

Moore County Board of Health
March 4, 2019

Members Present: Warren Lewis, Chair
Louis Gregory
Severt Jacobson, MD
William Mang, PharmD, Vice Chair
Kamron Monroe, DDS
Max Muse, RN, ME
Sharon Odom, RT (R)
Leo Santowasso, PE, PLS
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM; Betty J. Goodridge, MHA, CMA; Michele Keel, OD

Chair Warren Lewis called the meeting to order at 6:02 p.m.

Introductions/Recognitions:

Health Department staff present were: Teresa Forrest, Administrative Officer I; Tammie Fox, Public Health Dental Hygienist; Melissa Fraley, Nursing Director; and Jennifer Wallace, Administrative Officer II.

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 draft agenda, seconded by Max Muse. All were in favor and the motion passed.

Presentations:

• **Dental Health Month:**

Tammie Fox spoke to the Board about the Health Department activities promoting dental health in February. The month started with a proclamation from the Board of Commissioners, proclaiming February National Children's Dental Health Month in the County of Moore. Mini dental health stations were set up in the Training Room with information on plaque control, baby oral health, sealants, fluoride and

dental emergencies. Both clinic and WIC (Women, Infants and Children) clients and their families were served. Tammie Fox was assisted by Region 6 Dental Health Hygienist Johnnie Butterfield. There were 96 participants. In addition to the dental health activities at the Health Department, brushes and educational materials were distributed to Southern Pines Primary and Southern Middle School. For annual school screenings in kindergarten, 3rd and 5th grade classes, 2800 students were screened. There was a sealant project at Aberdeen Primary School, with 30 students receiving sealants and 8 receiving referrals for additional care. Tammie Fox is working on certification as a Community Dental Health Coordinator (CDHC). The next focus is on assisted living facilities, where Tammie will be training staff to assist patients with oral health. Staff will be able to receive continuing education credits for this training. Facilities include Fox Hollow, Tara Plantation, St. Joseph of the Pines and Seven Lakes Assisted Living. Warren Lewis stated that Moore County is fortunate to have Tammie Fox working at the Health Department. Robert Wittmann noted that the dental health information project at the Health Department was a success and would become an annual event. Kamron Monroe stated that the project to train staff at assisted living facilities was exciting and unique and that it was great to be able to give the staff continuing education credits. Board members discussed participation in the State-sponsored fluoride rinsing program. Tammie Fox stated that the State criteria for involvement in the program are determined by the rate of free and reduced lunch participants. Of the 14 elementary schools in the County, 5 qualify for the program. It was noted that the State provides the product and the dental hygienist provides the service. Louis Gregory asked for more details on the cost if the County were to fund the program for the schools not currently qualifying.

Public Comments: There were no public comments.

Board of Health Education/Staff Reports:

- **Epidemiological Report on Pertussis:** Melissa Fraley noted that pertussis had been on the Department's radar since January. With 7 confirmed cases, 5 of which were students at West End Elementary, it was decided to survey parents and staff in the identified classes and bus routes to determine if enough were interested in PEP (post exposure antimicrobial prophylaxis). With a large positive response, 126 student and staff surveys indicated willingness to participate, an outreach event was conducted on Thursday evening, February 21 and Friday morning, February 22. A total of 110 were dispensed a 5-day course of azithromycin. The treatment was conducted as a group to maximize a successful outcome. One confirmed case was reported after the PEP but that case was tested and treated during the group treatment window. The Health Department continues to monitor the situation. Information was shared with parents and staff, through press releases and on the Department's website. In addition, blast faxes and emails were sent to local providers to keep them apprised of the situation.

Board members discussed the PEP event and the immunization status of the students. It was noted that, at West End Elementary, only 6 children were unimmunized or under-immunized. Robert Wittmann stated that, after the first 12 months, the effectiveness of the pertussis vaccine begins to wane. The CDC has a schedule for boosters. The Health Department talked to the State about the possibility of giving early booster shots but this was not recommended by the CDC. The best option was to stop the outbreak in its tracks with the azithromycin. Robert Wittmann noted that the Department followed the ICS (Incident Command System) structure for the POD (Point of Dispensing) event. Melissa Fraley was the POD Incident Commander, over the planning and execution of the event, as well as the solution to a significant problem. Since the medicine is dispensed according to weight and there was a significant number of overweight children at the event, more medication had to be ordered overnight. The event was a success, thanks to planning, organization and the hard work of the staff.

- **Communicable Disease Report for 2018:** Melissa Fraley noted that Crystal Spivey, Communicable Disease Nurse, had been working with the pertussis investigation (the cases were considered 1 outbreak) and with 2 extra-pulmonary TB cases.
- **Nursing Director's Report:** Melissa Fraley stated that the laboratory is again providing all required tests. She and the Laboratory Supervisor will be interviewing for the vacant Laboratory Technician position. Nursing interviews have been completed and there are 2 really good candidates with public health experience.
- **Health Director's Report:** Robert Wittmann stated that the Health Educator position was filled with Miriam King. There was 1 remaining vacancy in Environmental Health and interviews were being conducted. Interviews had also been conducted for the 2 vacant Public Health Nurse positions and were set up for the vacant Laboratory Technician. We hope to be fully staffed by the next meeting. Melissa Fraley has been sworn in as Deputy Health Director for clinical/medical issues. She has the authority for isolation, quarantine and embargo. Per Bobby Lake, Property Management Director, there is a generator for the Health Department budgeted for 2022. Louis Gregory asked for details, from the beginning, of the Department's request for a generator. He asked for the justification, why it was needed, and for the cost. Robert Wittmann noted that, currently, the Health Department uses a backup refrigerator and freezer housed at Public Safety, in case of a power outage. March is National Nutrition Month. Care Coordination of the Sandhills was absorbed by Care Coordination of North Carolina. The Health Department is awaiting a new contract for these services. Press releases are posted on our website. Most of the recent releases were involving pertussis. The Public Health Department of Fort Bragg is working towards national accreditation this year. They are a member of the South Central Health Directors Group. Fort Bragg is developing a tabletop event for April 10, involving the South Central Group, that will exercise a response to measles. Robert Wittmann and Melissa Fraley will be involved at the EOC at Fort Bragg, while an EOC is set up at the Health Department to deal with County-specific issues.

Approval of Consent Agenda:

Max Muse made a motion, seconded by Bill Mang, to approve the January 7, 2019 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Clinical Fees for Services FY 2020: Robert Wittmann led the review of the clinical fees proposed for fiscal year 2020. He noted that Jennifer Wallace, Melissa Fraley and Jeanie Garcia worked on the draft. Utilizing information from the National Fee Analyzer, Health Department fees were set at the 50 percentile. Warren Lewis asked if the Department was still utilizing sliding scales. Robert Wittmann stated yes and noted that, if a patient has Medicaid, then Medicaid is charged for their service. Members discussed the proposed fees. Melissa Fraley noted that charges with a * denoted prices that were set by Lab Corps, our contract laboratory. Bill Mang made a motion to approve the proposed clinical fees for services, seconded by Leo Santowasso. All members were in approval and the motion passed.

Approve new State Records Retention Policy: Robert Wittmann stated that the State updated their Records Retention Policy, effective March 1, 2019. The Health Department is required to adopt this update. Kamron Monroe noted that it was comprehensive and impressive. Severt Jacobson made a motion, seconded by Kamron Monroe, to adopt the new policy. All members were in favor and the motion passed.

Environmental Health Fees for Services FY 2020: Robert Wittmann stated that there was no change to the fees but there was a clarification in the wording. A permit to repair is issued, in compliance with State rule .1961, at no cost. Max Muse made a motion to approve the fees for fiscal year 2020, seconded by Leo Santowasso. All were in favor and the motion passed.

Draft FY 2020 Health Department Budget: Robert Wittmann noted that the Health Department can only propose changes in certain areas of the budget. Other areas, for example salaries and fringe, property management assessment and IT assessment, are budgeted by the County. For the 2020 budget, the County figures were already in the line items. The budget is not complete, with some contracts and grants still outstanding. Figures should be complete by May. The County's draft proposal for the Board of Commissioners should be available by the May Board of Health meeting. Robert Wittmann stated that the operating budget was essentially the same as the current fiscal year. He stated that he and Jennifer Wallace had met with Tami Golden to review the future Medicaid transition. Locals will initially be held harmless for revenues so revenue figures were left the same in the proposed draft. Nobody knows what will happen with Medicaid. Severt Jacobson asked what would happen if there was another event, such as the pertussis response. Robert Wittmann stated that there used to be an undesignated fund balance to draw on for such events. However, there is an agreement with the County Manager to expedite funding for an emergency response, utilizing

lapsed funding for the Health Department and other departments, as well as utilizing revenues. Louis Gregory stated that the Department is not denied anything that it needs. Robert Wittmann agreed and noted that the system works. Kamron Monroe made a motion to approve the draft budget and recommend it to the Board of Commissioners. This was seconded by Max Muse. Louis Gregory abstained. All other members were in favor and the motion passed.

Approve New Moore County Health Department Director's Performance Review

Tool: Warren Lewis noted that he, BJ Goodridge and Michele Keel had simplified the review. A survey monkey will also be sent to the staff. He proposed that the Board of Health go into closed session at the May meeting to review results of the staff survey. In July, there will be a group review of the evaluation. The evaluation must be performed, dated and signed in the month of October. Board members agreed on the proposed process. Robert Wittmann stated the County Attorney's Office had reviewed the new tool. Kamron Monroe noted that it looked easier to use and asked if this was final. Warren Lewis stated that this is the final tool. Robert Wittmann noted that the County Human Resources Office has reviewed the tool. Severt Jacobson made a motion to approve the new Director's Performance Review Tool, seconded by Max Muse. Louis Gregory abstained. All other members were in favor and the motion passed.

Max Muse made a motion to adjourn. This was seconded by Leo Santowasso. All were in favor and the meeting ended at 7:43 pm.