

Moore County Board of Health
March 14, 2017

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
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Michele Keel, OD, Warren Lewis, Sharon Odom, RT (R),

Chair Severt Jacobson called the meeting to order at 6:03 p.m.

Introductions/Recognitions:

Board members introduced themselves. Staff present were: Teresa Forrest, Administrative Officer I; Torrie Furr, Social Work Supervisor; Matt Garner, Health Educator/Deputy Health Director; and Jennifer Wallace, Administrative Officer II. Also present were Brenda White, Deputy County Attorney and Jim Johnson, member of the public.

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 stated.

Approval of Agenda:

BJ Goodridge made a motion to approve the agenda, as presented, seconded by Kamron Monroe. All were in favor and the motion carried.

Presentations:

- **Community Health Assessment:** Matt Garner presented the Community Health Assessment. The Community Health Assessment (CHA) is a report that includes information about the health status of Moore County as it is today and about the County's capacity to improve the lives of residents by addressing selected health priorities that have the greatest impact on the community as a whole. The CHA is done every three years, in

conjunction with FirstHealth of the Carolinas. Other involved partners include MooreHealth, Incorporated, Moore County Schools, and local law enforcement. Primary data is collected through a community survey and is analyzed in conjunction with secondary data. Action plans are formulated to address the health priorities which are identified. A digital copy of the CHA is available on the Health Department website and hard copies are available by request. The priorities for this cycle are: obesity, substance abuse and aging issues. Max Muse noted that substance abuse can carry over to motor vehicle accidents. The next steps in the process are creating MooreHealth subcommittees to address each priority area and then developing evidence-based action plans. Between each CHA cycle, an annual SOTCH (State of the County's Health) report is created to provide yearly updates. Robert Wittmann noted that the CHA would be distributed to all local municipalities. Robert Wittmann and Matt Garner will also be presenting this to the Board of Commissioners at their April 18, 2017 meeting. The regional Health Directors group will discuss each county's priorities at their next meeting. William Mang asked if there had been any progress on the priorities since 2013. Matt Garner replied that there was some small progress addressing obesity. Substance abuse problems have been cyclical and there are problems regarding treatment for those in need. For aging, we need programs geared toward our older population. It was noted that there are differences within the County, depending on the area. Louis Gregory asked how the Board of Commissioners could help address the priorities. Matt Garner stated that some health policies may be needed to address these issues and he asked for support from the Commissioners. He also noted that some of the groups working on these issues have a Commissioner spot on their Board. Robert Wittmann stated that staffing levels are critical and he would be addressing that with the County Manager and the Commissioners. Severt Jacobson asked if there was on-going training available for Boards of Health. Matt Garner stated that the UNC Gillings School of Public Health has training on their website. He was asked to send emails to the Board with a link. Robert Wittmann asked the Board to notify him if trainings need to be added to a meeting agenda. Matt Garner stated that staff could present on emerging issues as needed.

- **FY 2018 Proposed Health Department Budget:** Jennifer Wallace presented the proposed budget to the Board. Proposed revenues and expenses were available. She noted that she had worked with several staff members for the final draft. Salary and fringe amounts are provided by County Human Resources and were not available at that time. Revenues include amounts provided by State agreement addenda, Medicaid estimates and fees. She noted that estimating revenues for the coming year was tricky due to declining nursing staff requiring reduced clinic slots and revenues. She stated that a nurse had just resigned, bringing the Department to one registered nurse. The Nurse Practitioner is currently a contract resource, which is very expensive. Candidates for nursing have had no public health experience and we will be calling on resources from the State to aid in training. Members discussed expenses. Robert Wittmann stated that exam tables would need to be replaced soon, before they became a safety hazard, and would be placed in the budget. BJ Goodridge asked if the Department bought everything new or if they could consider used items. Robert Wittmann replied that with new items there was a warranty and the items would last longer. However, our Purchasing Agent, Margaret Davis, does look at all options. Louis Gregory asked the reason for the nurse's resignation. Robert Wittmann stated that, when the Communicable Disease/Tuberculosis nurse left, her duties were assigned to the nurse who just resigned. Recently, there was a shigella outbreak and

there is a tuberculosis patient who requires directly observed therapy. Even though there was monetary compensation for the extra duties, the nurse that left felt that the responsibilities were overwhelming. With the nursing resignations, the reason varies from person to person.

Public Comments: There were no public comments. Severt Jacobson noted that the Board has lost its engineer member. Jim Johnson, retired engineer had submitted his application and was present at the meeting to observe. Severt Jacobson stated that there was new contact information for Board members in their packets.

Public Hearing: Rabies Compendium/Board of Health Rule: No one signed up to speak at the public hearing.

Board of Health Education/Staff Reports:

- **Department's Performance Measures:** Robert Wittmann stated that a new item will be added to the FY 18 Performance Measures and asked for Board input on whether or not to chart the percent or the number of Moore County residents who give birth with no prenatal care. The Health Department is the safety net for those patients seeking care who can't get it in the private sector. However, there are some patients who know that care is available but will not seek it. The Health Department gets information on all births to Moore County residents, no matter where they deliver. Board members discussed ways to reach out to prenatal patients who were not seeking care. Tim Boyte offered to pay for several months advertisement on a billboard. Robert Wittmann stated that he would explore it with the County Attorney's Office and vendors. He noted that the Department needs more staff in place first so that we don't market what we can't deliver. Max Muse made a motion to track the number, not the percent, of patients. This was seconded by Tim Boyte. Louis Gregory abstained. All other members were in favor and the motion passed.
- **Care Management Programs Fiscal Report:** Torrie Furr presented the report to the Board, see attached. The program is doing well, being under budget for expenses, with Medicaid funds increasing.
- **Health Director's Report:**
 - Robert Wittmann stated that Max Muse will be recognized, for his years of service as Moore County Medical Examiner, at the Board of Commissioners meeting on 4/18/2017.
 - Robert Wittmann updated the Board on Departmental vacancies. A new Public Health Nurse (PHN) III will be starting on 4/3/2017. A PHN II is pending approval by the County Manager. Two applicants were interviewed the day before. Regarding the Nurse Practitioner and Nurse Director positions, which have not had qualified applicants, the Department contracted with an agency 'Zip Recruiter' to advertise the positions online. The information goes out to many job sites. Interested applicants will be directed to the County website to print out and mail in a County application. County Human Resources is working on providing electronic applications but that is not currently available. Max Muse asked how long it would take to train new staff. Robert Wittmann stated that it depends on the area. Nurses have to take a Public Health course. Jennifer Wallace stated that for a PHN II, there is a minimum requirement of

twelve months of public health experience. Without that, an applicant would be required to be hired as a PHN I 'work against' a II for twelve months before they would be qualified to be a II. Twenty-four months of public health experience would be needed to qualify as a PHN III. In addition, a PHN III would need to take additional training to operate as an Enhanced Role Nurse, which affects billable services. Robert Wittmann noted that the Department needs funds to support the training. Severt Jacobson asked if rules could be waived with shortages. Jennifer Wallace replied that the State gives us our guidelines because we accept State funding. Louis Gregory asked if the cost would be a roadblock to the training. Jennifer Wallace replied that the nurse would need twenty-four months of experience in public health before they would be eligible for the training.

- Robert Wittmann noted that there was a shigella outbreak in a child care center. The Communicable Disease nurse did a great job. Information was sent out to all child care centers and medical providers in the community.
- There was an increase in absenteeism in the schools due to flulike symptoms. There was a question from Moore County Schools regarding school closures due to staff and student absenteeism. It was researched and the decision to close schools is up to the Superintendent.
- The State Nurse Consultant for Tuberculosis recently conducted an audit of the Department's TB program for calendar year 2015. All records were in order. There will be an audit of the STD/CD program this Friday. With the pending vacancy, the Department will have to get an emergency replacement for Communicable Disease because that is required by the State. The Department will be making modifications in our clinic schedule to support staff vacancies.

Approval of Consent Agenda:

- Tim Boyte made a motion to approve the January 17, 2017 Board of Health minutes, as presented. This was seconded by Max Muse. Louis Gregory abstained. All other members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

- **Health Director Evaluation Committee Report:** Dennis Mabe, Kamron Monroe and Severt Jacobson met with Robert Wittmann to discuss his evaluation, goals and job description on 2-1-17. Kamron Monroe stated that the Committee will meet over the summer and all members were invited to join. Severt Jacobson said that they expect to use the same system.
- **Rule Committee Recommendation on Rabies Compendium:** Tim Boyte met with BJ Goodridge and Max Muse. The Committee recommends that the Board of Health adopts the recommendations and guidelines specified by the National Association of State Public Health Veterinarians in the most current edition of the Compendium of Animal Rabies Prevention and Control. There would be a few changes to our current policy. The quarantine length of time would be shortened from six months to four, which is more

reasonable. In the case of a bite, it would be possible to quarantine at home. Robert Wittmann noted that Animal Control now falls under the Sheriff's Department. Captain James Furr is over that division and he attended the Committee meeting, along with Animal Control staff. BJ Goodridge stated that it would be more likely for people to report bites if the policy was revised, it would foster a better relationship with the community and animal control, and it's standard to follow these guidelines. Severt Jacobson asked if the Committee would meet to discuss any changes. BJ Goodridge replied that, if we follow the most current guidelines, changes would be automatically adopted. Max Muse made a motion to adopt the resolution, see attached, seconded by BJ Goodridge. Louis Gregory abstained. All other members were in favor and the motion passed.

- **Resolution to Adopt and Recommend Revised Clinical Fee Schedule:** Robert Wittmann noted that Jennifer Wallace worked with Torrie Furr, as well as nursing and management support staff, to revise the clinical fee schedule. If adopted by the Board of Health, this would be recommended to the Board of Commissioners for their approval. BJ Goodridge made a motion to adopt the resolution, see attached, seconded by Tim Boyte. Louis Gregory abstained. All other members were in favor and the motion passed.
- **Resolution to Fund Electronic Health Records Scanning:** Robert Wittmann stated that there were lapsed funds from the Family Planning grant which, along with meaningful use funds, could be used to pay for electronic scanning of medical records. If adopted by the Board of Health, the resolution would be submitted to the County Manager, Finance Department and Internal Auditor. BJ Goodridge made a motion to approve the resolution, see attached, seconded by Tim Boyte. Louis Gregory abstained. All other members were in favor and the motion passed.
- **Resolution to Recommend Health Department Proposed FY 2018 Budget:** Tim Boyte made a motion to approve the resolution, see attached, seconded by BJ Goodridge. Louis Gregory abstained. All other members were in favor and the motion passed.
- **Motion for Health Director to Continue to Represent Board of Health Interests on MooreHealth, Inc. Board:** Robert Wittmann asked that the Board pass a motion that he continue to represent their interests on the Board for MooreHealth. Max Muse made the motion, seconded by Tim Boyte. Louis Gregory abstained. All other members were in favor and the motion passed. Louis Gregory noted that he did not participate in any voting.

Adjourn: There being no further business, Max Muse made a motion to adjourn, seconded by Tim Boyte and the meeting closed at 8:32 pm.