

Moore County Board of Health  
December 14, 2017

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

Members Absent: Tim Boyte, DVM; Michele Keel, OD; Warren Lewis; Sharon Odom,  
RT (R)

Chair Severt Jacobson called the meeting to order at 6:27 p.m.

**Introductions/Recognitions:**

Health Department staff present were: Teresa Forrest, Administrative Officer I and Kim Kimrey, Nursing Director. Also present were: Denise Brook, Moore County Human Resources Director; and David Hesselmeyer and Graham Bundy, representing On Target Preparedness.

**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:**

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

**Presentations – Public Health Preparedness Update:**

David Hesselmeyer, with On Target Preparedness (OTP), spoke to the Board about the Health Department's preparedness status. OTP works with local staff to fulfill CDC and State contractual requirements for the Preparedness Program. In the past year, changes have been made to the Response Plan to address the occurrence of high

consequence pathogens, for example Zika or Ebola. An updated Hazard Vulnerability Assessment has been conducted, which helps staff prepare for the most likely threats. OTP provided in-depth shelter training for the clinical staff, respiratory fit training and testing, and safety training and drills. Priorities for the upcoming year include finalizing changes to the Health Department's Shelter Policy, in coordination with Moore County Public Safety; revising mass vaccination plans to coordinate with new contractual dictates; annual training; and training on hand-held radios. Some of the local partners that we coordinate with are: FirstHealth of the Carolinas; Moore County Public Safety; and the Moore County Amateur Radio Society. OTP works with eleven local health departments in North Carolina. This helps us address common problems and develop best practices in concert with our peers. Robert Wittmann noted that clinical staff are trained and ready to staff a shelter. Kim Kimrey stated that the Health Department has updated our Shelter Policy, including a decision tree to address what type of clients can be admitted to a general population shelter. Clinical staff have had just-in-time and formal shelter training and N95 respirator training and testing. David Hesselmeyer noted that the role of nurses in shelters has been a concern across the State. Public Safety worked with the Health Department to define the role locally. Severt Jacobson asked how often the Department conducted an emergency simulation. David Hesselmeyer stated that generally a tabletop exercise is done once a year, with a full-scale exercise once every three to five years.

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

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

- **Customer Satisfaction Survey:** Robert Wittmann reviewed the results, see attached, of the survey with the Board.
- **Community Survey:** Robert Wittmann reviewed the results of the survey, see attached, with the Board.
- **Employee Satisfaction Survey Update:** Denise Brook reviewed the results of the survey with the Board. In comparison with last year's employee survey, results were generally similar, see attached. Denise Brook noted that, due to staff turnover in the past year, problems are being resolved. Louis Gregory stated that Denise Brook is retiring effective January 1, 2018 and he thanked her for her service to Moore County.
- **Nursing Director's Report:** Kim Kimrey gave the Communicable Disease (CD) report to the Board. In November, there was one unidentified outbreak at Kingswood Nursing Center and one norovirus outbreak at Farm Life Elementary School. Health Department staff investigated and provided consult on disinfecting and education. There were six cases of gonorrhea; eighteen cases of chlamydia; one case of pertussis; one case of shigellosis; one case of lyme disease and two cases of campylobacter. There were three active cases of tuberculosis (TB) preventative treatment; one case of active TB and zero cases of suspect TB. In

November, the Management Support Section was reorganized. Four staff were added to the Clinical Team. One staff was transferred to Environmental Health and the remaining staff member is currently working in Administration, providing coverage for an employee on extended medical leave. The only current nursing vacancy is the Physician Extender position. Robert Wittmann noted that staff are working on team building and cross training. He has a meeting soon with County management to discuss having all Management Support staff be equally classified, in order to make their duties more interchangeable. The Clinical Section is divided into two teams, for scheduling purposes. Orientation for the new nurses continues, with some training still due. Training scheduled includes: CPR training on January 19<sup>th</sup>; human trafficking on January 5<sup>th</sup>; NCEDSS (NC Electronic Disease Surveillance System); and training on the Patagonia system in February for all clinical staff. Several of the new staff have concluded training on Introduction to Public Health as well as other pertinent courses. Kim Kimrey received training on Effective Supervisory Management. After successful completion, the Department can request money back from select training programs. On February 2<sup>nd</sup>, staff will receive training on tobacco cessation counseling and will be able to bill for that service after the training is completed. There were three qualified applicants for physician extender. Paperwork for the top candidate has been submitted to Human Resources. We are continuing to advertise via Indeed.com at no charge. Clinic numbers look good, especially in maternal health. Due to the holidays, we expect November and December numbers to be lighter. We are reaching a peak for numbers until we have the physician extender position filled. The resource nurse practitioner works two days per week. A contract has been signed with AIS to scan our medical records, with an estimated 250 boxes of records. The clinical team and social worker staff are purging and prepping the charts for boxing and pickup by AIS. The Department's annual Christmas luncheon is scheduled for the next day, following a staff meeting. Employees have the option of buying a catered lunch. There will be an ugly sweater contest, prizes for the '12 days of fitness' challenge, as well as door prizes and a prize for the best decorated door.

- **Health Director's Report:** Robert Wittmann stated that there is still one vacant position, currently advertised, in Environmental Health, working half Water and Sewage and half Food and Lodging. Three retired staff have been working in resource positions. Currently, there is a four-week lag time on processing permit applications. There is also a heavy workload with the Food and Lodging section. For the next budget, the Department plans to ask that two unfunded positions be reinstated and funded. The Nursing Director is  $\frac{3}{4}$  through her probationary period and is doing such a great job that she will be added to the Chain of Command in January. If the Health Director is absent, the order goes as follows: Nursing Director; Health Educator II; Administrative Officer II; Administrative Officer I; and then Management Team members, in order of seniority.

#### **Approval of Consent Agenda:**

BJ Goodridge made a motion, seconded by Max Muse, to approve the October 9, 2017 Board of Health minutes. All other members were in favor and the motion passed.

### Old Business:

There was no old business.

### New Business:

- **Adoption of 2018 Board of Health Meeting Schedule:** Robert Wittmann presented the draft schedule. Kamron Monroe made a motion, seconded by BJ Goodridge to adopt the schedule. All were in favor and the motion carried.
- **Physician Extender Resolution:** Robert Wittmann stated that several applicants were interviewed for the physician extender position, which could be filled by a nurse practitioner or a physician assistant. The minimum salary requested by qualified applicants, including the top applicant who was selected for additional processing, significantly exceeded the County's pay scale for the position. Board members discussed local salary ranges for nurse practitioners and physician assistants. BJ Goodridge stated that she had information on the 2017 applicable salary range for NC, broken down by county. Robert Wittmann asked that she email that information. Robert Wittmann stated that the top applicant has public health experience, as well as experience in her field. He stated that the requested salary was beyond the current County pay scale and a request to exceed the scale was beyond Human Resources and possibly the County Manager. He presented a resolution, see attached, that the Board support him working to resolve this issue with County management. Louis Gregory noted that County salaries are being reviewed now. He suggested that Robert Wittmann speak with the County Manager and explain about the qualified applicant and the difference with the requested salary and the pay scale. A waiver might need to be requested from the Board of Commissioners for the position. Robert Wittmann stated that Denise Brook had recommended going forward with processing paperwork, which has been done. A meeting has been set with County management for December 19<sup>th</sup> to discuss this, along with a request to upgrade two Management Support positions to Processing Assistant V, and the request to reinstate and fund two unfunded positions in Environmental Health. Louis Gregory noted that, if the positions had been unfunded for more than two years, then the request would need to go to the Board of Commissioners, with a justification for why the positions were needed now. Robert Wittmann stated that, with a four-week wait time for permit processing, we would have to add positions to reduce that time. Kim Kimrey stated that all Management Support positions needed to be at the same grade in order to cross-train. It was anticipated that the cost to upgrade two Processing Assistant IVs to become Vs would not exceed \$2500. Louis Gregory suggested bringing that to the next meeting, requesting it now rather than waiting for next year's budget request. Kamron Monroe made a motion to approve the resolution, seconded by Max Muse. All were in favor and the motion carried.
- **Evidence Based Programs Resolution:** Robert Wittmann reviewed the resolution, see attached. BJ Goodridge made a motion to approve the resolution, seconded by Kamron Monroe. All were in favor and the motion carried.

- **Community Partners Support Resolution:** Robert Wittmann presented the resolution, see attached. Max Muse made a motion to approve the resolution, seconded by Kamron Monroe. All were in favor and the motion carried.
- **Amateur Radio Emergency Service Update:** Robert Wittmann met with the County Attorney and the County Manager. Issues of concern involved information on the website of the Radio Society, as well as their mission statement. He met with the Radio Society and that information has been adjusted. Another meeting to discuss these changes is pending with the County Attorney and County Manager, when their schedules permit.
- **Health Director's 2017 Evaluation and Job Description Committee Update:** Kamron Monroe summarized the Committee's November meeting. She, Max Muse, BJ Goodridge, Severt Jacobson and Warren Lewis reviewed the process and came up with a schedule. Information from the employee survey, discussed by Denise Brook, can be used. The current tool will continue to be used for now, as it is the best at this time. Board members will receive copies of the tool electronically and send them to Severt Jacobson. He will compile the results and present this at the next Board meeting, or the one following. Board members will go into a closed session for discussion. He, Kamron Monroe, and BJ Goodridge will meet with Robert Wittmann to review his evaluation.

Severt Jacobson asked Board members to consider who they want to elect as Vice Chair for 2018 at the January meeting. Robert Wittmann stated that Rich Tompkins, Health Educator II, who oversaw the Department's re-accreditation processing, retired on December 7, 2017. That position is currently being advertised. Kamron Monroe asked who would assume re-accreditation duties. Robert Wittmann stated that the work has been done to prepare for the site team review. Rich Tompkins hand delivered current requested information to the accreditation office. When the team arrives, they will work with Robert Wittmann, Jennifer Wallace, Kim Kimrey and select members of the Board of Health. The team will review any updated information at that time. Robert Wittmann stated that he, as Health Director, is responsible for re-accreditation. In addition, Matt Garner, Rich Tompkin's supervisor, has worked with Rich and will take over his duties. Kamron Monroe asked if there was anything the Board needed to do for re-accreditation. Robert Wittmann stated that the site team will contact and talk to Board members, probably the Chair and Vice Chair. He also noted that he is working, along with fellow health directors, to correct some problems with the accreditation process.

Max Muse made a motion, seconded by BJ Goodridge, to adjourn the meeting. All were in favor and the meeting adjourned at 8:16 pm.