Moore County Board of Health
August 12, 2014

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

Members Absent:
Severt Jacobson, MD
Elise McInnis, RPh
Nick Picerno

Chair Phyllis Magnuson called the meeting to order at 6:00 p.m.

Introductions/Recognitions:
Staff present were: Iris Davis, Environmental Health Program Specialist; Teresa Forrest, Planning Manager; Torrie Furr, Social Work Supervisor; Bengie Hair, Management Support Supervisor; Patty Kempton, Nursing Director; Rich Tompkins, Accreditation Coordinator. Guests present were: Danny Staley, Deputy Division Director, NC Division of Public Health; and Dorothy Cilenti, Accreditation Administrator, NC Institute of Public Health, UNC.

Invocation:
Tim Boyte 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 Adjustments to Agenda:
Robert Wittmann asked that 'Update Clinical Fees and Eligibility Policy' be added to the agenda for action consideration.

Presentation:
Danny Staley presented the Board with a letter from the State Health Director, Robin Cummings, congratulating the Health Department on achieving accreditation. Dorothy Cilenti presented the Board with a plaque, in recognition of the hard work of the staff and the Board in the accreditation process. One strength that was highlighted was the degree to which the Health Department partners with community agencies to collaborate on health issues. Phyllis Magnuson congratulated the staff, especially Rich Tompkins, Accreditation Coordinator, for their efforts.

Public Comments:
There were no public comments.

Board of Health Education/Staff Reports:

- Accreditation Report: Rich Tompkins reviewed the report with the Board. He thanked Patty Kempton, Nursing Director, for all of her expertise and hard work with the process. The Health Department met standards for 146 of 148 activities. One problem was not having handicapped access to the RV used as a mobile command center for public health events and for the treatment of communicable disease patients requiring negative pressure air handling, which is not available in the Health Department building. Robert Wittmann stated that we cannot provide handicapped access to the RV by building a ramp because the doors do not meet standards to allow access inside. However, for handicapped patients, we can send staff to the patient's home. The other issue was that the Department has to inform the public before we make changes to our schedule, for example, changes in the hours offered for services. This has been addressed. We have already surveyed the public for changes that will be proposed in the fall. Some items that the Site Visit Team were impressed with were: our Strategic Plan, our patient flow, our Board of Health involvement, and our history of partnerships. The accreditation is for 2014 through 2018.
- FY 14 Fourth Quarter Report: Robert Wittmann stated that the County has not officially closed the books for fiscal year 2014. Also, the Health Department has not yet received the Medicaid Cost Settlement for 2014. However, Health Department expenses, for the year, came in under budget, therefore even without the Cost Settlement, the Department is projected to close within budget.
- Fourth Quarter Activity Report: Robert Wittmann reviewed the report with the Board.
- FY 15 Budget Update: Robert Wittmann noted that what the Health Department requested during the budget process was received in the final budget, including the funding for a full-time dental hygienist. The budget is a dynamic document and projected state and federal funds are not fixed at this time.
- CC4C/PCM (Care Coordination for Children/Pregnancy Care Management) Year End Report: Torrie Furr reviewed revenues and expenses for the program for fiscal year 2014, see attached. The program is self-supporting. In Moore County, the program not only supports itself but also generates extra revenue for the program.
- US Open After Action Report: Patty Kempton, Incident Commander for the event, reviewed the Health Department plan and response. The response was a joint operation with the NC Division of Public Health and focused on Communicable Disease (CD) and Environmental Health. Planning started in January with State and local partners. During the event, CD surveillance for the region was enhanced. Environmental Health staff, with assistance from State and regional partners, conducted daily inspections of food preparation tents. With the data collected from these inspections, it was determined that 42% of the violations were for food being served past approved holding time. There were no reported incidences of CD or foodborne disease outbreaks. During the event, Health Department staff also worked with the USGA and Public Safety to help mitigate heat illness. After the event, there

was a hotwash with State and local partners to review lessons learned. We have been invited to present at the State Health Directors Conference next January. Warren Lewis asked if the breakdown of food violations during the event was similar to what would be seen with a normal Environmental Health inspection. Iris Davis said that she did not have that data available. Warren Lewis asked if the previous US Open golf tournaments were handled the same way and Iris Davis replied that they were not. Patty Kempton noted that one concern was that, since this was the first time the men's and women's tournaments were held back-to-back in the same place, it was expected to attraction more international attention. Also, since the last US Open, more public events have necessitated food defense concerns as well as food safety concerns. Robert Wittmann stated that the State used this as an exercise to fine tune their response. He also stated that the breakdown of food violations was not representative of normal inspections.

- Patagonia Update: Bengie Hair noted that the Health Department has gone live with the clinical component of Electronic Medical Records. We are currently working on scanning and faxing abilities and are almost at total function with the system.
- Update on the Electronic Medical Records (EMR) Conversion Project: Bengie Hair spoke to the Board about the plan for converting current paper records to the new EMR system. The Health Department currently has more than 88,000 records in the Management Support system. These files have, on average, up to 50 sheets of paper each. Currently, the files have extended beyond the space designed for them in the building. Over the years, staff have lost eight workstation spaces to file storage and now work out of cramped interview carrels. We are looking at scanning these records into the EMR system in a 'tiered' process. The first tier would involve about 20,000 active records. Robert Wittmann stated that, if there was no objection from the Board, he would like to have Bengie Hair give this presentation to the Board of County Commissioners and the County Manager, so they understand the scope of the problem. In the fall, he would like to have an informal RFP (Request for Proposals) process to find out what it would cost us to do this scanning project, in order to request this for the fiscal year 2016 budget. BJ Goodridge asked if we could scan into our new system and Bengie Hair stated that there are two to three vendors that could scan directly into the Patagonia system. Tim Boyte asked if there is a clinical diagnosis available in a quick view for each file or if a provider would have to go through all the pages to find the information. Patty Kempton responded that there is a problem list for active problems. Also, we have developed a scanning naming rubric and the whole chart will be indexed. Clinical staff have worked on this so information can be categorized.
- Health Director's Report: Robert Wittmann stated that the Health Department did receive funding for our full-time dental hygienist, Tammie Fox. We have been able to hire a new registered dietitian for the WIC Office, Susan Poppe. We have one vacancy for an Environmental Health Specialist. As the Board of Health suggested, we have developed a staff satisfaction survey. The survey closed out on August 11th, with 45 of 48 employees completing the survey. There will be a retreat on August 29 for line staff, no supervisors or Management Team members, to go over the results with a trained facilitator. After this retreat, Management Team members will go over the information and will work to address any concerns. Information will be shared, as appropriate, with the Board of Health and the County Manager. Robert Wittmann shared the

Health Department's annual report with the Board. He read a letter received from a private citizen with praise for three employees in the Environmental Health Office, Terry Purvis, Bill Dunlop and Cathy Marion. Matt Garner, Health Department PIO, continues to send out news releases on public health topics. Time Warner came to the Health Department today to interview the WIC Nutritionist and Health Director about the new software system, Crossroads, used statewide by WIC. Moore County was a pilot for this system.

Approval of Consent Agenda:
The minutes for the last Board of Health meeting on June 24th, 2014 were discussed. Tim Boyte made a motion that the minutes be approved. The motion was seconded by Dennis Mabe. All were in favor and the motion carried.

Old Business:

- Clinical Fees for Services: Robert Wittmann stated that, in reviewing the minutes of the June 24th, 2014 Board of Health meeting, some responses to questions during the discussion were unclear. It had been stated that some of the listed fees were a 'cap' and not the actual charge for a patient. However, all of the fees on the schedule are the actual charge, although if the service if subject to a sliding fee scale, then the charge would vary in response to the patient's income. If a service is not subject to a sliding fee scale, then there is no adjustment to the fee listed on the schedule.

New Business:

- Update Clinical Fees and Eligibility Policy: Patty Kempton reviewed the proposed changes for the policy. Due to increased liability issues, the Health Department has eliminated sports physicals as a service. Sports physicals are available at private physician offices and FirstHealth School Health Nurses also offer sports physicals at the Health Department, one Saturday a year. Phyllis Magnuson noted that around 600 children have received sports physicals at this clinic. Patty Kempton stated that the Health Department surveyed our patient population before requesting this change. Another proposed change involved laboratory charges. State Lab tests are processed free of charge but tests for services that are not required to be included in a program such as Family Planning or Sexually Transmitted Disease are processed privately, through Lab Corp. Lab Corp has been directly billing our patients for those services but has indicated that they may not continue direct billing of patients. Additionally, we can get a better rate for our patients for those services, due to our contract with Lab Corp, if we bill our patients based on our fee schedule (which covers our cost for Lab Corp). Max Muse made a motion to accept the proposed changes in the Fee Policy. The motion was seconded by Tim Boyte. All members were in favor and the motion carried.
- Policy on Policies Review: Robert Wittmann conducted the annual review of the Department's Policy on Policies. Minimal changes in the wording were suggested. Dennis Mabe made a motion to accept the proposed changes in the Policy. This motion was seconded by Michele Keel. All were in favor and the motion carried.
- Update Board of Health Operating Procedures: Robert Wittmann reviewed the

Board's Operating Procedures. A change was proposed to note that meetings are recorded electronically to aid in compiling the minutes. These recordings are erased when the minutes are approved. Max Muse made a motion to accept the changed Operating Procedures. This motion was seconded by Kamron Monroe. All members were in favor and the motion carried.

- Prohibition of Tobacco Products and Electronic Cigarettes Resolution: Robert Wittmann reviewed the proposed resolution banning tobacco products, as well as electronic cigarettes, in and on Health Department buildings, grounds and vehicles. The Board had previously adopted a similar resolution for tobacco products only. Electronic cigarettes were added to the prohibition because there is not enough research available to determine what adverse effects there might be from using the products. Also, the Health Department does not condone smoking and the electronic cigarettes would give the appearance that we do. BJ Goodridge made a motion to approve the resolution, see attached, seconded by Max Muse. All of the members were in favor and the motion carried.

There being no further business, the meeting adjourned at 7:22 p.m. The next scheduled Board of Health meeting is on Monday, October 13th, at 6:00 pm in the Boardroom at the Health Department.