

Moore County Board of Health
March 10, 2015

Members Present: Tim Boyte, DVM
Betty J. Goodridge, MHA, CMA
Severt Jacobson, MD
Dennis Mabe, PE, Vice Chair
Phyllis Magnuson, RNC, MPH
Kamron Monroe, DDS, Chair
Max Muse, RN, ME
Nick Picerno
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Michele Keel, OD
Warren Lewis
Elise McInnis, RPh

Chair Kamron Monroe called the meeting to order at 6:05 p.m.

Introductions/Recognitions:

Staff present were: Iris Davis, Environmental Health Program Specialist; Kim Duffy, Communicable Disease Nurse; Teresa Forrest, Planning Manager; Torrie Furr, Social Work Supervisor; Matt Garner, Health Education Supervisor; and Jennifer Wallace, Administrative Officer.

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:

There were no adjustments to the draft agenda. Max Muse made a motion to approve the agenda, seconded by Dennis Mabe. All were in favor and the motion carried.

Presentation:

There were no presentations.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- Care Management Financial Report: Torrie Furr reviewed the Financial Report for the Care Management Program, which includes Pregnancy Care Management (PCM) and

Care Coordination for Children (CC4C). The program is doing well and revenues are where they should be for the year. Adjustments can be made if needed. The Care Management Program is self-sufficient, with no County funding.

- Communicable Disease Update: Kim Duffy reviewed the status of communicable disease in the County. From March, 2014 to February, 2015, the top five communicable diseases in Moore County were: chlamydia, gonorrhea, pertussis, salmonella and campylobacter. There was a large jump in salmonella cases last summer. Measles cases are high throughout the nation but there are no cases in North Carolina this year. It was noted that the MMR vaccine (for measles, mumps and rubella) is 95% effective after the first dose and 98% effective after the second dose. The Health Department has been providing informational updates, as received, to local providers. The County has experienced an increase in syphilis cases, with most of the increase attributed to cases of men having sex with men. Severt Jacobson asked if the Health Department is routinely testing for syphilis. Kim Duffy stated that Family Planning patients and STD (Sexually Transmitted Disease) patients are tested for HIV (Human Immunodeficiency Virus) and syphilis. Tim Boyte asked about the number of vaccine exemptions in the County. Phyllis Magnuson stated that, in the Moore County Schools system, there are 33 religious exemptions. Kim Duffy noted that the State has the NCIR (North Carolina Immunization Registry) database but private providers do not have to enter vaccination data. If there was a measles case in a local school, any unvaccinated children would have to stay home for twenty-one days after the last case. Severt Jacobson asked if the County educates women of childbearing age about measles. Kim Duffy said the Health Department's Maternity Program does and Robert Wittmann stated that local obstetrician-gynecologist offices do as well. Max Muse asked if home schooled children are required to file paperwork if they opt out of vaccinations. Kim Duffy said that she did not know but could find out. Robert Wittmann will send that information out to the full Board. Robert Wittmann stated that the vaccination rate in Moore County has increased significantly over the years. In the future, Beth Ferree, Immunization Nurse, will give an immunization update to the Board.
- Employee Satisfaction Survey: Matt Garner went over the Action Plan to address employee concerns. The process began with an employee survey. The results were reviewed at a staff retreat, with a trained facilitator. Priority issues were identified. These issues were brought to Management Team. After discussion, an Action Plan was developed to address the issues. This will be re-addressed on an annual basis. Severt Jacobson asked about staff concerns with the heating and air-conditioning system, noting that the Board Room was currently without air conditioning. Matt Garner stated that the current problems were an anomaly, due to a required repair part being on order. Property Management works with the Health Department to address system problems as they arise. Some problems with the system are due to personal temperature preferences. Robert Wittmann stated that the thermostats for the new system have a small range for adjustments and that is helpful. He also stated that the next survey may not be done before the fall so that the changes being incorporated are in effect.
- Health Director's Report: Robert Wittmann stated that information received from the staff satisfaction survey has led to organizational restructuring that will be in place

prior to bringing in a new nursing director. The Department has three applicants to interview that meet the requirements for the position. Rich Tompkins leads the Department's QI (Quality Improvement) project. A brief synopsis of the QI project's Kaizen event was discussed. This was a week-long event where the QI team, along with advisors from the State, tested several small changes to improve the efficiency of the Family Planning Clinic. Rich Tompkins will review the project with the Board when it is finished. The Health Department has two lab technicians, with a total of forty-one years of experience. At the last Board of Health meeting, concerns were noted about food establishments not being notified of rule changes to the food code. Iris Davis reviewed this process for the Board. When a new rule goes into effect, or a change is made to an existing rule, with the NC Food Code, it is the responsibility of state and local officers to notify operators of the changes. Locally, our establishments are inspected one to four times a year. During those inspections, Moore County Environmental Health Specialists notify operators of upcoming changes. The most recent changes went into effect on September 1, 2012. Specialists gave operators a year to implement changes and did not deduct inspection points on items related to the new changes for a full year after they went into effect. Informational flyers were also distributed and information was posted on the Health Department website. It was noted that email addresses are voluntary and the office does not always have a viable email address for a restaurant's owner/operator.

Approval of Consent Agenda:

The minutes for the last Board of Health meeting on January 12, 2015 were discussed. Max Muse made a motion to approve the minutes. The motion was seconded by Dennis Mabe. All were in favor and the motion carried.

Old Business:

There was no old business.

New Business:

- 2016 Health Department Budget Resolution: Robert Wittmann reviewed the budget process. The County Manager prepares a draft budget for the Board of Commissioners. He asks for input from the County departments. Since the Health Department is under a statutory board, this budget is reviewed by the Board of Health before being forwarded to the County Manager. The County has relieved the individual departments of most of the responsibilities for specific budget items. Departments are asked if they are requesting any changes to staffing and the Health Department is not. Salary and fringe amounts for staff are set by the County Personnel Office and are entered into the County's operating system (MUNIS). Jennifer Wallace supplied a copy of the requested 2016 Health Department budget, see attached. The items that the Health Department has control over are marked with a '*'. All other line items are determined by the County. The budgets are not static documents. There are budget amendments throughout the year. For fiscal year 2016, one of the Care Management Program's funding sources was eliminated. However, that Program has earned excess revenues in previous years and that money can be used to supplement the Program in

the future, if needed. As previously noted, there are no County funds supporting the Program. The WIC budget, which also does not require County funds, grant has been decreased. Regarding the dental hygienist position added to the Health Department last year, the position was not entirely funded by grants. The County has agreed to fund the amount needed to keep the position full-time for next year. Robert Wittmann stated that the electronic medical records (EMR) scanning project is not in the requested budget. The County Manager has proposed that the Health Department handle that funding like the Department did with the Patagonia project. Next fiscal year, the Department will put out a RFP (request for proposals) and get an exact figure for the scanning project. When a vendor has been chosen, we will make a presentation to the Board of Commissioners requesting funding for the project. Minor adjustments to the budget may occur during the year but the budget presented to the Board of Health will be the one presented to the Board of Commissioners for their consideration. The budget resolution, see attached, stated that the Board of Health recommends the budget to the Board of Commissioners for their approval. The resolution also states that the Board of Health recommends sufficient funding for the scanning project. Robert Wittmann asked that the Board approve a change of wording to “appropriate sufficient funding” for the project. Tim Boyte made a motion to approve the budget resolution, with the suggested change. This was seconded by Phyllis Magnuson. All were in favor and the motion carried.

- Amend Board of Health Meeting Schedule: There was a meeting scheduled for the Board of Health in May. However, that meeting is too late to consider the 2016 fee schedule, which needs to be in the draft 2016 budget ordinance for the Board of Commissioners to review. Robert Wittmann proposed that the Board of Health change their scheduled May 11th meeting to Monday, April 13th. BJ Goodridge made a motion to approve the change, seconded by Max Muse. All were in favor and the motion carried.

There being no further business, Tim Boyte made a motion to adjourn, seconded by Max Muse. All were in favor. Nick Picerno noted that, at the January meeting, the Board of Health had discussed the topic of dangerous dogs and the owner’s appeal process. It had been the consensus that three days is not enough time for an appeal. Nick Picerno stated that the Board of Commissioners agreed with that and had passed a resolution asking the State to revise State law and extend the number of days that an owner of a dog that has been declared dangerous has to appeal the decision. The meeting adjourned at 7:04 p.m.

The next scheduled Board of Health meeting is on Monday, April 13th, at 6:00 pm in the Boardroom at the Health Department.