

Moore County Board of Health
October 7, 2019

Members Present: Warren Lewis, Chair
Tim Boyte, DVM
Betty J. Goodridge, MHA, CMA
Max Muse, RN, ME
Kamron Monroe, DDS
Leo Santowasso, PE, PLS
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Louis Gregory; Severt Jacobson, MD; Michele Keel, OD; Sharon Odom, RT (R); and William Mang, PharmD, Vice Chair

Chair Warren Lewis called the meeting to order at 6:10 p.m.

Introductions/Recognitions:

Health Department staff present were: Teresa Forrest, Administrative Officer; Melissa Fraley, Nursing Director; Torrie Furr, Social Work Supervisor; Matt Garner, Health Educator; Crystal Hodges, Environmental Health Program Specialist and Allison Todd, Public Health Nurse – Adult Health and STD. Dawn Gilbert, Moore County Human Resources Director, was present. Guests included: Phyllis Magnuson, Moore County Schools, School Health Program Manager; Morgan Krout, Moore County Schools, Pinecrest High School Athletic Trainer; and Emily Watson, On Target Preparedness, Emergency Management Planner.

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:

Max Muse made a motion to approve the draft agenda, seconded by Leo Santowasso. All were in favor and the motion passed.

Public Comments:

There were no public comments.

Presentations:

- **Diamond A Restaurant Awards:** Crystal Hodges reviewed the program with the Board. There are three categories. The Golden A award is given to restaurants that earn an inspection score of 97 or above for the fiscal year, with 127 restaurants earning this in 2019. 23 restaurants and food service establishments received Moore Healthy Dining Platinum A awards for having a 97% or above sanitation grade for one year and providing

a smoke-free premises. The highest achievement is the Diamond A Award, with two recipients in 2019, Chef Warren's Bistro and Lady Bedford's Tea Parlour and Gift Shoppe. The criteria for the Diamond A award are: earn a 97% or higher sanitation grade for the past year, allow no smoking on the premises and offer clearly marked healthy menu items. Crystal Hodges presented the plaque to Warren Lewis, of Chef Warren's Bistro. Marian Caso, owner/operator of Lady Bedford's, was unable to attend but will be presented her plaque by Environmental Health staff. The gold and platinum awardees will receive a certificate, signed by the Board Chair and presented to each at their next inspection. A list of all the award recipients will be posted on the Health Department website.

- **Moore County Schools Concussion Prevention Protocols:** Phyllis Magnuson and Morgan Krout reviewed Moore County Schools policy and procedures to address prevention and assessment of concussions. Parents and students have a mandatory meeting with the coach before the season starts to go over information on concussions, with a review of concussion symptoms. If a student athlete is hit on the head, then they are immediately pulled from the game. There is a field test and parents are referred to their primary care physician. The student cannot go back on the field until they are cleared by their doctor. Members discussed the presence of athletic trainers and EMTs at games. Morgan Krout stated that she is at every home game, not just football, but EMTs are not present at every game. Robert Wittmann asked for statistics on the number of concussions, and which sports were involved, for the high schools and the middle schools for the past year. Phyllis Magnuson stated that she could get that information for the Board. It was noted that soccer and baseball were sports with high rates of concussion, as well as football. Board members discussed the information. Phyllis Magnuson noted that the athletic trainers were in charge of 'return to play' and the school nurses were in charge of 'return to learn'. Phyllis Magnuson noted that some students receive concussions unrelated to athletic play. Members discussed the notification procedure, from schools to the State. BJ Goodridge stated that the NC High School Athletic Association would be involved. The contact person is James Alverson. Warren Lewis asked if there was anything further the Board should know. Phyllis Magnuson asked that the Board be a community advocate for student athlete safety. Robert Wittmann asked Phyllis Magnuson and Morgan Krout to include, with the information on statistics, any suggestions on what the Board of Health could do to help improve the health and safety of the students to reduce these injuries. Phyllis Magnuson stated that Dr. Seth Powers was over the Athletic Directors for Moore County Schools. Morgan Krout stated that it would help to have athletic trainers at the middle schools. Phyllis Magnuson asked that the request come from the Board Chair and be directed to the Moore County Schools Administration or Board of Education Chair. Robert Wittmann stated that, since the Board is still in the information-seeking phase, he could communicate directly with Dr. Powers to ask for further information, i.e. the statistics and suggestions for ways to help.
- **Adult Day Health Care:** Allison Todd spoke to the Board about The Retreat, also known as Sandhills Adult Day Care. There are currently 27 clients on the roster, 5 of those are full-time, with 22 part-time. They are in the process of annual recertification. Allison Todd works with Department of Social Services employee Sarah Richardson for the recertification process, which will be reviewed and approved by the State. Part of the process includes quarterly monitoring by the Public Health Nurse. Any problems that are noted must be addressed per protocols, within 30 days. Emergency protocols, health services, medications and participant records are reviewed. The Retreat is the only Adult Day Care facility in the County at this time.

Board of Health Education/Staff Reports:

- **Department's FY 20 First Quarter Activity Report:** Robert Wittmann reviewed the activity report with the Board.
- **FY 20 First Quarter Fiscal Report:** Robert Wittmann reviewed the FY 20 report.
- **Department's Performance Measures:** Robert Wittmann noted that the form had changed, with a ratio showing response to failing sewage disposal systems. The revised format was well accepted.
- **County Immunization Report:** Melissa Fraley reviewed the program audit and expectations with the Board. For the 2019 goals, we were hampered by the lack of an immunization nurse. The position has been vacant since December of 2018. Currently, the Department's LPN is working to improve contact by calling patients who have missed appointments. Robert Wittmann noted that the Department's rate of immunization is still high, 90 – 100 %, even without meeting all our goals and with the immunization nurse vacancy. Members discussed the vaccinations for school children. It was asked if children were allowed in school without the required vaccinations. Melissa Fraley noted that there are religious and medical exemptions available. Warren Lewis asked if a nurse was required to give the immunizations. Melissa Fraley stated yes and that the program can be very complicated, especially in regards to which patients are eligible for free immunizations, provided by State vaccine. In addition, the program rules are constantly changing and there are exemptions for a catch-up schedule.
- **Child Fatality Prevention Team Annual Report:** Robert Wittmann reviewed the annual report with the Board. Melissa Fraley noted that the Department had received approval from the County Attorney's Office to give out 44 play yards to families without separate areas for children to sleep.
- **Annual Financial Report for Care Management Programs:** Torrie Furr reviewed the annual report with the Board. The programs had to pay back a small amount of their funds this year but still have a healthy fund balance. With new managed care guidelines, the future is uncertain regarding how the programs will operate. Torrie Furr noted that their goal is to get all staff certified in care management.
- **Public Health Emergency Preparedness Review:** Emily Watson reviewed the Public Health Preparedness and Response Program with the Board. In FY 19, the Health Department responded to a pertussis outbreak at West End Elementary School, which was counted as the required full-scale exercise for the 5-year grant cycle. Shelter Plans have been updated and exercised. Partners have been included in the planning and response activities. The Department just received State approval for the program's comprehensive annual assessment.
- **Customer Satisfaction and Community Opinion Surveys:** Matt Garner reviewed the process for the required annual surveys, along with the results. The Customer Satisfaction Survey is given to our clients, to insure that we meet our clients' needs and perform well. The Department received high marks from our clients. Suggestions included a request for weekend and extended evening hours. The Community Opinion survey is for a broader audience. The survey was posted on-line with information given out at other County agencies and at health fairs. Members discussed ways to further disseminate this survey. It was noted that direct mailing is expensive. Suggestions

included handing out the survey at community functions such as the Buggy Festival; health clubs; and Sandhills Community College. Robert Wittmann suggested having the GIS Department select a random, statistically significant address list, similar to the process used with the Community Health Assessment, and have survey teams sent to each address.

- **Nursing Director's Report:** Melissa Fraley noted that Monday clinics have been extended from 5:00 to 7:00 pm. The after-hours clinic registration starts at 4:00 pm and ends at 6:00 pm. Three to five additional patients can be seen during this time. Annual exam patients take more time, since a large amount of history has to be collected for State data purposes. Both Family Planning and STD patients are being seen. The Department has coordinated with the Carthage Police Department to have a patrol car present when staff leave, since they are leaving in the dark. The County's Property Management Office is checking the lighting situation as well and is looking into installing a doorbell for the front office to know when patients arrive for the evening clinic. Melissa Fraley noted that the extended hours have been well received. She noted that communicable disease cases were typical for the time of year, with 1 active TB case, completing their treatment regimen.
- **Health Director's Report:** Robert Wittmann reviewed current vacancies. An applicant has been selected for the immunization nurse position. The lab manager position was just posted as the current staff member did not complete probation. An Environmental Health Specialist just resigned earlier in the day and that position will be posted. The South Central Health Directors Group completed a measles tabletop exercise in conjunction with the Fort Bragg Public Health Department. The State has discontinued funding the fluoride mouth rinse program for all counties. Moore County will continue the program, with local funding. Kamron Monroe has agreed to sign a Memorandum of Understanding, with the Department, regarding oversight of the program. Robert Wittmann and Matt Garner met with Teresa Brewer, with the ABC Board, regarding alcoholism and substance abuse prevention. They have requested a peer support specialist to work with clients in clinic. The County has a new building in the Westmoore area that will give the Department an opportunity to expand selected services outside of the Carthage location. The farmers market may be expanded in the future. Miriam King, Public Health Educator, will be speaking at the School Nurse Conference. Press releases are available on the Department website. The Department has automatic soap dispensers and paper towel dispensers. Warren Lewis suggested pedals for the faucets and doors. There will be a vaping report in December. There will be a drug overdose report in December. There will be a STD audit report in December. Robert Wittmann and Melissa Fraley will attend the NCPHA fall conference. Robert Wittmann highlighted administrative staff for the Board, with plans to highlight Health Department staff at each meeting.

Approval of Consent Agenda:

Max Muse made a motion, seconded by Leo Santowasso, to approve the July 8, 2019 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Amend Board of Health Operating Procedures: Warren Lewis noted that changes to the Operating Procedures were highlighted on page 8. At the request of Mr. Gregory, the County Attorney and County Human Resources Director were consulted about the procedure for the Health Director's annual performance review. Dawn Gilbert asked that the wording be changed from 'at the October meeting' to say 'annually at a regularly scheduled meeting'. BJ Goodridge made a motion to approve the Operating Procedures with that revision added. This was seconded by Max Muse. All were in favor and the motion passed. Robert Wittmann read out the accompanying steps to guide the performance review process. Warren Lewis asked for a motion to include these steps, Exhibit A, with the Operating Procedures. BJ Goodridge made a motion, seconded by Leo Santowasso. All were in favor and the motion passed.

Amend Health Director's Performance Review Form: Robert Wittmann asked that a header be added to the review form, with name, job title, hire date and evaluation period noted. He also asked that, at the bottom of the form, a place be added for the date and signatures. Board members discussed the review form. Members discussed adding a section for whether or not goals were met during the evaluation period. Dawn Gilbert noted that the County evaluation tool has a specific section that addresses whether or not current goals were met and adds future goals. Members discussed whether or not this should be addressed in January, when the tool would be annually reviewed, since the evaluation cycle had been completed. The evaluation for Robert Wittmann is due in October. Evaluations are due annually on the month of the employee's hire date. Members discussed what time period, a fiscal year or a calendar year, should be addressed for the goals. It was noted that, if the Board reviewed the evaluation at their July meeting, in order for it to be completed in October, then the goals wouldn't have a complete year. Leo Santowasso stated that he would like a motion to amend the form and add "#14 – Results of goals met". Kamron Monroe stated she was not prepared to do that on that night. Leo Santowasso stated that he would like a motion to change the form next year. Warren Lewis stated that the Board would review the form in January and the topic was tabled until then. Robert Wittmann stated that he could bring a draft form to the December meeting. Leo Santowasso made a motion to approve the form as it was presented, seconded by Max Muse. All were in favor and the motion carried.

Generator Resolution: Max Muse made a motion to approve the resolution supporting a generator for the Health Department building. This was seconded by Leo Santowasso. All members were in favor and the motion passed.

Change Date of December Meeting from the 2nd to the 9th: Max Muse made a motion to support the meeting date change, seconded by Leo Santowasso. All were in favor and the motion carried. The next Board of Health meeting date will be 6:00 pm on December 9th, at the FirstHealth Conference Center.

Warren Lewis noted that the Board would go into closed session, with the following statement: Pursuant to NCGS 143-318.11(a) (3) to preserve the attorney-client privilege and (a) (6) to consider the qualifications, competence, performance, character, fitness, and conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Max Muse made a motion to go into closed session, seconded by Leo Santowasso. All were in favor and the closed session began at 8:53 pm. At 9:10 pm, Max Muse made a motion to end the closed session, seconded by Leo Santowasso. All members were in favor and the session ended. Chair Warren Lewis noted that no action was taken, only discussion.

Max Muse made a motion to adjourn. This was seconded by Leo Santowasso. All were in favor and the meeting ended at 9:12 pm.