

Moore County Board of Health
July 11, 2017

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

Members Absent: William Mang, PharmD; Sharon Odom, RT (R)

Chair Severt Jacobson called the meeting to order at 6:06 p.m.

Introductions/Recognitions:

Board members introduced themselves. Health Department staff present were: Donna Blue, Resource Communicable Disease Nurse; Lynne Ezzell, Environmental Health Specialist; Teresa Forrest, Administrative Officer I; Matt Garner, Health Educator/Deputy Health Director; Kim Kimrey, Nursing Director; and Crystal Spivey, Communicable Disease Nurse. Moore County staff present were: Denise Brook, Human Resources Director; and Brenda White, Deputy County Attorney.

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:

Severt Jacobson asked that the proposed agenda be approved with the consideration that a closed session may or may not be required after discussing health director job description. Warren Lewis made a motion to approve the agenda, with that caveat, seconded by Max Muse. All were in favor and the motion carried.

Public Comments: There were no public comments.



Robert R. Wittmann, MPH
Secretary
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Board of Health Education/Staff Reports:

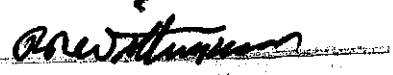
- **Communicable Disease Report:** Crystal Spivey reviewed last quarter's cases of communicable disease (CD) with the Board. Top concerns were rocky mountain spotted fever, lyme disease and salmonella. There were four cases of HIV, two of which are IV-drug users. Hepatitis B and Hepatitis C are on the rise, due to increasing IV-drug use, as well as the fact that more physicians are screening patients born between 1945 – 1965. Warren Lewis asked where the salmonella cases came from. Donna Blue replied that the cases were sporadic and individualized, not from restaurants.
- **Department's Fourth Quarter Activity Report:** Robert Wittmann reviewed the report. Donna Blue spoke about the CD part of the Department's Activity Report. The wording 'cases, confirmed, probable and suspect' was not as accurate as it should be so future reports will be more specific. We will have outbreaks broken out. Per Robert Wittmann, this will start with the July report.
- **FY 2017 Budget Fourth Quarter Report:** The books have not been officially closed out for FY 2017. This should happen around September or October. The Health Department ended the year under budget, utilizing only 31% County dollars for revenue. Grant funds were not as high as expected but fees received were higher. Warren Lewis asked about expected grants for FY 2018. Robert Wittmann stated that we have budgeted the same amount until we hear from the State. The State estimates what will be received from the federal government, which operates on a different fiscal schedule than the State or County.
- **Department's Performance Measures:** Robert Wittmann reviewed the performance measures. He noted that Environmental Health is down three specialists, due to recent retirements. Warren Lewis asked about a change in frequency for inspecting establishments. The frequency rate is set by State guidelines. Lynne Ezzell stated that, for the last quarter, there was not enough staff to provide 100% of inspections. Therefore, they looked at risks, reviewing history and any past issues, and made sure that they inspected the higher risk establishments, along with all nursing home kitchens and day cares. Robert Wittmann noted that there is also a seasonal factor in increased inspections, for example, spring and summer requiring public swimming pool review.
- **Updated Board of Health Electronic Handbook:** Robert Wittmann gave each Board member an updated CD of the Board of Health handbook. When each Board of Health member is first appointed to the Board, they get an orientation at the Health Department with the Health Director. This explains the information in the Handbook/CD and outlines rules, regulations and information about the Department. Matt Garner reviewed the updated information on the CD. The information includes links to statutes that pertain to Boards of Health; Operating Procedures; website link; local Board of Health online training at UNC; and an overview of the Health Department services and staff. Warren Lewis asked if the Department was familiar with the abstinence program. Donna Blue stated that we encourage it, along with minimizing partners and discussing issues with parents. Warren Lewis asked about the rate of teen pregnancy. Robert Wittmann stated that the County rate is down overall, with stats available in the Community Health Assessment on our website. He stated that he would send these stats to the Board.



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• **Aberdeen Primary School Report:** Robert Wittmann stated that we would not have Aberdeen Elementary School in the fluoride rinse program, if not for the intervention of Louis Gregory. He has also looked into building issues with Aberdeen Primary and presented his findings to the Board of Commissioners. Louis Gregory shared his findings with the Board of Health. He had requested that the Health Department do an inspection. There are not many Health Department State rules for the schools in general. The inspection utilized those rules, as well as rules for cafeterias and pre-schools, where appropriate. In compliance with State inspection rules, the cafeteria was found to be clean and safe. There were no overall safety issues. Inspections were requested for lead, asbestos and mold. Robert Wittmann stated that they found lead-based primer, most under several layers of paint, although some places had primer exposed. There are no reports of any children in that school with elevated blood lead levels. Robert Wittmann stated that the Board of Commissioners passed a separate appropriation for Aberdeen Primary, to upgrade that facility and do some maintenance. Louis Gregory stated that there is a concern with our schools, with two of them crumbling to a point where we don't need children attending. There were places where the ceiling is caving in, water damage in the roof, buckets in classrooms and the cafeteria, radiators that are red hot with no protection around them, room infiltrated with insects, and windows that can't be shut because they are rotting out, with masking tape over the panes. Carpet can't be removed because of asbestos exposure. Louis Gregory stated that he was concerned that some previous school inspections had a high score, 97 and above for the past three years, although there were obvious issues. The inspection in March, 2017 showed a 100% score. Schools look at those reports and think the situation is fine but these problems should have been addressed years ago. The building dates to replace the school have been moved up one year. The County will have to spend over \$200,000 to get the school in shape for students to attend. Robert Wittmann stated that the Health Department has to follow State rules for inspection, although it utilizes an archaic method for scoring. BJ Goodridge asked if school inspections are announced or unannounced. Lynne Ezzell replied that they are unannounced. Louis Gregory said that our kids deserve the best schools we can afford. The Health Department should be there before school starts again to make an inspection. If the schools haven't done what is necessary then it needs to be documented. Louis Gregory stated that, if this is not the Health Department's responsibility, then he would like to know. Robert Wittmann replied that the school system (State and local) shares responsibility with the Health Department but that the Health Department has to use State rules and the State tool and, with schools, the State has a convoluted way to calculate scores. He recommended that the Environmental Health staff review the issue and he could come back to the Board of Health with a motion to send to the Board of Commissioners, have a joint resolution, and then send this to the State, asking them to review and revamp the rules. Lynne Ezzell stated that an inspection is one day out of a year. If you see one ceiling tile leak, it's the same number of points deducted as having ceiling leaks all over. Warren Lewis asked if Moore County could have its own form. Robert Wittmann stated that the County Attorney's Office could research that. If so, we would need a Board of Health committee, along with guidance from knowledgeable experts from the State. He noted that Larry Michaels, head of the State Environmental Health Branch, responded to our request for an inspection very quickly. Louis Gregory stated that, if he had not found what he found, we



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would be in the same situation today. We need to take on responsibility and contact the State and follow-up to make sure that what needs to be done is done. The inspection report is inadequate and misleading. We need to work together and document our efforts – be on record with what we're doing, how we're doing it, and what we're trying to accomplish. He asked "who makes the determination of whether or not the students return to school?" Robert Wittmann stated that would be the school Superintendent, with the School Board. With the information already received about lead and asbestos, the students can go back safely. BJ Goodridge asked about mold, but that report had not been received. Robert Wittmann stated that it is the responsibility of the school administration to fix a problem that has been pointed out in an inspection. Warren Lewis asked if the Board could be emailed a copy of the tool. Lynne Ezzell stated that it is available on the website, a link can be sent for the rules and the form is in back of the rules. Lynne Ezzell stated that it is not in the Environmental Health Specialist scope of practice to give recommendations. Warren Lewis made a motion to form a Board of Health Committee to start examining the schools, as well as what the Board can do to verify the safety, health and wellbeing of the children and staff. Max Muse seconded the motion. All members were in favor and the motion carried. Warren Lewis, Michele Keel, Max Muse, BJ Goodridge, and Severt Jacobson volunteered to serve on the Committee.

• **Health Director's Report:**

- Robert Wittmann stated that all full-time nursing positions are filled, with the exception of the Immunization Nurse and the Physician Extender. A candidate has been selected for the Immunization Nurse position and is being processed. In Environmental Health, Iris Davis and Terry Purvis recently retired and their Program Specialists positions were filled by in-house promotions, leaving two vacancies, a specialist and a soil scientist. Charlie Riggs also retired recently, leaving a specialist position open. We will be utilizing resource employees to help until the positions are filled. The current wait time for an on-site permit is approximately four weeks. Warren Lewis asked if a fee could be added if a second inspection is needed. Robert Wittmann stated that there is not a fee but that the applicant goes to the back of the line if they need a second inspection. He is meeting with the County Manager and the Home Builders Association to see what can be done to shorten the wait time. Robert Wittmann stated that, with the positions filled, we will still require an additional position for FY 2019 to meet program needs. Priorities are the public's health, prioritized by what is a danger to the public. For all Environmental Health programs, the employees with the requisite education and training also are required to be registered as an Environmental Health Specialist in the State of North Carolina.
- The Department is preparing for re-accreditation in 2018. We need an approved electronic health record policy before contract scanning can be done. The draft policy was sent to the County Attorney's Office and after being processed will be sent to the Board of Commissioners for their approval
- The County Opioid Leadership Forum Project is asking local health directors to take the lead and form a group to look at problems in the community. However, in Moore County, Drug Free Moore County was formed in 1986 and has been addressing drug problems in the County for decades. Matt Garner is the current President.


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- Robert Wittmann stated that more and more pregnant women are presenting with substance abuse problems. We're required to offer drug testing but if they refuse we still provide services.
- The Department's current clinic schedule will change, as the nursing director gets acclimated and we employ a full-time physician extender.
- Matt Garner, Public Information Officer (PIO), spoke about the Department's use of social media. Press releases, news alerts, clinic schedules, reports and other information can all be found on the Department's website, www.moorecountync.gov/health. The Department utilizes Facebook and Twitter to share information. The Health Department Farmers Market has its own Facebook page. Press releases are sent to local press and radio, as well as some surrounding counties press. The Health Education office does direct presentations with individual businesses, faith groups, and civic groups. County IT has provided the option of using Bright Sign, which allows the Department to run information we create on the television screen in the lobby.
- Robert Wittmann stated that the Department is not here to compete with the private sector but is instead a safety net for the under-served and un-served residents. Over the years, partners have begun to provide services that we used to provide, for example, school health nursing. Other examples were jail health and County employee health care. The Department has temporarily discontinued the BCCCP (Breast and Cervical Cancer Control Program) because we need a full-time nurse practitioner, as well as a nurse with extended role training. The program, if reinstated, would need to be funded by the Board of Commissioners because the State kept reducing the grant.

Approval of Consent Agenda:

Max Muse made a motion to approve the May 8, 2017 Board of Health minutes, as presented. This was seconded by Tim Boyte. All other members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

- **Additions to Health Director's Job Description:** Severt Jacobson stated that he and Warren Lewis had reviewed the job description and sent out additions. Robert Wittmann asked for points of clarification on the information. Regarding revenues, he noted that they are tracked for the Board in the quarterly report. He asked if the Board wanted to receive that information monthly. Kamron Monroe said that it would be enough if the information is current for the current Board meeting. Robert Wittmann asked for clarification on sending the Board copies of information sent to the State. Severt Jacobson stated that the Board wants everything that is sent to the State. Robert Wittmann said that the financial reports through the WIRM would not make sense, without contract addendums. He said that Jennifer Wallace can scan and send that information. Severt Jacobson said that this could be amended later, if necessary, but for now, send everything. For the item asking that, as clinic staff become fully qualified, the Department would add programs, Robert Wittmann said that he would like to add




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Secretary
Moore County Board of Health

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'safety net' services before programs. Severt Jacobson replied that he did not think that should be qualified because some programs might not be termed 'safety net'. Robert Wittmann stated that new programs for public health issues that are not addressed by the private sector should be added but not programs that would compete with the private sector and endanger community partnerships. Severt Jacobson said that the idea is that the Department is progressive and does more than what other counties are doing. Tim Boyte said that there should be a regular review to discuss the need for additional programs. Severt Jacobson stated that the wording should remain unchanged. Louis Gregory asked Denise Brook about access to employee records. Denise Brook stated that supervisors are allowed full access to employee records and that the Board, as a group, would be allowed full access to view. The Board would have to be in closed session and there needs to be a reason for the review. Robert Wittmann stated that the State has personnel rules and where they are silent the Department follows the County personnel policies. Justification is determined by the County Human Resources (HR) Director and/or the County Attorney. BJ Goodridge asked about exit interviews and evaluations. Denise Brook stated that the Board could see exit interviews and that no names are attached. She noted that an employee might tell the Director and County HR different things. She stated that she would inform Robert Wittmann if she saw something egregious in an exit interview. Robert Wittmann stated that he could give the Board, on a monthly basis, the reasons employees give to him for resigning and that HR could forward information from exit interviews that she finds concerning. Denise Brook stated that monthly information would not allow an employee to remain anonymous. To finalize action on the job description changes, Severt Jacobson asked Denise Brook to modify as spoken. He asked that the revenues request be changed to quarterly revenues and expenditures. Michele Keel made a motion to approve the revised document, seconded by Warren Lewis. All were in favor and the motion carried. Denise Brook will send the revised document to Robert Wittmann, who will forward it to the Board.

- **Resolution to Fund Electronic Health Records Scanning:** Robert Wittmann presented a resolution, see attached, for the Board's consideration, regarding funding for the electronic health records scanning project. Warren Lewis made a motion to approve the resolution, seconded by Michele Keel. All were in favor and the motion carried.
- **Updated Board of Health Operating Procedures:** Robert Wittmann presented the Board with an update to their Operating Procedures, adding the following statement. "The Board of Health acting in its capacity as the adjudicatory body for the Moore County Health Department will comply with the provisions of NCGS 130A-24 and NCGS 130A-25." Max Muse made a motion to approve the revision, seconded by BJ Goodridge. All were in favor and the motion carried.
- **Letter of Support for CHA Objectives:** Robert Wittmann asked for the Board to approve a letter from the Board Chair stating Board of Health support for MooreHealth Inc. efforts to address the three priority health issues chosen in the last Moore County Community Health Assessment. These health priorities are obesity, substance abuse and aging issues. Max Muse made a motion, seconded by Warren Lewis, to approve the letter. All were in favor and the motion carried.


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Secretary
Moore County Board of Health

- **Bad Debt Write-off FY17:** The Board was presented with information on the Health Department's Bad Debt Write Off for FY 17, in the amount of \$700.10, see attached. Warren Lewis made a motion to approve the Bad Debt Write Off and recommend it to the Board of Commissioners for their approval. This was seconded by Michele Keel. All were in favor and the motion carried.

Severt Jacobson thanked Denise Brook, Laura Williams and Misty Leland for their help resolving issues. Max Muse made a motion, seconded by Michele Keel, to adjourn. All were in favor and the meeting adjourned at 8:40 pm.

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

RESOLUTION OF
THE 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, N.C.G.S. §130A-35 (a) requires the Board of Health to “...be the policy-making ...body for a county health department.” and

WHEREAS, the allocation of funds for the Health Department is a significant statement of policy; and

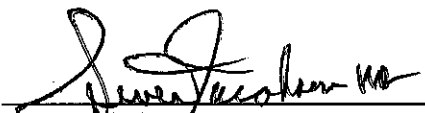
WHEREAS, The Moore County Board of Commissioners has approved the use of \$4,000 of meaningful use funds for Patagonia to receive uploaded scanned Health Department medical records from an outside vendor; and

WHEREAS, The Moore County Board of Commissioners has approved the use of the remaining \$17,250 of meaningful use funds to be expended to support a scanning contract with an outside vendor, (AIS) to scan as many paper medical records as possible into the Patagonia system; and

WHEREAS, The County received \$10,776.25 for the sale of the Health Department’s camper trailer; and

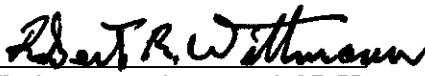
NOW THEREFORE BE IT RESOLVED that the Moore County Board of Health hereby directs the Health Director to take the necessary steps to request the Moore County Board of Commissioners to approve \$10,776 from the County General Fund be added to the \$17,250, noted above, to be expended to support a scanning contract with an outside vendor, (AIS) to scan as many paper medical records as possible into the Patagonia system;

Adopted this 11th day of July, 2017.


Severt H. Jacobson, MD
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 July 11, 2017.


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

County of Moore
Department of Health
705 Pinchurst Avenue - P.O. Box 279
Carthage, North Carolina 28327

Robert R. Wittmann, M.P.H.
Director



Telephone: 910-947-3300
Fax: 910-947-1663

MEMORANDUM

To: Robert Wittmann, Health Dept. Director

From: Jeanie Garcia, Billing Department

Date: 11-Jul-17

Re: Bad Debt Write -Off (Accounts with no activity for a period of one year with a balance of \$50.00 or less)

Below is a listing of programs with no activity from July 1, 2016 thru June 30, 2017.

<u>Total Amount Per Program</u>	<u>Write - Off</u>
1) Adult Health	\$ 4.50
2) Child Health	\$ -
3) Family Planning	\$ 479.60
4) Immunization	\$ 6.00
5) Maternity	\$ -
6) Other Services	\$ 207.00
7) TB	\$ 3.00
Grand Total =	\$ 700.10

Total amount requested to be written off as Bad Debt for the Moore County Health Department July 1, 2016 thru June 30, 2017 is \$700.10. Bad Dept in excess of \$50.00 is submitted quarterly to the state for the Debt Set-Off Program.

**Resolution Approving Moore County Health Department's
Bad Debt Write-Off for July 1, 2016 – June 30, 2017**

WHEREAS, the Moore County Health Department operates under an approved Fee for Services Policy; and

WHEREAS, payment for services is due and expected at the time services are rendered; and

WHEREAS, some patients are unable to pay in full such that a payment schedule is agreed upon and adopted between the patient and the Health Department; and

WHEREAS, pursuant to the Health Department Fee for Services Policy which provides an account is deemed uncollectible when there has been no activity on the account for more than twelve (12) months; and

WHEREAS, the Fee for Services Policy further provides that an itemized list of such uncollectible outstanding balances shall be created at the end of the fiscal year for the Health Director's review; and

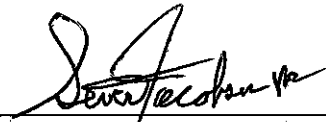
WHEREAS, the Fee for Services Policy further provides that all outstanding balances of less than fifty dollars (\$50.00) may be written off with the approval of the Health Director, Board of Health, and County Commissioners; and

WHEREAS, the total of Bad Debt Write-Off for July 1, 2016 – June 30, 2017 totals seven hundred dollars and ten cents (\$700.10);

NOW THEREFORE, BE IT RESOLVED;

That the Moore County Board of Health approves the Moore County Health Department's Bad Debt Write-Off for July 1, 2016 – June 30, 2015 in the amount of \$700.10 as presented and recommends it to the Moore County Board of Commissioners for approval.

Adopted this 11th day of July, 2017.



Severt H. Jacobson, MD
Chair, Moore County Board of Health

ATTEST:



Robert R. Wittmann, MPH
Secretary to the Board