department Clinical Services:**

Kim Kimrey stated that she is working on an advertising campaign to market Health Department services. Currently an ad is running with the Sandhills Sentinel, the Aberdeen Times, and the Pilot. Clinic numbers had dropped when staffing was inadequate but that is starting to improve. A PA (physician's assistant) has accepted employment and will begin working on April 16, 2018. Nurses have been attending some community events with Matt Garner, Health Educator. We have discussed strengthening our social media to get information to our target audience. The new PA will be introduced to local medical providers and we will discuss Health Department services. There are pamphlets and posters available highlighting family planning and maternity services, free condoms, and pregnancy testing. We are working to identify target groups so we can more effectively provide education.

**Public Comments:** There were no public comments.

**Board of Health Education/Staff Reports:**

- **Department's Second Quarter Activity Report:** Robert Wittmann discussed the numbers with the Board.
- **FY 18 Second Quarter Fiscal Report:** Robert Wittmann reviewed the report with the Board. There were no concerns with expenses or revenues.
- **Department's Performance Measures:** Robert Wittmann stated that the food and lodging percentages were misleading. Staff are working with the State and regional personnel to devise an accurate way to determine this performance measure. If there are only two in an instance, then missing one shows the goal met at 50%. We might put actual numbers in rather than a percentage. In the May meeting, the Board might be asked to approve rephrasing the goal. Environmental Health is still short-staffed, with recent retirements. Two positions were filled with trainees and retired staff are working in a resource capacity. Food and Lodging is currently on-track but On-site Sewage and Water needs additional help. Low numbers overall drastically affect percentages.
- **Epidemiological Report:** Crystal Spivey spoke to the Board about recent outbreaks in the County. In November, there was one unidentified outbreak at Kingswood Nursing Center, which was treated as a 'noro-like' virus. In December, there was one confirmed case (but several suspected) of norovirus at Farm Life Elementary School. There were several patients and staff sick at Pinehurst Healthcare and Rehabilitation Center, with one specimen classes as a 'noro-like' virus. In January, there was a flu outbreak at Manor Care, involving nine residents and one death. In February, there was a flu outbreak at Quail Haven, Penick Village, and at Elmcroft. All of these were resolved. For each outbreak, Health Department staff investigated and provided education, as needed.
- **Communicable Disease Report:** Crystal Spivey gave an update on Communicable Disease (CD) in the County. In February, there were 13 cases of gonorrhea; 38 cases of chlamydia; 2 cases of campylobacter; 1 case of chronic hepatitis C; 1 case of lyme disease; 1 case of salmonella; and 1 confirmed case of influenza. There are three new Tuberculosis (TB) Preventive patients. It was suggested to add a new column on the activity report to reflect "New patients added this month" and "total patients" in regards to TB.
- **Nursing Director's Report:** In November, the Clinical Team expanded to add Management Support Section, now named Clinical Support. Nurses and support staff continue to cross train. The goal is not to stop or decrease clinics with low staff. The nurses are through with their basic orientation and are more comfortable in their roles. Program orientation continues and should be complete within one year. Numbers were down in December, due to the holidays, but were back up in January and February. In Family Planning, new appointments are being scheduled in April or May. Deborah Barrett, resource Nurse Practitioner, has worked several extra clinics to lessen the wait for patients. Our new PA, Temeka Wallace, begins work on April 16.

- **Health Director's Report:** Robert Wittmann stated that the accreditation site team recommended that the Health Department receive full re-accreditation. Officially the Accreditation Board meets in May and they are expected to formally grant re-accreditation status. He thanked the Board members who came for interviews with the site team. The initial report had some recommendations for improvement, which will be discussed with the Management Team. To make the process easier, each quarter, we will document evidence and place it on the network (I-drive). Clinical Support staff are being reclassified to enable all to do billing. A resource social worker position was made full-time, to work with the CC4C program (Child Care for Children). With the electronic medical records project, 42,394 medical records have been purged and 9,955 medical records have been scanned. The Board of Commissioners allowed the Department to use money from mileage reimbursement of the CC4C program. Also, money was used from the sale of the Community Health trailer. With the space left from purged and scanned paper medical records, existing workstations can be brought in to the area for staff, who are currently working from interview carrels. The newly hired Environmental Health Specialist, who is a trainee, is expected to be registered by close of the fiscal year, due to her experience with Environmental Health in Virginia. The soil scientist, also a trainee, should complete his training for Environmental Health Specialist in FY 19 and complete training for soil scientist after that. All registered Environmental Health Specialists are currently authorized to work overtime. The Department continues efforts to fill the vacant Environmental Health Specialist position. The only place to recruit a registered specialist is from another health department. Previously, the dental hygienist had accepted a position with the State at a higher salary. However, with assistance from County Human Resources and the County Manager, funding was secured to match the State offer and the employee remained. The Health Department will be a participant in an upcoming public health forum with regional partners hosted by Fort Bragg. The Preparedness section distributed 400 flu packets to Health Department clinic clients, WIC clients, Environmental Health clients, the Department of Aging, Veterans Services and the Department of Social Services. Packets included information on flu prevention, tissues, hand sanitizer, and a toothbrush. The Health Department was approached by a local civic organization regarding a baby box project. A baby box is a simple box, intended to give a baby a safe place to sleep. Staff researched this and decided to forego the project, as there was no authoritative source to support the specific vendor. The Child Fatality Task Force promotes 'don't sleep in the same bed with your infant'. Robert Wittmann stated that he would like to have a committee research this to see if they can come up with a product recommended by a pediatric authority. If so, he will bring the topic back to the Board of Health and/or the Child Fatality Task Force.

**Approval of Consent Agenda:**

Max Muse made a motion, seconded by Sharon Odom, to approve the December 14, 2017 Board of Health minutes. All members were in favor and the motion passed. Kamron Monroe made a motion, seconded by Sharon Odom, to approve the January 8, 2018 Board of Health minutes. All members were in favor and the motion passed.

### **Old Business:**

There was no old business.

### **New Business:**

- **Election of Board of Health Chair and Vice Chair:** Per Operating Procedures, the Vice Chair was automatically nominated for Chair. Tim Boyte made a motion to elect Vice Chair BJ Goodridge as Chair. This was seconded by Max Muse. All were in favor and the motion carried. As Chair, BJ Goodridge presided over the remainder of the meeting. The Board discussed possibilities for Vice Chair, with William Mang, Kamron Monroe and Max Muse declining the nomination. Severt Jacobson nominated Warren Lewis, who was not present. Tim Boyte made a motion to close the nominations, seconded by Max Muse. All were in favor and the motion carried to elect Warren Lewis Vice Chair.
- **Resolution for Environmental Health Staffing:** Environmental Health staff have been authorized for overtime and we have retired resource staff working. There is currently one vacancy. The State recommended that Moore County Environmental Health add three new positions to handle the current workload. After discussions with the County Manager, the Health Department is asking for two new positions. Max Muse asked if other counties could meet short response times with inspections. Bill Dunlop responded that it might be possible in more urban counties but, in general, no. Robert Wittmann noted that there is tremendous growth in the County. With all required preparation in place, it currently takes approximately four weeks to receive a permit. There is an option for an applicant to hire a professional engineer to design the system under their license, with the Environmental Health Office charging a minor fee to keep the records. However, applicants rarely take this option. Robert Wittmann asked the Board to approve the resolution, see attached, to request two additional positions, with one of these being a working supervisor. Tim Boyte made a motion, seconded by Max Muse to approve the resolution. Louis Gregory abstained. All other members were in favor and the motion carried.
- **FY 2019 Budget Resolution and Draft FY 19 Budget:** Robert Wittmann discussed the resolution, authorizing him to process the FY 19 budget, see attached. Severt Jacobson made a motion, seconded by William Mang. Louis Gregory abstained, with all other members in favor. The motion carried. Jennifer Wallace reviewed the draft of the FY 19 budget with the Board. Robert Wittmann noted that the Health Department can only recommend budget items in operating expenses and projected revenues. Salaries, fringe and other mandated items, such as IT, are set by the County. It was noted that money was requested for the baby box project, if the Child Fatality Task Force can find a sanctioned source. In addition, money for naloxone was requested. Max Muse made a motion to approve the budget, as presented. This was seconded by Tim Boyte. Louis Gregory abstained. All other members were in favor and the motion carried.

- **Clinical Fees for Services FY 2019:** Robert Wittmann stated that since the information was emailed, changes had been made and they were highlighted. The changes were for services that are contracted with Lab Corp and the prices reflect the cost to the Health Department per that contract. For any vaccines, the amount listed is a placeholder and the Health Department will charge the patient the cost for the vaccine. Kim Kimrey stated that previously, with presumptive Medicaid, we were losing money with how we processed pregnancy tests but that has been changed. She noted that some charges not currently used were left in the schedule in the hopes that the service might be added in the future. Board members discussed the fee schedule. One change was requested – to correct the spelling with IUD Contraceptive, which was listed as contractive. William Mang made a motion to approve the amended fee schedule, seconded by Kamron Monroe. Louis Gregory abstained. All other members were in favor and the motion carried.
- **Environmental Health Fees for Services FY 2019:** An item was added to the fee schedule, see attached. Bill Dunlop noted that banks are requesting checks of existing septic systems, which the Department had been calling repairs. Since these checks are not repairs, an item was added to reflect this. In addition, a fee was added to revisit a site where the owner/applicant failed to do the required preparations. Max Muse made a motion to approve the fee schedule. This was seconded by Tim Boyte. Louis Gregory abstained. All other members were in approval and the motion carried.
- **AIS Resolution:** Robert Wittmann stated that the Health Department could complete the scanning project with AIS, see attached, with an addition of \$8,000. See attached resolution. Kamron Monroe made a motion to approve the resolution. This was seconded by Tim Boyte. Louis Gregory abstained. All others were in favor and the motion carried.
- **Workstation Resolution:** Robert Wittmann presented a resolution, see attached, requesting funding to reconfigure existing Department workstations, with extra parts, as needed. Board discussion followed, noting the expense of workstations and the expense of moving them. The number of workstations involved needed to be changed from eight to eighteen. Robert Wittmann stated that the Nursing Director and the nursing staff would be moving to the same section. Medical Office Assistants will be moved to the Clinical Support Section. Severt Jacobson asked that the resolution be modified to include all eighteen workstations in the Department. Max Muse made a motion to approve the amended resolution, seconded by William Mang. Louis Gregory abstained. All others were in favor and the motion carried.
- **Review Board of Health Operating Procedures:** Board members reviewed the Operating Procedures. No changes were needed.
- **Review Board of Health Orientation and Training Policy:** Board members reviewed the Board Orientation and Training Policy. No changes were needed.
- **Review Board of Health Approval of Minutes Policy:** Board members reviewed the Approval of Minutes Policy. No changes were needed.

- **Review Policy on Policies:** Board members reviewed the Policy on Policies. No changes were needed.
- **Review Environmental Health Fee Policy:** Board members reviewed the Environmental Health Fee Policy. No changes were needed.
- **Review Clinical Fee Policy:** Board members reviewed the Clinical Fee Policy. No changes were needed.
- **Health Director's 2017 Evaluation and Job Description Closed Session:** At 9:10 pm, Brenda White read the following statement "Pursuant to N.C.G.S. 143-318.11 (a)(3) to preserve the attorney-client privilege and (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee." William Mang made the motion to close the open meeting and call to order a closed session. This was seconded by Tim Boyte. All were in favor and the motion carried. At 9:35 pm, William Mang made a motion to come out of closed session and return to the open meeting. This was seconded by Tim Boyte. All were in favor and the motion carried.

BJ Goodridge acknowledged the hard work of Robert Wittmann over the previous year, working to achieve full staffing and turn around issues in the Department. Robert Wittmann stated that he could not have done this without the support of staff.

Board members would like the opportunity to attend Health Department staff meetings and asked for a schedule of 2018 staff meetings. Robert Wittmann stated that he would send that to the Board. Severt Jacobson made a motion, seconded by Max Muse, to adjourn the meeting. All were in favor and the meeting adjourned at 9:43 pm.