

Moore County Board of Health
March 11, 2014

Members Present: Betty J. Goodridge, MHA, CMA
Severt Jacobson, MD
Phyllis Magnuson, RNC, MPH, Chair
Elise McInnis, RPh
Kamron Monroe, DDS, Vice Chair
Nick Picerno
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM
Dianah Bradshaw, RN, PhD
Scott L. Bullard
Michele Keel, OD
Dennis Mabe, PE

Chair Phyllis Magnuson called the meeting to order at 6:02 p.m.

Introductions/Recognitions:

Robert Wittmann introduced Betty Goodridge, new member-at-large of the Board of Health. Moore County Health Department staff present were: Teresa Forrest, Planning Manager; Tammie Fox, Dental Hygienist; Matt Garner, Health Education Supervisor; Bengie Hair, Health Educator; Patty Kempton, Nursing Director; and Richard Tompkins, Health Educator. Also present were Ellen Hamilton, Intern and Chief District Court Judge Jayrene Maness.

Invocation:

Robert Wittmann offered the invocation.

Oath of Office:

Judge Jayrene Maness delivered the Oath of Office to new member-at-large, Betty Goodridge.

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.

Presentations:

Robert Wittmann displayed a plaque commending Scott Bullard, member-at-large, whose term expires in April. Scott Bullard has served the maximum number of allowed terms by State statute, including time served as Board of Health Chair. Since he was unable to attend this meeting, Robert Wittmann will deliver the plaque to him.

Matt Garner gave the Board an update on the Community Transformation Grant (CTG). The CTG is a five-year State funded program, started in 2011, administered by regions, and



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focusing on tobacco-free living, healthy eating and active living. Moore County is part of Region 6, a ten-county region including the following counties: Anson, Cumberland, Harnett, Hoke, Lee, Montgomery, Moore, Randolph, Richmond, and Scotland. Funding for the program for next fiscal year has been withdrawn and reallocated by the CDC for other projects. Our Region is planning to finalize work started on action plans. Our counties have worked with local municipalities to enact or strengthen tobacco-free policies. Planning has been done for new bike paths and greenways. There have been enhancements and new startups with area farmers markets. We are trying to establish a farmers market in the northern part of Moore County. There has also been work done with joint use agreements – where public places, such as churches and schools, allow community members to use their facilities for physical activity. Significant impacts have been made and the Region will continue to work together on the issues.

Approval of Adjustments to Agenda:

There were no adjustments to the agenda.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- New Activity Report Format: At the January 13, 2014 Board of Health meeting, Board members had asked staff to develop comparisons of current year data and last year's data. Patty Kempton reviewed the graphical comparisons with the Board, see attached. Discussion followed. Board members were in agreement that they liked the new format.
- Accreditation Update: Rich Tompkins stated that the Health Department accreditation site team visit will be on Tuesday, Wednesday, and Thursday, April 15-17. The site visit team will meet with the current Board Chair and last year's Chair on Wednesday, April 16. We will receive a preliminary report about two weeks after and will receive our final report on June 20th. To date, we have completed 142 of 144 activities and our consultant believes we are doing well. Betty Goodridge has experience with accreditation and noted that it makes an organization better at its job.
- HIPAA Update: Bengie Hair is the Health Department's HIPAA Compliance Officer. The Health Department has recently revised our HIPAA Policy Manual and is using the new Manual for training employees. At each staff meeting, we have a 'HIPAA Moment' with a highlight of HIPAA information. Bengie Hair has been reviewing each unit of the Health Department, checking for potential HIPAA privacy and/or security issues. There are diagrams of each unit, showing patterns of potential risks. The Health Department is a very open building and we are working on controlling access. Phyllis Magnuson asked about limited employee access to information and how that is monitored. With the Patagonia EMR system that the Health Department will be using, there are multiple layers of patient protection, including a 'footprint' that shows everyone that has accessed each record. Bengie Hair stated that the Health Department could conduct periodic audits of records to check on who has accessed a file. Rich Tompkins noted that, with accreditation in mind, the Health Department



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has been stressing that staff need to lock their computers when they leave their work area.

- Patagonia Update: Bengie Hair stated that the Management Support and Billing staff went live that day (March 11th). There were no major glitches. Clinical Operations training will be conducted after our accreditation site team visit. Severt Jacobson asked if the Department plans to scan all old records. Bengie Hair stated that, if a patient comes in, any old information will be scanned into the system then. Betty Goodridge noted that any off-site storage also needs to be HIPAA compliant.
- Quality Improvement Update: Bengie Hair stated that the Department has looked at each unit to determine if we can enhance our current functions. For example, Environmental Health has been asked to review their inspections process and records. They have improved the types of information that they have readily available for audits. We have also improved scheduling through our Patagonia system. Phyllis Magnuson spoke about the 'just culture' concept which recognizes that individuals should not be held accountable for system failings. Elise McClinnis stated that this makes employees comfortable with coming forward to identify problems. Bengie Hair stated that the Health Department is using a similar model called PDSA (Plan, Do, Study, Act).
- Communicable Disease (CD) Update: Patty Kempton updated the Board on local CD cases. The top 5 confirmed CD areas for Moore County in both 2012 and 2013 are: Chlamydia; Gonorrhea; Salmonellosis; Campylobacter; and Pertussis. It is believed that the dramatic rise in Pertussis cases is due to increased awareness of providers, along with increased testing. Patty Kempton noted that guidelines for the prophylaxis of Pertussis have been revised and it is much easier for us to handle cases now. Severt Jacobson asked if everyone is still being immunized for Pertussis. Patty Kempton replied that, with the current vaccine, immunity appears to wane rapidly. Phyllis Magnuson noted that all rising 6th graders have to have a booster. Patty Kempton stated that the Health Department can offer free Tdap vaccinations to adults who are completely uninsured and who have not previously had a Tdap shot.
- Health Director's Report:
 - Public Health Dental Hygienist: The Department recently hired Tammie Fox to fill the public health dental hygienist vacancy. For dental screening, the position has to operate under a licensed dentist. This oversight can be done by the State Oral Health Section dentist or a local dentist since Ms. Fox has had state oral health training. Robert Wittmann stated that he will be meeting with Sharon Harrell, Kamron Monroe and Phyllis Magnuson to plan priorities for the dental hygienist.
 - Women, Infants, Children (WIC) Program Update: There have been no viable applicants for the Nutritionist III vacancy. Therefore, the advertising for the Nutritionist III position has been discontinued and we are currently advertising for a Nutritionist I. Robert Wittmann will be asking the Board of Commissioners for a contract amendment to transfer WIC monies to fund the contract nutritionist who has been working with the WIC Program, through June 30, 2014.
 - Fees for Services: The Department is reviewing our current fees for services schedule and will be bringing a recommendation on changes to the Board of Health at their May meeting for their review. The schedule supported by the Board of Health will be forwarded to the Board of Commissioners for their approval.



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- **Well Rules:** The Health Department and the County Attorney are currently reviewing local well rules and will bring recommendations to the Board of Health at their May meeting.
- **FY 2015 Budget:** The preliminary FY 2015 budget has been entered into the County's MUNIS software system. There is limited information that the Health Department can work with since the County adds in all salary and fringe figures. More information is due to the County on March 26th. Robert Wittmann asked that the Board of Health Budget Committee meet on March 25th to review the proposed budget. Discussion followed. It was decided that an email would be sent out gauging attendance for a noon meeting (bring your own lunch) on the 25th.
- **Clinical Revenue Issues:** This year, revenues have fluctuated, while expenditures have generally followed the budget. In the Family Planning Program, our Medicaid revenues are down because there is a new, 30-page application form for applicants to fill out. Staff have been working with the Department of Social Services to help our patients with this process. We have also been working on reducing expenditures this fiscal year.
- **Department restructuring/streamlining:** The efficiencies realized from the Patagonia EMR system will enable us to restructure staff. We have worked with the County Manager and County Human Resources on this. Anyone currently employed with the County will still be employed with the County after the restructure. There will be an opportunity for a position that is currently filled to be re-assigned.
- **Grant Application Update:** Bengie Hair is still looking for grant opportunities.

Approval of Consent Agenda:

The minutes for the last Board of Health meeting on January 13th, 2014 were discussed. Elise McInnis made a motion that the minutes be approved. The motion was seconded by Kamron Monroe. All were in favor and the motion carried.

Old Business:

There was no Old Business.

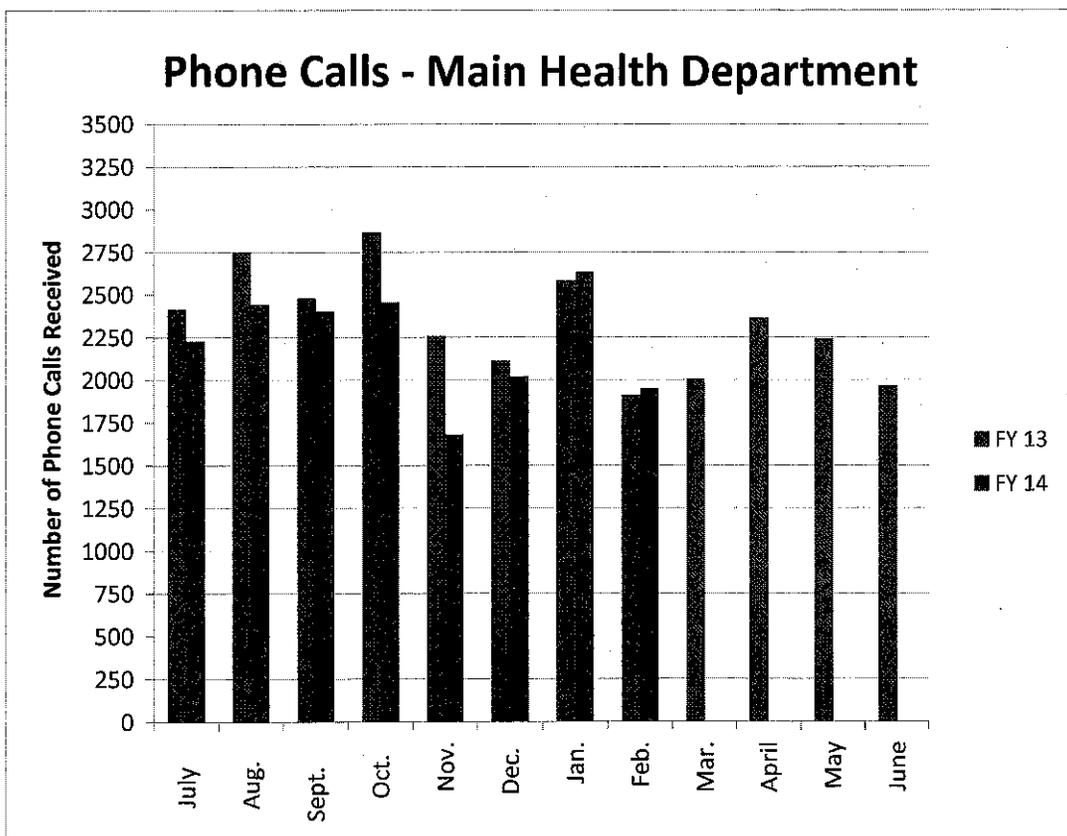
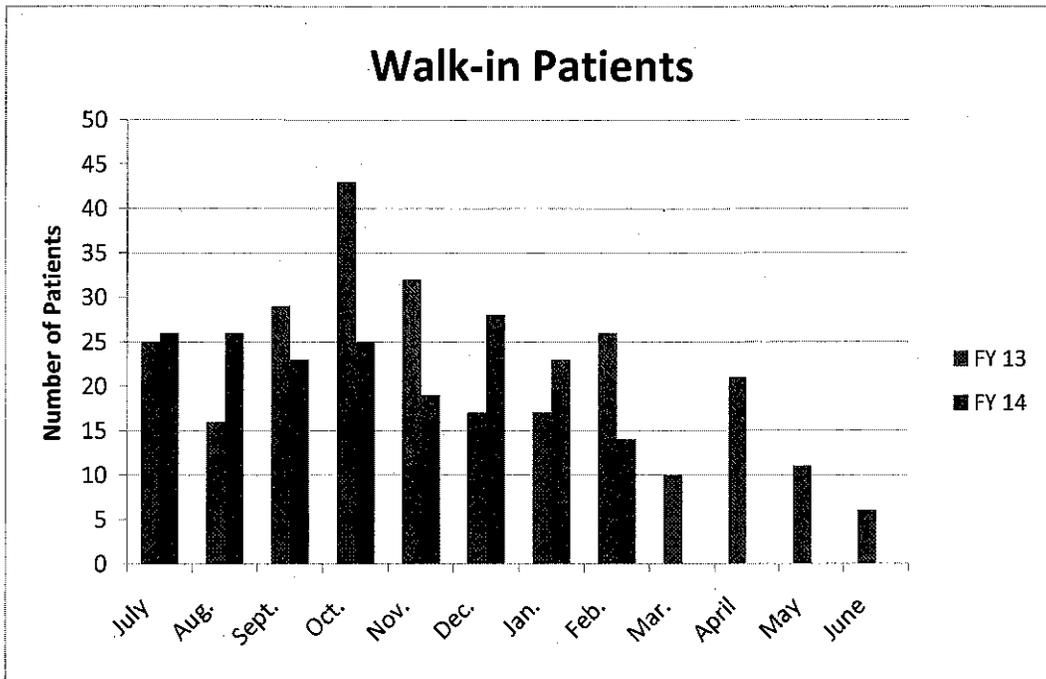
New Business:

Annual Review of Cleaning Policy: The Board discussed the Cleaning Policy. There was a question on whether or not the Board should 'approve' or 'review' policies annually and it was the consensus that the Board 'reviews' policies annually. Phyllis Magnuson asked if the Board could review the policies pertinent to it at the same time, rather than spread throughout the year. Since there is a small number that has to be directly reviewed by the Board, it was decided to start moving those reviews to January of each year. After the review, there were no recommendations for amendments to the Cleaning Policy.

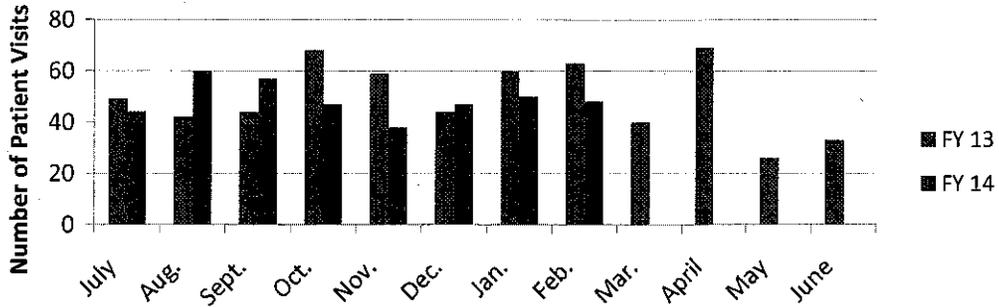
There being no further business, the meeting adjourned at 7:35 p.m. The next scheduled Board of Health meeting is on Monday, May 12th at 6:00 pm in the Boardroom at the Health Department.



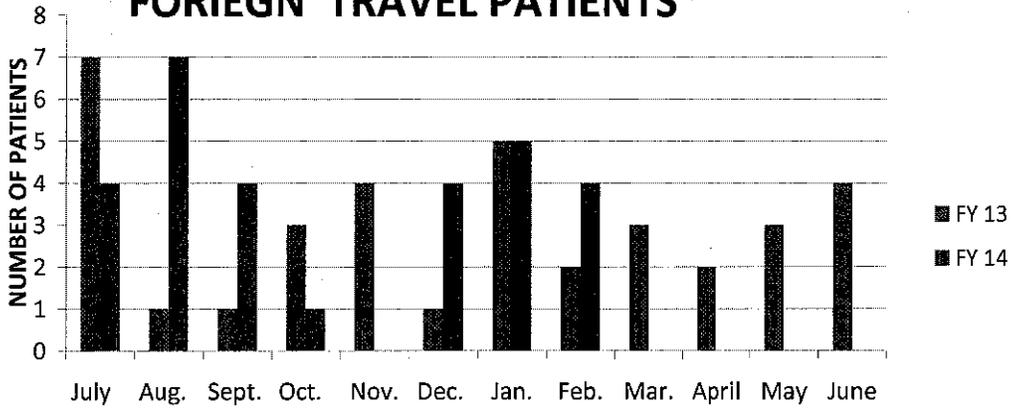
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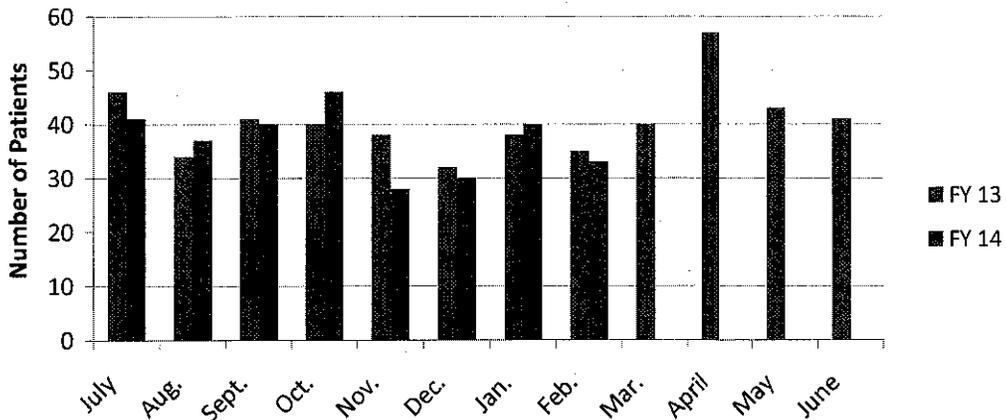
Adult Health: Physicals/TB/Pregnancy Tests



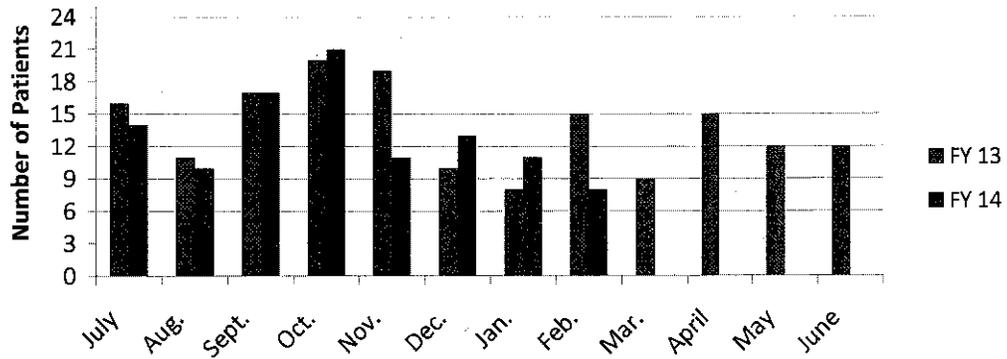
FORIEGN TRAVEL PATIENTS



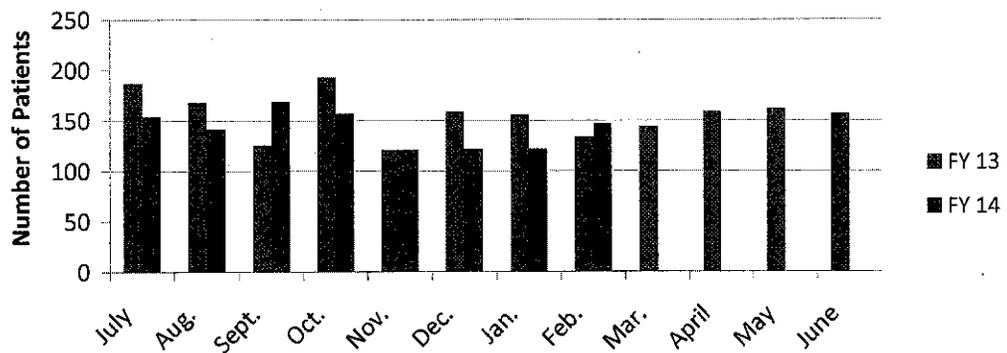
STD Patient Visits



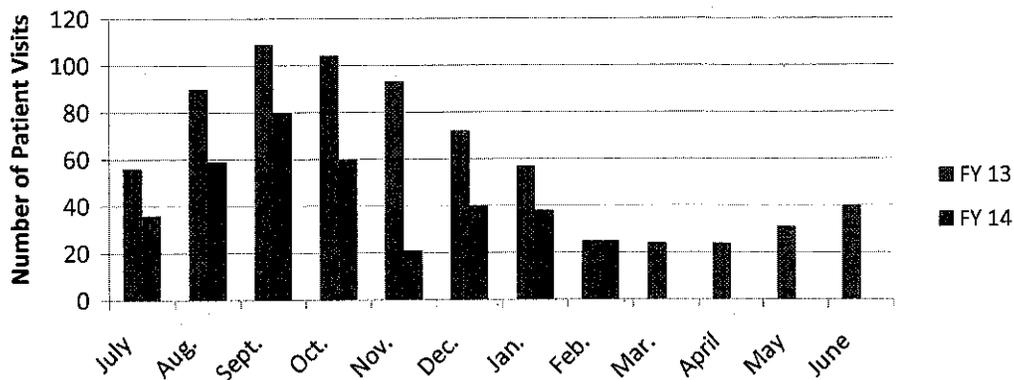
BCCCP Patient Visits



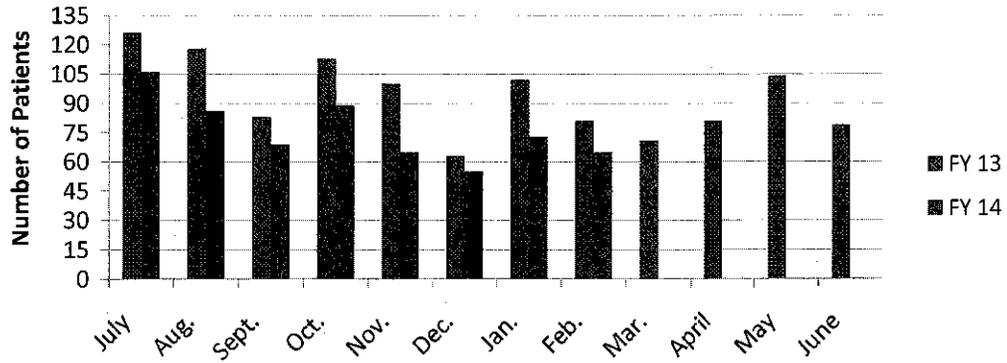
Family Planning Visits



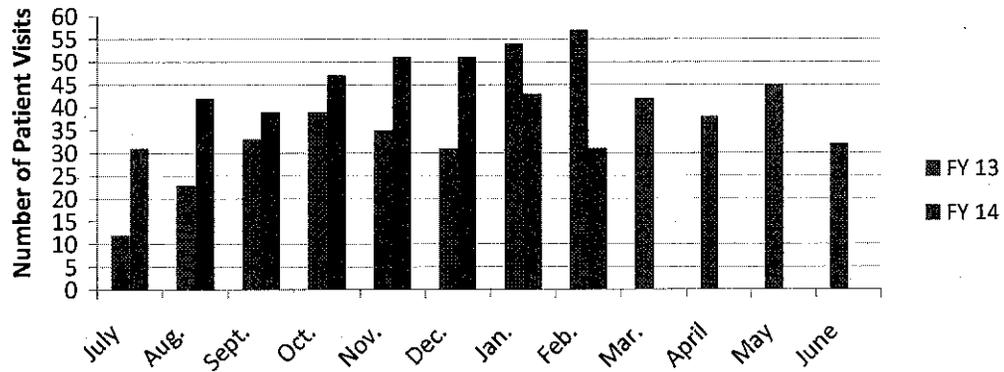
Immunizations



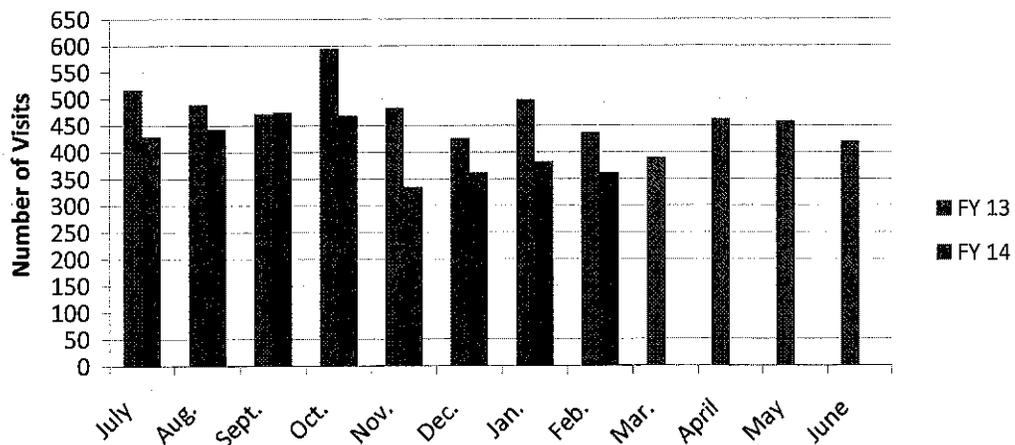
Low Risk Maternity Visits



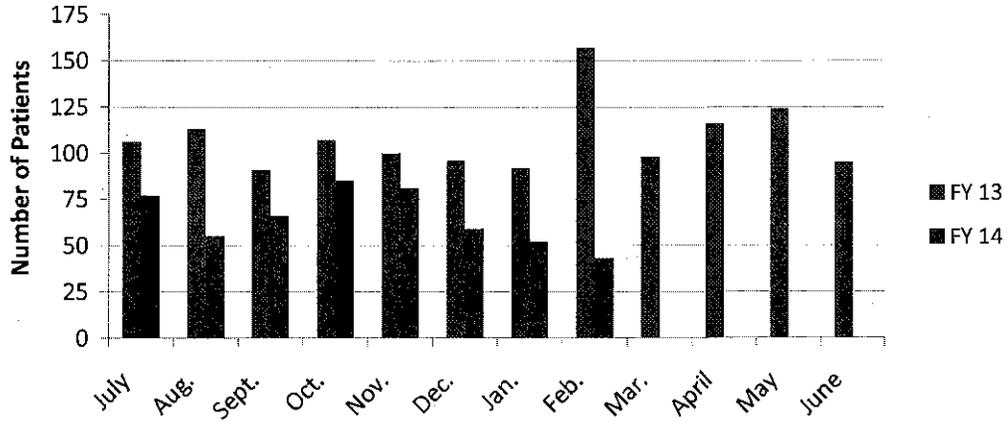
High Risk Maternity Visits



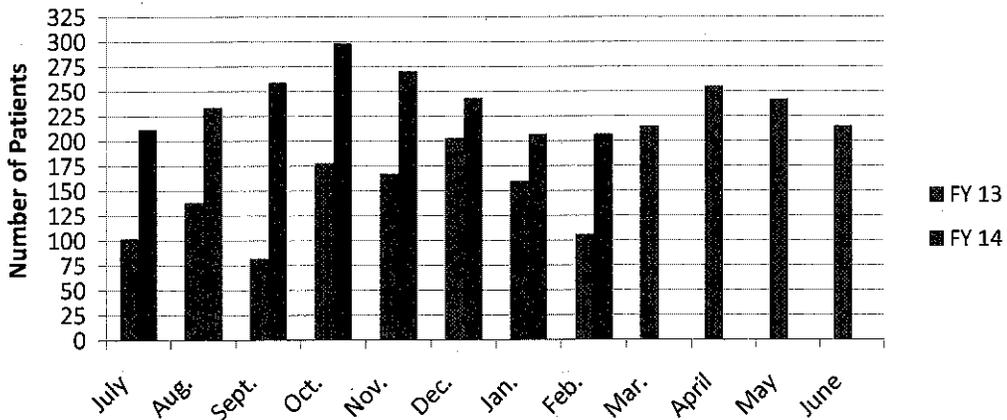
Total Clinical Visits

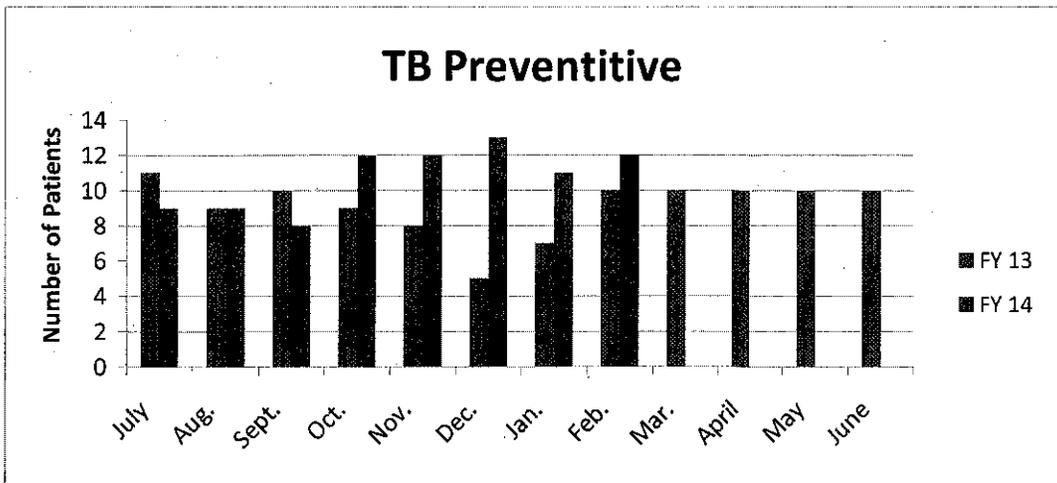
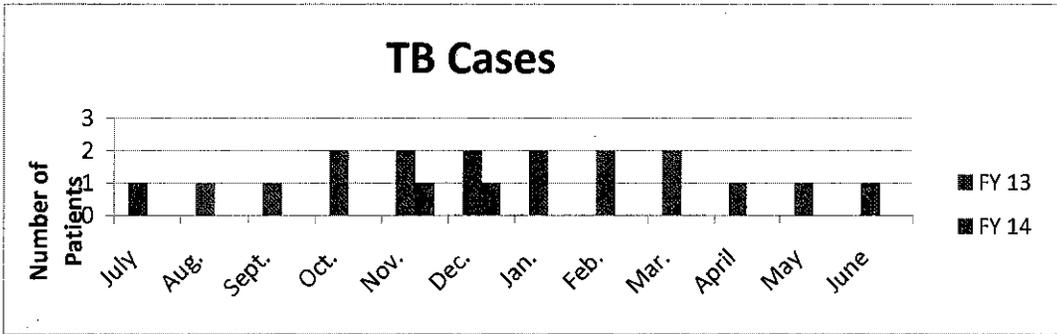
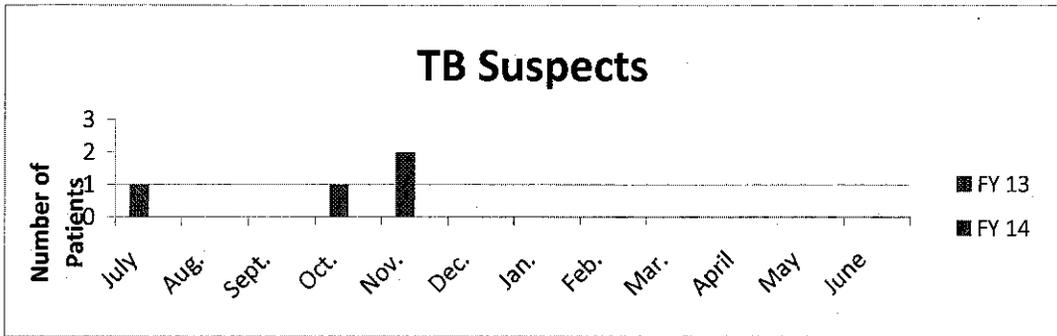
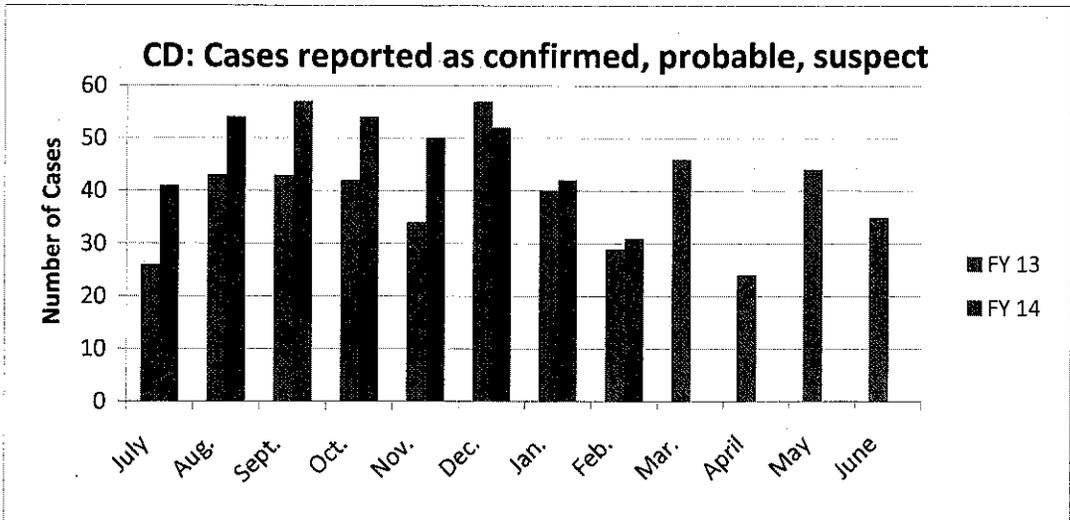


Care Coordination for Children

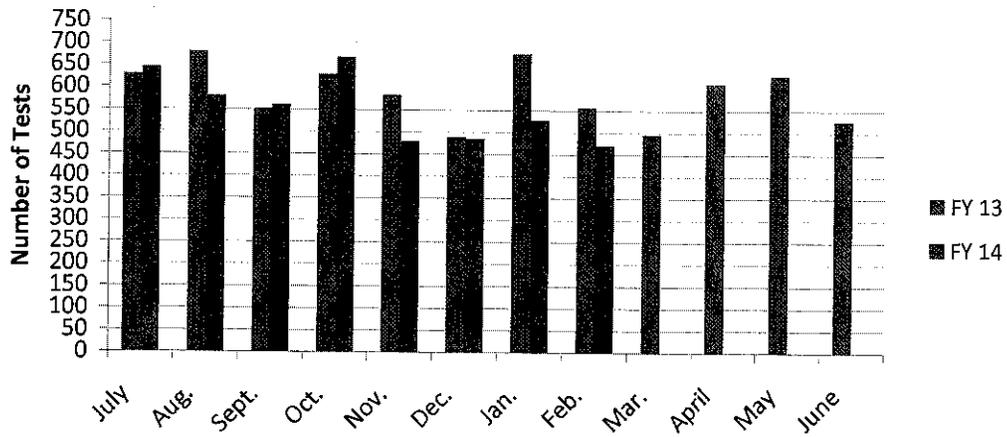


OB Care Management

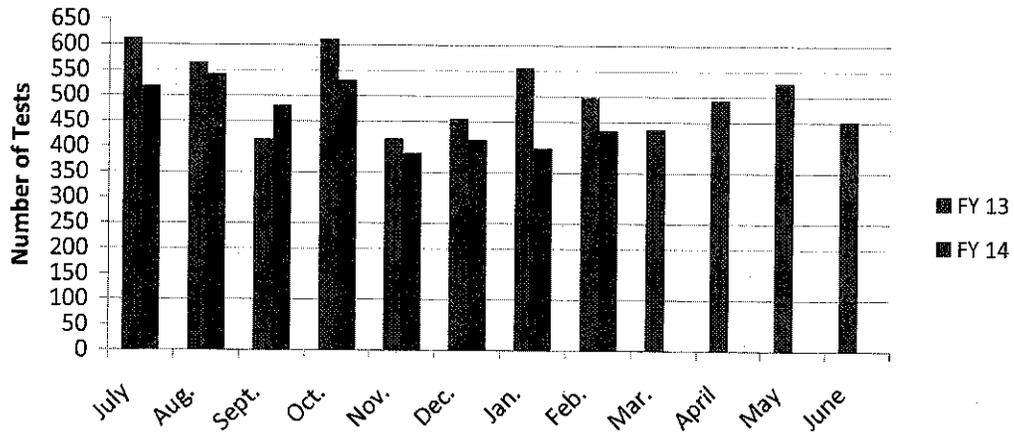




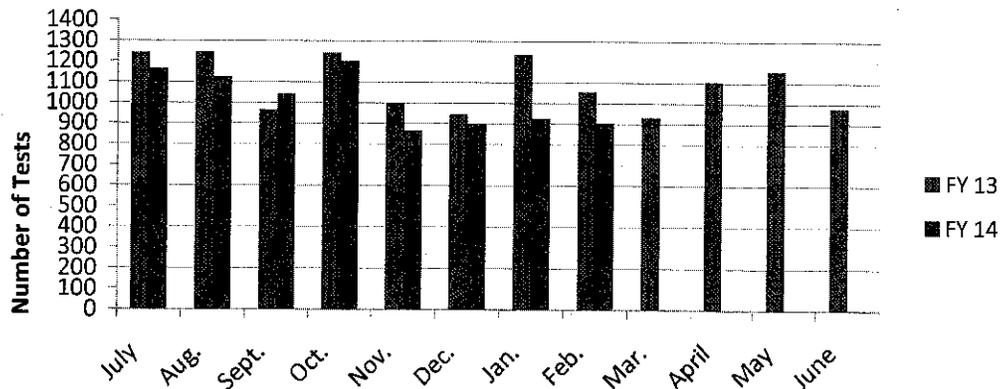
Tests Performed In-House



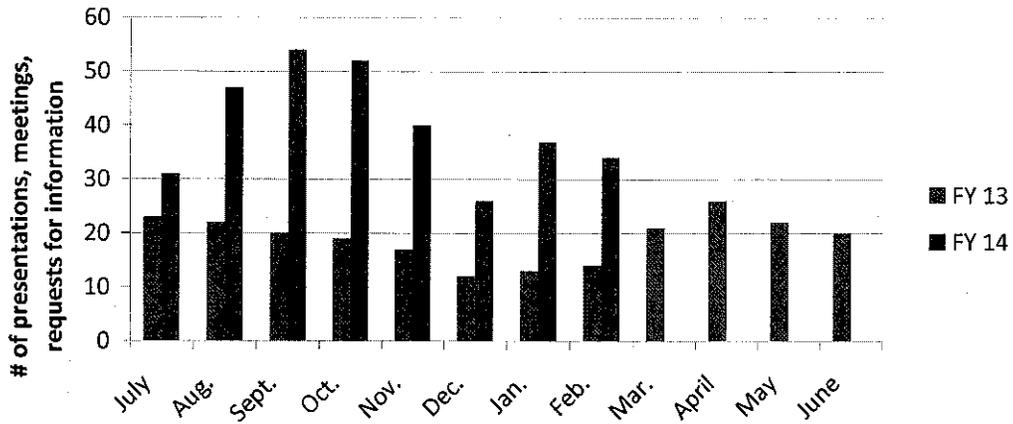
Lab Tests Drawn/Sent Out



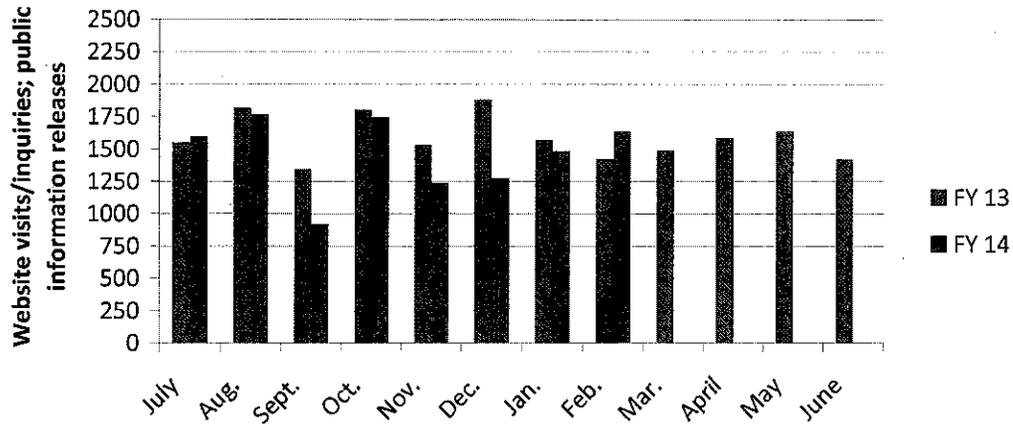
Total Lab Tests



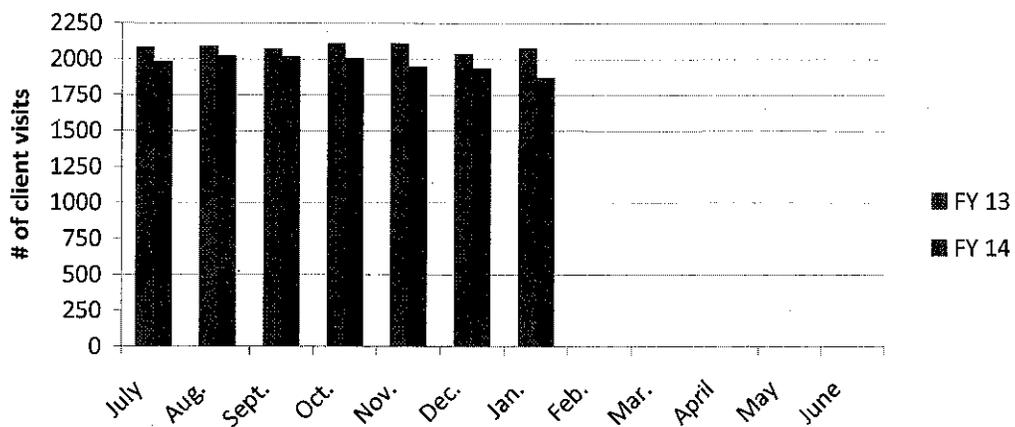
Community Education Services



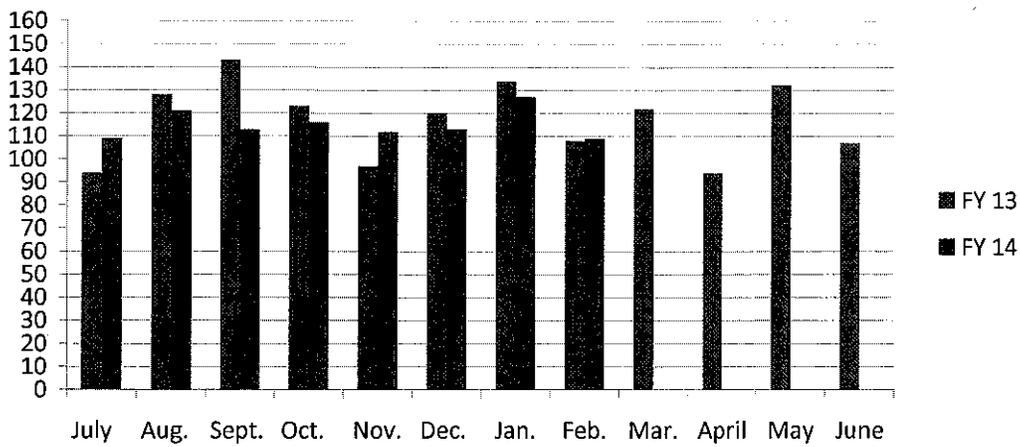
Health Education Communications



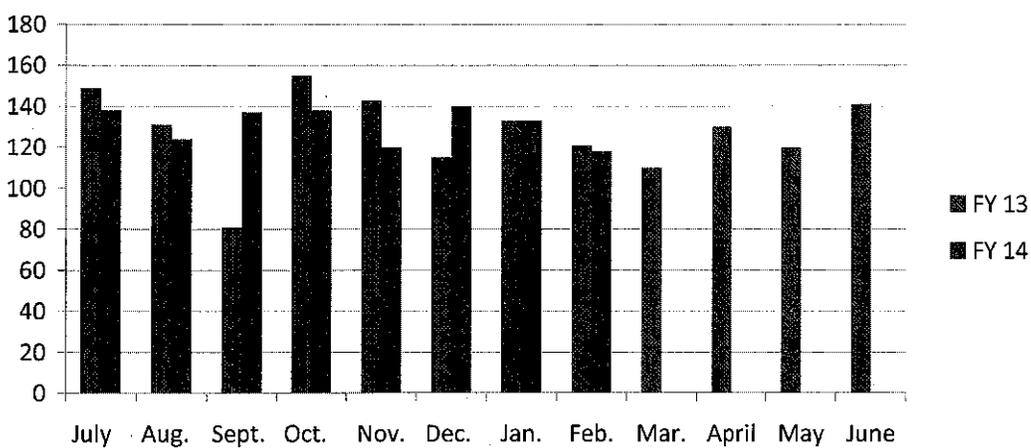
WIC Active Participation

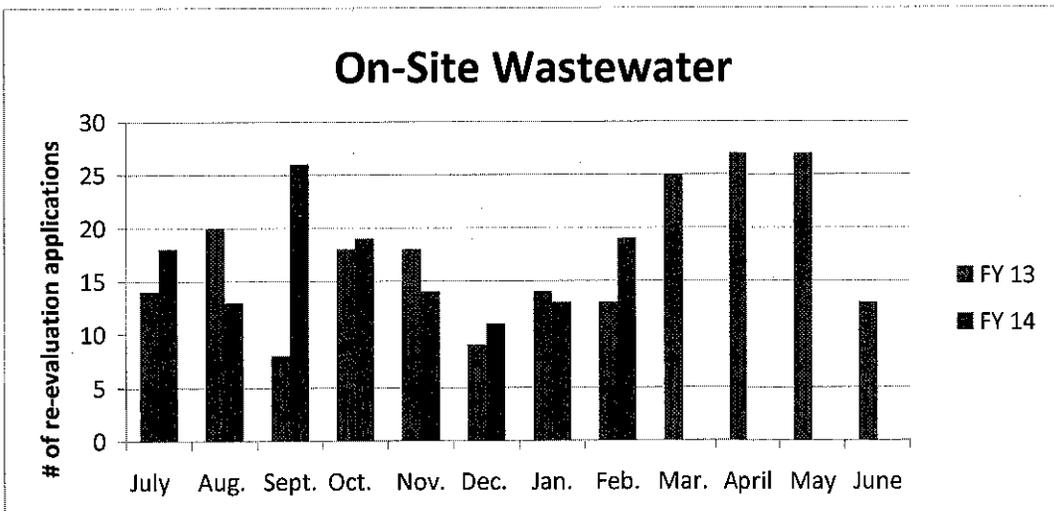
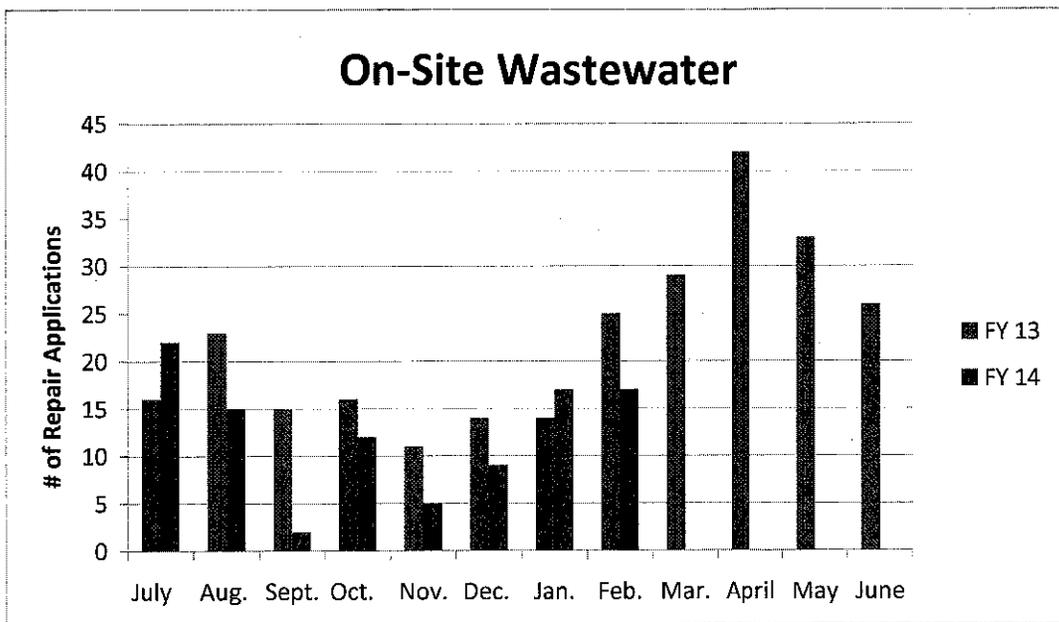
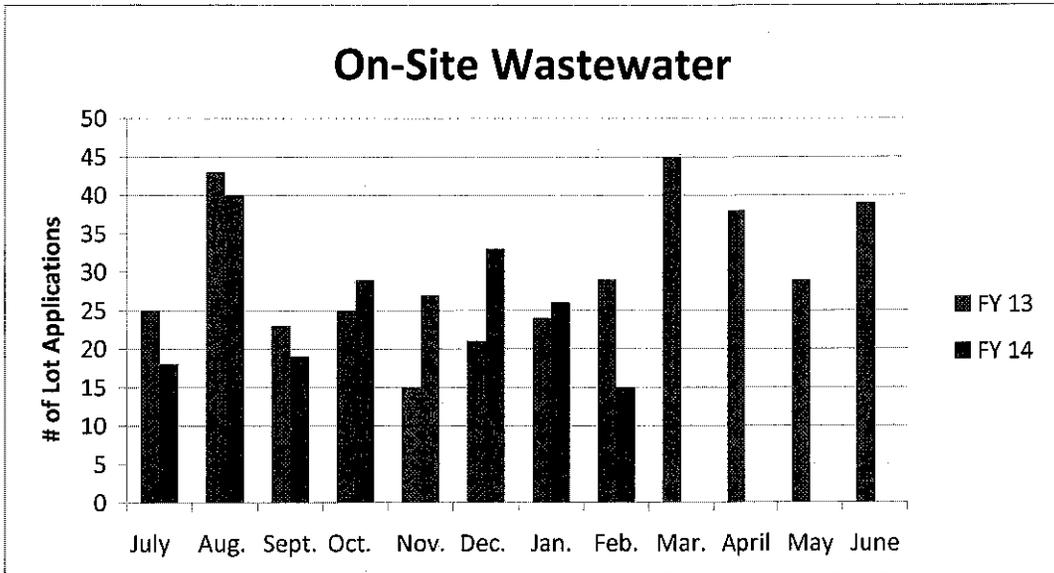


Death Certificates

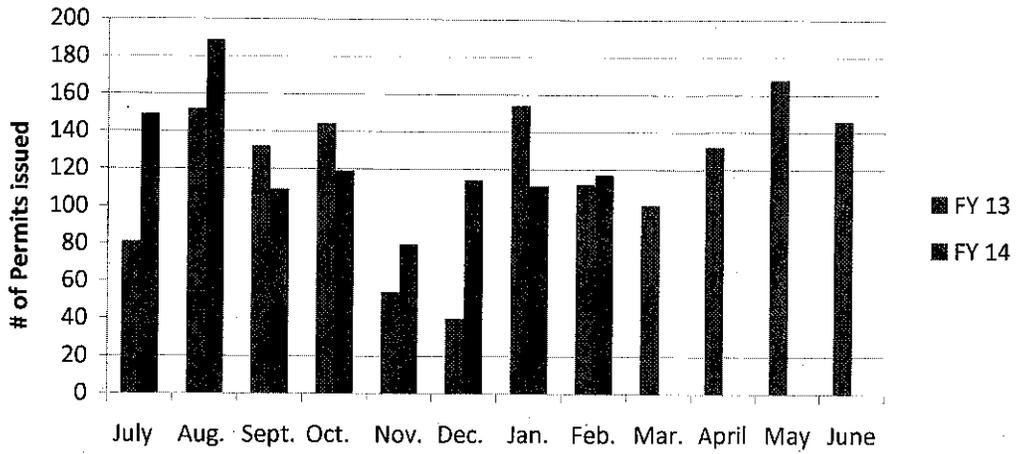


Birth Certificates

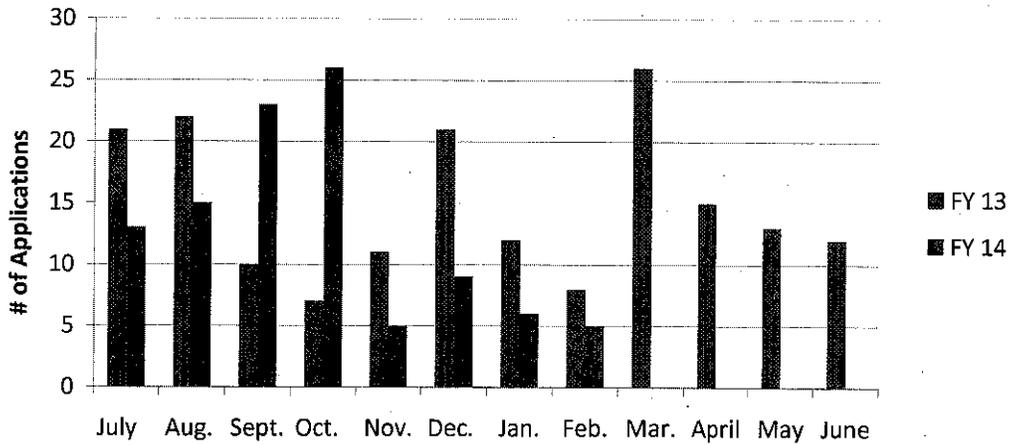




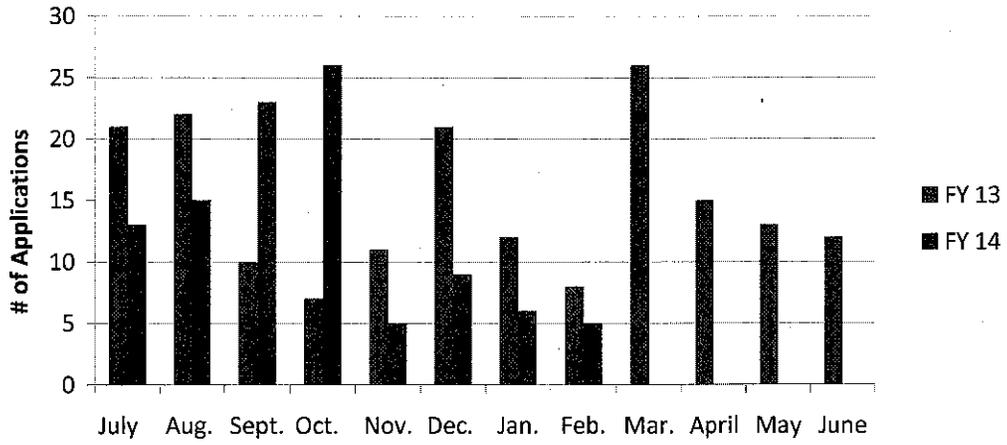
On-Site Wastewater



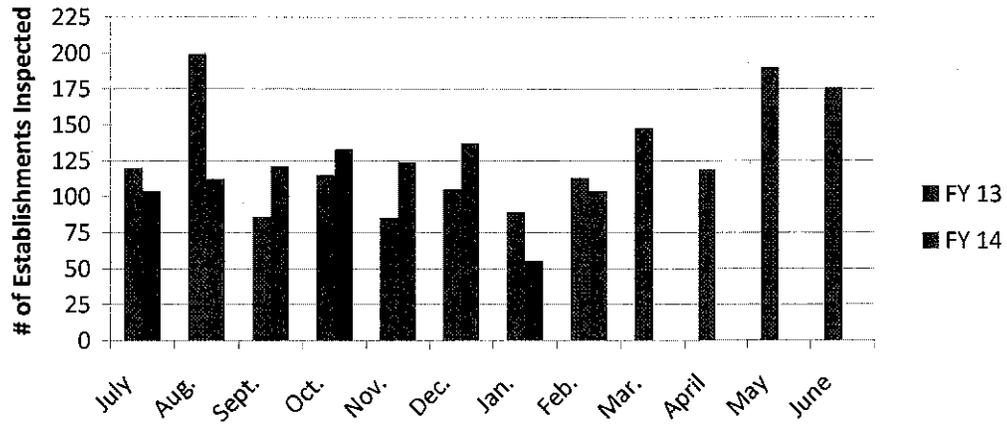
Private Water Supplies



Private Water Supplies



Food & Lodging



Manual: Moore County Health Department	
Section/Title: <i>Administration/Cleaning Policy</i>	
Approval Date:	Signatures/Titles
<i>03 / 25 / 2014</i>	<i>Phyllis Magnuson</i>
	<i>Chairman, Moore County Board of Health</i>

- I. **Policy:** Cleaning Policy and Schedule for the main building at 705 Pinehurst Avenue, Carthage, NC.
- II. **Purpose:** Cleaning is an essential part of disease prevention. By using sound cleaning techniques and an EPA approved germicidal detergent, we can promote disease prevention.
- III. **Definitions:** Damp wipe/damp mop - to use a moistened cloth/mop to clean a surface; Dust mop - to use a dry mop to remove dust.
- IV. **Applicable Law, Rules and References:** 130A-35. (a) "A county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department." and 130A-39. (a) "A local board of health shall have the responsibility to protect and promote the public health. The board shall have the authority to adopt rules necessary for that purpose."
- V. **Responsible Person(s):** Property Management Custodial Staff
- VI. **Procedures:**
 - A. **Use of Gloves:**
Cleaning staff shall wear disposable gloves when cleaning. Gloves shall be changed as needed to prevent cross contamination of areas and/or items.

Gloves shall not be used when opening or closing doors.
 - B. **Procedure Table of Content:**
 1. Lobby and Waiting Areas
 2. Offices
 3. Examination Rooms
 4. Hallways
 5. Consultant Areas
 6. Rest Rooms
 7. Laboratory
 8. Break Room
 9. Training Room
 10. Pharmacy
 11. Interview Rooms
 12. Management Support
 13. Board Room
 14. Outside of Building
 15. Carpeted Areas
 16. Tile Floors
 17. Ceiling Vents
 18. Windows
 19. Other Duties

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Version:	Date:	Comments
A	1/2013	Policy Approved by the BOH
B	1/2014	Changed responsible persons (housekeeper to property management custodial staff; updated definitions
Annual Review		3/2014

Moore County Health Department Building Cleaning Policy

C. Standard Daily Procedure:

1. Lobby and Waiting Areas:

Daily:

1. Damp wipe all benches and chairs.
2. Dust level surfaces including pictures, TV and stand.
3. Clean entrance door windows.
4. Spot clean walls.
5. Dump trashcan, replace liners as needed.
6. Inspect work, turn off light, and shut the door.
7. Proceed to next area.

2. Offices:

Weekly:

1. Dust all work level surfaces.
 - a. High dusting, vents, and around lights.
 - b. Low dusting, chair rungs, bases, windowsills, and so on.
2. Dust and polish exposed areas of desk, file cabinets, bookshelves, and work level surfaces.
3. Clean and polish phones.
4. Dust computer and keyboard, printers.

Monthly and as needed:

6. Wash and damp clean partition tops.
7. Spot clean walls, drawers, and file cabinets.

Daily:

8. Dump trash can, replace liner; wash can if needed.
9. Inspect work, turn off light, and shut the door.
10. Proceed to next area.

3. Examination Rooms:

Daily:

1. Restock paper products and soap. Check for proper operation.
2. Dump trash; replace liners. Put bio-bags in cans beside tables only. Repeat in PM.
3. Sweep and damp mop footstools.
4. Completely clean and polish exposed counter tops with disinfectant wipes.
5. Check and fill cup holders.
6. Dust level surfaces (eyes-to-knees) counters, sills, pictures, cup holders.
7. Wash and disinfect all flat surfaces to include sinks, counters, equipment bases, and chairs.
8. Inspect work, turn off light and shut the door.
9. Proceed to next area.

4. Hallways:

Weekly:

1. Dust and clean tables, desktops, pamphlet holders.

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Moore County Health Department

Building Cleaning Policy

5. Consultant Areas (Nursing Stations):

Daily:

1. Dust and clean tables, desktops, pamphlet holders, chairs.
2. Spot clean the partitions as needed.
3. Clean and polish phones.
4. Dust computers and keyboards.

6. Restrooms:

Daily:

1. Announce arrival - knock on door.
2. Service all soap and paper dispensers; check for proper operation and wipe clean.
3. Clean fixtures and polish to shine all porcelain and chrome.
4. Wipe clean all splash areas in stalls and urinals. Leave seats up when clean.
5. Clean mirrors and dust level surfaces.
6. Clean and disinfect diaper-changing area.
7. Sweep and wet mop floor, using "wet signs" as needed.
8. Dump trash and replace liners.
9. Inspect work.
10. Proceed to next area.
11. Inspect and clean all restrooms two times per day.

7. Laboratory:

Daily:

1. Service all fixtures and polish to shine all porcelain or chrome.
2. Wipe down and disinfect blood draw chairs.
3. Wash and disinfect all flat surfaces to include sinks, counters, and chairs with disinfectant wipes. **Do not clean any laboratory equipment.**
4. Inspect work, turn off light, and shut the door.
5. Proceed to next area.

8. Break Room:

Daily:

1. Wipe and clean tables and chairs.
2. Service all fixtures and polish to shine all porcelain or chrome.
3. Wash and clean all flat surfaces to include sinks, counters, and chairs.
4. Inspect and proceed to next area.

9. Training Room:

Daily:

1. Wipe and clean tables and chairs.
2. Service all fixtures and polish to shine all porcelain or chrome.
3. Wash and clean all flat surfaces to include sinks, counters, and chairs.
4. Inspect and proceed to next area.

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Moore County Health Department Building Cleaning Policy

10. **Pharmacy:**
Monthly:
1. Service all fixtures and polish to shine all porcelain or chrome.
 2. Wash and clean all flat surfaces to include sinks, counters, and chairs.
 3. Service all soap and paper dispensers; check for proper operation and wipe clean.
 4. Sweep and wet mop floor, using "wet signs" as needed.
 5. Inspect and proceed to next area.
11. **Interview Rooms:**
Daily:
1. Inspect and proceed to next area.
 2. Dust all work level surfaces.
 - a. High dusting, vents, and around lights
 - b. Low dusting, chair rungs, and so on.
12. **Management Support:**
Weekly:
1. Dust all work level surfaces.
 - a. High dusting, vents, and around lights
 - b. Low dusting, chair rungs, bases, windowsills, and so on.
 2. Dust and polish exposed areas of desk, file cabinets, bookshelves, and work level surfaces.
 3. Clean and polish phones.
 4. Dust computers, keyboards and printers.
- Monthly:*
5. Wash and damp clean partition tops.
 6. Spot clean walls, drawers, and file cabinets.
- Daily:*
7. Dump trash cans, replace liners; wash cans if needed.
 8. Inspect work, turn off light, and shut the door.
 9. Proceed to next area.
13. **Board Room:**
Weekly:
1. Dust all work level surfaces.
 - a. High dusting, vents, and around lights
 - b. Low dusting, chair rungs, bases, windowsills, and so on.
 2. Dust and polish table, desk, bookshelves, and work level surfaces.
 3. Clean and polish phones
 4. Dust computer and keyboard, printers.
- Daily:*
5. Dump trash can, replace liner; wash can if needed.
 6. Spot clean walls as needed.
 7. Inspect work, turn off light, and shut the door.
 8. Proceed to next area.

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Moore County Health Department

Building Cleaning Policy

14. Outside of Building:
 1. Inspect daily, removing trash as needed.
 2. Sweep sidewalks as needed.

15. Carpeted Areas:

Daily:

 1. Spot clean all carpeted areas daily for stains or spills.
 2. Vacuum high traffic areas
 - a. WIC
 - b. Management Support

Twice Weekly:

 3. Vacuum low traffic areas two times per week, more often if needed.
 - a. Administration
 - b. Nursing/Interpreter Offices
 - c. Board Room

16. Tile Floors:

Daily:

 1. Dust mop floor especially behind and under furniture.
 2. Wet mop floor; use putty knife to remove gum, stickers, etc.
 3. Housekeeper coordinates cleaning with contracted floor service. Housekeeper responsibilities include:
 - a. daily sweeping and mopping of all tile floors
 - b. spot cleaning of all tile floors throughout the day
 - c. assuring equipment is available and ready for contracted floor service
 4. See "Responsibilities of Contracted Floor Service Include..." listed on page 7, below.

18. Ceiling Vents:

Weekly:

 1. Damp wipe supply vents and return vents.
 2. Dust supply vents and return vents.

19. Windows:

Weekly:

 1. Damp clean windowsills.

Quarterly:

 2. Clean windows.

20. Other Duties Include:
 1. Notifying Property Management when equipment fails or breaks.
 2. Notifying Property Management when light bulbs need replacing.
 3. Ordering and maintaining supply cleaning closet through purchasing and Property Management.
 4. Setting-up Education and Board Rooms for meetings.
 5. Maintaining the MSDA Book on cleaning supplies.

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Version:	Date:	Comments
A	1/2013	Policy Approved by the BOH
B	1/2014	Changed responsible persons (housekeeper to property management custodial staff; updated definitions
Annual Review		3/2014

Moore County Health Department Building Cleaning Policy

Responsibilities of Contracted Floor Service Include:

- a. Monthly, clean and buff all tile floors.
- b. Twice annually, strip and wax all tile floors throughout the building.

Reference Plans and Policies: NA

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