

Moore County Board of Health
July 14, 2015

Members Present:

Betty J. Goodridge, MHA, CMA
Michele Keel, OD
Warren Lewis
Phyllis Magnuson, RNC, MPH
Kamron Monroe, DDS, Chair
Max Muse, RN, ME
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent:

Tim Boyte, DVM
Severt Jacobson, MD
Dennis Mabe, PE, Vice Chair
Elise McInnis, RPh
Nick Picerno

Chair Kamron Monroe called the meeting to order at 6:38 p.m.

Introductions/Recognitions:

Staff present were: Teresa Forrest, Planning Manager; Bengie Hair, Administrative Officer I; and Donna Page, Nursing Director. Guests present from On Target Preparedness were: David Hesselmeyer, Owner/Preparedness Coordinator, and Andrew Currin, Student Intern.

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:

Robert Wittmann asked to add the item "Bad Debt Write Off" to the agenda. All were in favor.

Presentation - US Open Poster Presentation at National Conference:

The Moore County Health Department contracts with On Target Preparedness (David Hesselmeyer: owner/preparedness coordinator) to develop State and Federal required emergency response policies, plans and exercises. Teresa Forrest is the Health Department liaison for

preparedness matters. David and Teresa developed a poster, *Birdie Not Bogey: Navigating Public Health in the 2014 US Open Golf Championships*, which was selected for an interactive Poster Session presentation at the NACCHO (National Association of County and City Health Officials) 2015 Preparedness Summit in Atlanta, Georgia on April 14 - 17, 2015. For background, in 2014, the men's and women's US Open Golf championships were held back-to-back, for the first time on the same course, in Pinehurst. The overall time frame for event response was from June 9 – 22, 2014. Daily visitors of up to 50,000 nearly doubled the County's population. The event response was coordinated on a local, State and federal level. While the Health Department had in-depth public health planning, there was also coordination with county-wide planning, which was led by Moore County Emergency Management. The event went very well. David Hesselmeyer reviewed event specifics as well as lessons learned. The abstract for the poster presentation went through a competitive selection process. The State paid the conference registration fee for NC applicants who were accepted. After the abstract was selected by NACCHO, David and Teresa developed the poster. County GIS printed the final product to take to the Summit. The poster was well received.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- **FY 2015 Fourth Quarter Activity Report:** Robert Wittmann noted that some numbers were down.
- **FY 2015 Fourth Quarter Financial Report:** Robert Wittmann stated that the County had to pay out less money than had been budgeted for Health Department expenses. He noted that the billing staff had done an excellent job of maximizing revenues. The Patagonia system has helped with securing Medicaid revenues. However, staff has had to work with DMA (Division of Medical Assistance) to get back billing straight for Nurse Practitioner charges. Robert Wittmann noted that Bengie Hair, who has been in charge of billing and our medical records conversion project, has accepted the position of Health Director in Scotland County, effective August 1, 2015.
- **FY 2015 Performance Measures Report:** There are three indicators we track that are critical to public health. Warren Lewis asked how many cases of communicable disease we have. Robert Wittmann stated that Kim Duffy handles communicable disease and gives an annual report to the Board. However, he would have Kim Duffy send him and the Board an update.
- **Patagonia Project Update:** The County had to add routers in the Health Department building to handle the laptops required for the EMR (Electronic Medical Records) system. A Windows upgrade also necessitated new computers. These expenses were handled using Medicaid incentive money. More than 21,000 paper records have been purged recently from the files. Board members discussed internet security regarding the

EMR system. Bengie Hair noted that PatagoniaHealth has security over their servers. As far as the transfer of data, Robert Wittmann stated that County IT (Information Technology) is working on a special server for the Health Department. At the October 12 Board of Health meeting, we will review the presentation that will be given to the Board of Commissioners regarding our request to fund the scanning project. Purging will be complete and we will have a number for how many records need to be scanned. The project will "piggy-back" on a Mecklenburg County contract with the company, giving us a better price than we would have individually. County IT handles our security for the records on the Health Department server. Robert Wittmann stated that, given the detail required for the scanning project, it would be cheaper, and faster, in the long run to outsource the project rather than try to accomplish it in-house.

➤ **Health Director's Report:**

- Robert Wittmann recognized the Health Department's Processing Assistants. All told, the Department's 10 Processing Assistants have a total of 120 years of experience.
- A strategic plan update is due this fall. The Department is coordinating with UNC and a retreat is set for November 6 and 7, 2015 (Friday and Saturday) at the Agriculture Center. A report on the plan update will be given to the Board on December 8. The Board can adopt the plan at their January, 2016 meeting.
- Rich Tompkins compiled information from his contacts in other counties, as requested at the last meeting. It was concluded that the Department should contract out scanning.
- The Board of Health had previously supported a Healthy Vending project from MooreHealth. Matt Garner is working with this project. In August, 50% of the vending on Moore County Government property will be healthy items.
- There was a press release from the Department regarding an increase locally in Acute Hepatitis B. Warren Lewis asked if the Department can track where people go on the Department's website. Robert Wittmann said that would have to go to County IT. We currently only have available the number of hits the website receives.
- At the October Board meeting, the Environmental Health section will review swimming pool fees. These applications are received during a short window of time in the Spring. A permit cannot be issued if the water is not chemically balanced and/or if safety features aren't functioning. Multiple inspection visits may be required to permit a pool, if the applicants aren't prepared. Other counties charge a fee for follow-up visits and our Department is researching that option.
- Severt Jacobson has a passion for preventing concussions and traumatic brain injury. We will be looking at this issue to see if there is anything the Health Department can do to augment local efforts to reduce the occurrence of traumatic brain injury. Phyllis Magnuson noted that there is new legislation effective when school starts and suggested we contact the State Board of Education to check on their requirements. She stated that all three high schools will have trainers this year. Robert Wittmann said that \$50,000 funded from the State will go through the Health Department to Moore County Schools to support the school nurses.

- There was a press release about adding an informational item to our website. This item titled 'Food Bytes' will explain some Environmental Health information related to State rules governing safe food handling, preparation and service. Warren Lewis offered to work with the staff to make the information more understandable to the public and to give practical examples. Robert Wittmann said that he would have Iris Davis contact him. Warren Lewis stated that there is a disconnect between the inspectors and the restaurant owners/managers.

Approval of Consent Agenda:

Max Muse made a motion to approve the April 13, 2015 Board of Health minutes. This was seconded by Warren Lewis. All members were in favor and the motion was approved.

Old Business:

There was no old business.

New Business:

Recommend an amended FY 2016 Clinical Fee Schedule: Robert Wittmann said that final adjustments were required to the fee schedule that was submitted to the Board of Commissioners for the FY 2016 budget. Some services were added to the schedule that may be provided in the future. If the Board of Health recommends the amended schedule, then it needs to go before the Board of Commissioners for approval. Phyllis Magnuson made a motion to accept the amended fee schedule. This was seconded by BJ Goodridge. All were in favor and the motion carried.

Evaluation Committee Report: The Committee included BJ Goodridge, Warren Lewis, Phyllis Magnuson, Kamron Monroe and Max Muse. Phyllis Magnuson chaired the Committee and gave the report. The Board felt that the County evaluation tool was not adequate for the Health Director. Social Services has adopted a different evaluation tool for their Director. The Committee looked at several tools and selected the one presented to the Board for review. They felt it gave guidance and reflected on public health competency areas. BJ Goodridge stated that the Committee would like to try the tool this year and see if it needed tweaking. She noted that it speaks to national standards. Warren Lewis stated that the Committee looked at the Director's job description as well. Max Muse noted that the document is long but that the extra descriptive part was necessary. Phyllis Magnuson talked about the evaluation process. It doesn't need to be just the Chair doing the evaluation. The Board should sit down as a group and then the Chair can present the evaluation to the Health Director. They would like to have employee input, with a random selection of employees across the Health Department. Robert Wittmann said that the Board might want to consider input from community partners as well. He noted that his evaluation would be public record and therefore a closed meeting would not be required to review the information. BJ Goodridge noted that the toolkit included evaluations for Board of Health members. Board members discussed a motion to submit the tool to County Human Resources to fit into their system of numerical scoring. The motion from the Committee was that the Board recommends the tool to evaluate the Health Director, as emailed to the Board of

Health and discussed at this meeting, with the process to be determined at a future meeting. There was a unanimous vote and the motion carried. Historically, health director evaluations are done on their anniversary date. Robert Wittmann's anniversary date is October 31. It was suggested that, from October to December, the Board could have a work session to go over the evaluation. This work session will be publicized. The tool could be completed at the work session and then, at the December Board meeting, the results could be reviewed with the Health Director. The process could be finalized then or the Board could opt to try out different options. BJ Goodridge said that we could move forward with survey monkey questions for the staff.

Bad Debt Write-off FY 2015: The proposed bad debt write-off totaled \$2,066.00. Robert Wittmann noted that, if recommended by the Board of Health for approval, the write-off would have to be submitted to the Board of Commissioners for the actual write-off. Phyllis Magnuson made a motion to accept the Bad Debt Write-off and forward to the Commissioners. This was seconded by Michele Keel. All were in favor and the motion was approved.

Donna Page was introduced as the Health Department's new Nursing Director.

There being no further business, Kamron Monroe made a motion to adjourn the meeting at 8:44 pm.