

Moore County Board of Health
October 12, 2015

Members Present: Tim Boyte, DVM
Betty J. Goodridge, MHA, CMA
Severt Jacobson, MD
Michele Keel, OD
Warren Lewis
Dennis Mabe, PE, Vice Chair
Elise McInnis, RPh
Kamron Monroe, DDS, Chair
Max Muse, RN, ME
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Phyllis Magnuson, RNC, MPH
Nick Picerno

Chair Kamron Monroe called the meeting to order at 6:02 p.m.

Introductions/Recognitions:

Staff present were: Iris Davis, Environmental Health Program Specialist; Kimmie Dowdy, Computer Systems Administrator; Teresa Forrest, Planning Manager; Matt Garner, Health Educator; Donna Page, Nursing Director; and Jennifer Wallace, Administrative Officer. Guests present were: Denise Brook, Moore County Human Resources Director, Brian Godfrey, from the County Attorney's Office and David Hines, from AIS Imaging.

Invocation:

Robert Wittmann gave the invocation.

Conflict of Interest:

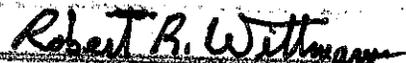
Robert Wittmann read the following statement: *Does any Board Member have a conflict of interest concerning agenda items the Board will address in this meeting?* There were no conflicts stated.

Approval of Agenda:

There were no adjustments to the agenda and it was approved as presented. All were in favor.

Presentation – Healthy Dining Awards:

Iris Davis spoke to the Board about the Healthy Dining Awards Program. For fiscal year 2015, there was one recipient of the Diamond A Award, which is the highest achievement in the Health


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Department's seventh annual Healthy Dining Awards. This restaurant was Lady Bedford's Tea Parlour and Gift Shoppe. Under the Healthy Dining Awards Program, restaurants who earn a Diamond A award must have an inspection score of 97 or higher for the fiscal year; provide an entirely smoke-free premises; and provide clearly marked menu items which are healthy food choices. Environmental Health staff will present the award to the recipient, as well as certificates to the recipients of the Platinum A and Golden A awards. The 104 Golden A recipients, as well as the 24 Platinum A recipients will be posted on the Health Department website.

Presentation – Electronic Medical Record Project:

Matt Garner gave the Board a summary of the Health Department's Electronic Medical Record (EMR) Project. He spoke to why there is a need for electronic records and where the Department is at in the process. He reviewed the need to scan existing paper medical records and how that fits into the Department's utilization of the Patagonia Clinical Management System. Health Department staff have purged over 35,000 records since April, 2015, so that no unnecessary information will need to be scanned. Robert Wittmann noted that Torrie Furr, Social Worker Supervisor, had the idea to inventory and box paper records in the Department, which will save approximately \$27,000 on the overall price of the project. The presentation was turned over to David Hines, representing the vendor, AIS – Advanced Imaging Systems, Inc. Moore County utilized the Charlotte Cooperative Purchasing Alliance's (CCPA) bid process outcomes, which vetted AIS and determined them to be a high quality, viable bidder. AIS has worked with other North Carolina health departments on scanning and indexing, as well as with other departments within Moore County. They have 100% quality control. The scanned images are uploaded directly into the Patagonia system. There is a tracking system in place for the boxes of records, in case Health Department staff need to access a record that has been removed for scanning. The proposed total cost for the entire project is \$201,604. However, if we chose to scan in-house, it was estimated that it would take 2 Processing Assistants over 12 years to do the same amount of work, at a cost of over \$500,000. AIS could complete the project by six months at a cost of \$197,604, with a one-time Patagonia cost of \$4,000. Severt Jacobson asked how it would be handled if someone walked in now and needed a record made. Matt Garner stated that, as of September 26, a digital record is being created when new patients come in for services. Tim Boyte asked if the scanning would be OCR (optical character recognition). OCR recognizes words, making it easy to compare or check scanned data. David Hines said that OCR scanning is a more costly process and that is not what the Health Department has requested, although it could be done. Robert Wittmann stated that the benefit is not enough to justify the cost. Without OCR, the scanned data is available as an image. However, the Health Department has other ways to extract data. Kamron Monroe asked about the disposal of the paper records. They can be returned, stored for a fee, or shredded (crosscut). The proposal is for AIS to shred the paper records, upon release by the Health Department. Robert Wittmann stated that only the original rolling file shelves will remain in the Management Support section. They will be used to store


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health education information to support the clinics and outreach efforts. The space that will be freed will be used by Management Support staff to reclaim space for workstations.

Presentation – Mild Traumatic Brain Injury (TBI) and Concussion:

Severt Jacobson spoke to the Board about his interest and experience with TBI. He urged the need to be proactive with this regarding young athletes. There was a powerpoint presentation available from Medscape for the Board to watch. However, it was decided that the video presentation is better and Matt Garner will attempt to get that video for the Board in the future. Severt Jacobson stated that we need to put pressure on the school system regarding this issue. Robert Wittmann stated that Phyllis Magnuson has school health experience and she will be able to inform the Board as to what the schools are already doing in this regard. Severt Jacobson asked that we go to the Board of Commissioners and get them to emphasize the issue with the school system. Robert Wittmann suggested that if what the schools are doing is adequate, we could support it. If there are areas that need to be improved, then we could communicate our recommendations to the school system and advocate for change.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- The information was mailed out for the **FY 2016 First Quarter Activity Report**; the **FY 2016 First Quarter Financial Report**; and the **FY 2016 Performance Measures**. There were no questions or comments concerning these reports.
- **2013-2015 Strategic Action Plan Report:** Robert Wittmann gave the annual update of the Health Department's current Strategic Action Plan. Molly Crossman and Matt Garner are lead staff coordinating the process to develop the next one.
- **Healthy Vending Report:** Matt Garner gave a report on the Healthy Vending project. In 2014, the Board of Health passed a resolution to take to the Board of Commissioners, asking for healthy items in vending machines for County employees. The vendor, Mid-South Vending, had previously done this for FirstHealth. Healthy items have less sugar, fat and sodium, excluding nuts and dried fruits. Currently, fifty percent of the vending items are healthy. Warren Lewis asked what percentage of people make healthy choices. Matt Garner stated that we will receive data from Mid-South to find out how much the options are utilized. There is no cost difference for us. FirstHealth phased in healthy items and they now are seventy-five percent of the vending choices there. BJ Goodridge noted that FirstHealth took off profit from healthy items to reduce the cost and tacked a surcharge on unhealthy items. It was noted that some County vending machines are available to the public, although the Health Department does not provide vending to the public. Matt Garner stated that the County wants to be a healthy example. The vendor can offer this program to other clients.
- **Health Director's Report:**
 - Robert Wittmann recognized the Health Department's Medical Office Assistants. There are three, with a total of forty-two years of experience. Two are bilingual.



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- There are concerns that DMA (Division of Medical Assistance) has not been equitable dealing with local health departments regarding Medicaid money. They withhold ten percent every year. The State Association of Local Health Directors has hired an attorney to pursue this matter. This Department has just received over \$80,000 from the money withheld for 2011. This money will go to the County general fund. Robert Wittmann is requesting to use this money for the EMR project. He stated that the County Manager is looking at budgeted money for the project.
- Robert Wittmann spoke with Denise Brook regarding the salary for public health nurses in the Department. We recently lost a nurse to the Moore County Schools system, due partly to the fact that they pay more money. The Department would like our salaries to be comparable to the schools. The schools are proposing to add three more school health nursing positions by fiscal year 2017. We are asking that Human Resources take a look at the school compensation and ours.
- Robert Wittmann had a pre-meeting discussion with Warren Lewis regarding vaping (electronic cigarettes). The Department will continue to follow the FDA on this matter. This might be brought before the Board in the future but right now the science is not settled.
- There will be a retreat to develop the next Strategic Plan for the Health Department, on Friday, November 6 and Saturday, November 7. The retreat will be at the Agriculture Center and all Board members are encouraged to attend and participate. A report will be given to the Board at the December 8 meeting and the Board will be asked to adopt the final Plan at the January, 2016 meeting.
- At the December 8 meeting, the Board will be asked to set meeting dates for the 2016 calendar year. Robert Wittmann stated that he took the schedule the Board used this year as a draft, with an adjustment in December to avoid conflict with the Board of Commissioners meeting in 2016. At the December 8, 2015 meeting, Robert Wittmann will be at the Commissioners meeting asking them to approve funding for our EMR project. He requested the Board to start a half-hour later than usual. It was the consensus of the Board that the December 8, 2015 meeting will start at 6:30 pm.
- The Health Department now has a presence on Facebook (MOCO health) and Twitter (@mocohealth). Matt Garner asked the Board to "like" the Facebook page and follow the Twitter account. The Department is trying to post information daily. He asked the Board to share this with their friends and network. He noted that, depending on individual privacy settings, this doesn't allow the organization to access the individual's information. Warren Lewis asked if the Department utilized Google Analytics. Matt Garner stated the County IT Department (Information Technology) uses it and we use that data to make our website better. He noted that the County is working on a new website, which will change soon.

Approval of Consent Agenda:

Max Muse made a motion to approve the July 14, 2015 Board of Health minutes. This was seconded by Severt Jacobson. All members were in favor and the motion was approved.

Old Business:

There was no old business.


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New Business:

Health Record Scanning Resolution: Severt Jacobson asked if there is a resource for speech recognition for the providers to use. Robert Wittmann stated that the Department is not using that currently. Matt Garner noted that two of the contract physicians have assistants come in with them to process documentation. Kamron Monroe asked how we get the patient information into the system. Robert Wittmann stated that the nurses interview the patients and the system has templates to record the required data. A resolution was presented, see attached, asking that the Board of Commissioners approve funding for the Health Department to contract with AIS to convert the Department's paper medical records into electronic medical records. Warren Lewis made a motion to support the resolution, seconded by BJ Goodridge. All were in favor and the motion carried. Robert Wittmann stated that there is a two-part process to take this to the Board of Commissioners. First, the information is presented to the Board. Then, at the December 8 meeting, he will request funding for the project.

Amendment to FY 2016 Environmental Fee Schedule Resolution: Robert Wittmann asked that the Board approve a resolution that supports an amendment to fees, adding a \$100 re-inspection fee for public swimming pools. Every year public swimming pools are permitted. The owner or operator is given information about requirements and is asked to schedule an appointment for the inspection. Sometimes they are not prepared and the Environmental Health Specialist needs to make return trips. A re-inspection fee will help encourage people to be prepared the first time. Severt Jacobson made a motion to approve the resolution, see attached. The motion was seconded by Dennis Mabe. All were in favor and the motion carried.

Process for Performance Evaluation of Health Director: Previously the Board had selected a new tool for the Health Director evaluation but the evaluation needs to fit in to the County's scoring system. Denise Brook had supplied information on how to weigh individual competencies so the Health Director's evaluation could be scored. It was the consensus of the Board to give this back to the evaluation committee, to come up with the weights. It was decided that the Committee will meet before the December 8 meeting. Teresa Forrest will send a notice to the full Board and the local media. After discussion, the consensus was the Chair will send the tool out to the Board, for each Board member to complete. The Committee will meet to decide on scoring weights and on survey questions and will send a survey, via survey monkey with Matt Garner's assistance, to the staff and others for input. All of this information will go to the Chair, who will compile the scores and complete a clean form. This will be presented to the full Board and discussed at the next Board meeting. Once the full Board approves, the Chair will meet with the Director for the evaluation as soon as practicable. Elise McInnis asked if, going forward, there should be an Evaluation Committee every year. BJ Goodridge stated that the Board should see how effective this is. Robert Wittmann stated that Denise Brook was happy to help with questions regarding the evaluation process. Elise McInnis thanked the Committee for



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all of their work. Robert Wittmann stated that the process can be tweaked and that it should start each year with the anniversary date of the Director and then finish at the next Board meeting. There were questions about whether or not a closed session would be required for the Board to review the proposed evaluation. Brian Godfrey was to take this question to Brenda White, with the County Attorney's Office, to research. They will get the information to Robert Wittmann and he will forward it to the Board.

There being no further business, Max Muse made a motion, seconded by Elise McInnis to adjourn. All were in favor and Kamron Monroe adjourned the meeting at 8:37 pm.


Robert R. Wittmann, MPH
Secretary
Moore County Board of Health

**RESOLUTION OF
MOORE COUNTY BOARD OF HEALTH**

On motion duly made and seconded, the members of the Moore County Board of Health resolve as follows:

WHEREAS, the responsibility of the Moore County Board of Health is "to protect and promote the public health"; and

WHEREAS, the development and support of policy is essential in the protection and promotion of health; and

WHEREAS, pursuant to North Carolina General Statute Chapter 130A-35 (a), "A county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department"; and

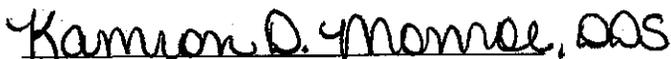
WHEREAS, the Board of Health affirms that an effective and efficient clinical operation is essential to support the Health Department's efforts for the improvement of health and the prevention of disease, injury, and disability in our communities; and

WHEREAS; Electronic Medical Records that meet the requirements of the Federal Government, and that are not inconsistent with State and County requirements and policy, are necessary to insure an effective and efficient clinical program; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Moore County Board of Health hereby respectfully recommends to the Moore County Board of Commissioners that the Moore County Health Department be allowed to purchase the services of Advanced Imaging System, Inc. (AIS) to convert the Department's paper medical records to electronic medical records and upload them to the Department's Patagonia Clinical Management and Electronic Medical Records System to meet Federal, State and County requirements.

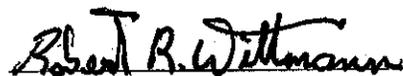
FURTHER that the Moore County Board of Health hereby respectfully recommends, that the Moore County Board of Commissioners appropriate \$197,604 to fund a contract with Advanced Imaging Systems as the vendor of choice and an additional onetime fee of \$4,000 for an amendment to the existing Patagonia Health contract to cover the receipt of approximately 2,953,000 images; for a total not to exceed cost for this project of \$201,604.

Thus done this 12th day of October 2015.


Kamron Monroe, DDS
Chair, Moore County Board of Health

SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY THAT the foregoing resolution was duly approved and adopted by a quorum of members of the Moore County Board of Health at its meeting held on October 12, 2015.


Robert R. Wittmann, M.P.H.
Secretary to the Board

**RESOLUTION OF
MOORE COUNTY BOARD OF HEALTH**

On motion duly made and seconded, the members of the Moore County Board of Health resolve as follows:

WHEREAS, the responsibility of the Moore County Board of Health is "to protect and promote the public health"; and

WHEREAS, the development and support of policy is essential in the protection and promotion of health; and

WHEREAS, the Board of Health is the policy-making body for the Health Department; and

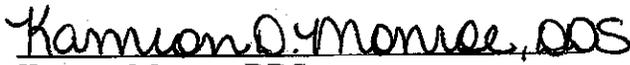
WHEREAS, the collection of fees to support the Health Department's operations is a significant statement of policy; and

WHEREAS, pursuant to North Carolina General Statute Chapter 130A-39 (g), health department "...fees shall be based upon a plan recommended by the local health director and approved by the local board of health and the appropriate county board of commissioners"; and

WHEREAS, the Health Director recommends the amended Environmental Health Fee Schedule, Attachment "A" as the plan; and

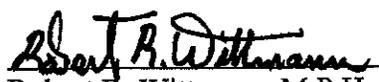
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Health hereby adopts Attachment A as the amended Environmental Health Fee Schedule for the Moore County Health Department and respectfully recommends it to the Moore County Board of Commissioners for their consideration and approval.

Thus done this 12th day of October 2015.


Kamron Monroe, DDS
Chair

SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY THAT the foregoing resolution was duly approved and adopted by a quorum of members of the Moore County Board of Health at its meeting held on October 12, 2015.


Robert R. Wittmann, M.P.H.
Secretary to the Board