

Moore County Board of Health
January 6, 2020

Members Present: Warren Lewis, Chair
Louis Gregory
Michele Keel, OD
William Mang, PharmD, Vice Chair
Kamron Monroe, DDS
Max Muse, RN, ME
Sharon Odom, RT
Leo Santowasso, PE, PLS
Robert R. Wittmann, MPH, Secretary to the Board

Members Absent: Tim Boyte, DVM; Betty J. Goodridge, MHA, CMA

Chair Warren Lewis called the meeting to order at 6:05 p.m.

Introductions/Recognitions:

Health Department staff present were: Teresa Forrest, Administrative Officer; Melissa Fraley, Nursing Director; and Matt Garner, Health Educator.

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 noted.

Approval of Agenda:

No changes were proposed for the agenda. Kamron Monroe made a motion to approve the agenda as presented. This was seconded by Sharon Odom. All were in favor and the motion carried.

Presentations:

Strategic Plan Update: The current Plan was approved in October of 2018 and is updated every three years. The process involves review of local health statistics and an analysis of the Department's mission, vision, values, strengths, weaknesses, opportunities, threats and stakeholders. The process is coordinated by the Management Team. Staff review and discuss the accumulated information at a one to one-and-a-half day retreat, facilitated by Dr Stephen Orton of the UNC Gillings School of Public Health. The Board of Health is invited to participate. Matt Garner noted that the Department's Management Team had just completed their annual review of the Plan in November. Matt Garner reviewed the Plan, which is available on the Health Department's website, with the Board. Priority #1: Prepare for and adapt to the new prepaid/managed care/population based funding environment. Priority #2: Provide services, programs, and initiatives that meet the population health needs of our community. Each priority has SMART (specific, measurable, achievable, relevant and time-based) objectives to

accomplish, with associated activities, to help address the priorities. Robert Wittmann noted that the State legislature did not act on Medicaid reformulation and the managed care plan changes have been placed on hold. The Department will continue with our current system of fee for service until the State acts. Louis Gregory asked how the Department was doing on the objectives. Matt Garner noted that the Plan is a fluid document and the Team reviews objectives and where we stand on the priorities regularly. At the in-depth annual review of the Plan, it was noted that the managed care system is currently in limbo. However the Department will continue to get staff ready and trained for any upcoming changes. Louis Gregory asked if the Team reviewed best practices and if that was documented. Matt Garner stated that the Plan is updated and available to all staff on our I-drive (internal network). Robert Wittmann noted that the Health Department is part of the South Central Health Directors Group, where neighboring county health departments can address regional issues and share best practices. Louis Gregory asked for a copy of the annual review and stated that the Department needs to highlight accomplishments of the Department in addressing priorities. Matt Garner will send the Board a copy of the annual review.

Viral Hepatitis: Melissa Fraley is a member of a State Task Force on Hepatitis in North Carolina. The Task Force is a mix of pharmacists, medical providers, case managers and other professionals. She reviewed a presentation from the Task Force outlining the issue. All types of Hepatitis involve inflammation of the liver, which can damage liver functions, and can be either acute or chronic. Hepatitis B rates in NC are on the rise, with State rates higher than national and Moore County rates lower than the State. However, we are surrounded by counties with higher rates. One reason for the increase is that people are coming here from other countries where vaccine for Hepatitis B is not readily available. With Hepatitis C, there is an emerging epidemic associated with IV drug use. Hepatitis C is not vaccine preventable but treatment is 90% effective. Some patients clear the infection without treatment. The case definition changed in 2016, with a larger group meeting the case definition. In 2020, the case definition will broaden further. The Task Force is working to get people in for care. The case manager approach for treatment helps ensure success. There is a bridge counselor program which Moore County does not have but the Task Force is working to make this program more available. Hepatitis A has a fecal/oral transmission and is spread by poor hand hygiene, sex partners and recreational drugs. The current national outbreak started in Michigan in 2016 and has spread throughout the US. In NC, the State provides the vaccine for certain groups. The Health Department is utilizing this State funded vaccine for occupants of the Moore County Jail.

Your Health Department Staff: Health Education/Community Health: Matt Garner is supervisor of the Health Education Section. He spoke to the Board about Tammie Fox, Public Health Dental Hygienist, and Miriam King, Health Educator. Phyllis Magnuson, School Health Coordinator for Moore County Schools sent a letter to the Chair, Warren Lewis, which he read to the Board, regarding the excellent presentation of Miriam King at the annual School Health Nurse Conference.

Public Comments:

There were no public comments.

Board of Health Education/Staff Reports:

- **Department's Second Quarter Activity Report:** Board members discussed the figures.
- **FY 20 Second Quarter Fiscal Report:** Robert Wittmann reviewed the report with the Board.

- **Department's Performance Measures:** Robert Wittmann spoke about the issue of women giving birth with no prenatal care. Members discussed the issue. Robert Wittmann stated that one patient did not realize she was pregnant and the other two noted did not believe they needed the care. Whether or not a woman receives prenatal care is noted on birth certificates. Sharon Odom asked if the Department worked to educate women on the importance of prenatal care. Robert Wittmann stated that the Health Department, the State Department of Health and Human Services, and local doctors all work to educate women about the importance of prenatal care.
- **Nursing Director's Report:** Melissa Fraley stated that on January 23rd, the Health Department will have its annual immunization audit and no problems were expected. Warren Lewis asked if the extended hours Monday clinics were working well. Melissa Fraley stated that they were although they were cut back somewhat for the holidays.
- **Health Director's Report:** Robert Wittmann noted current vacancies. Due to a promotion, there is a Lab Tech I position vacant, with interviews starting soon. We are in the process of interviewing for the Nursing position and the Environmental Health position. Funds for the renovation of the Westmoore building are expected to be in the 2021 budget. The Department's current priorities are a generator and exterior lighting for the building, due to extended hours clinics. Warren Lewis noted that a large shrub by the side staff entrance should be cut back for safety purposes. Melissa Fraley agreed that several bushes along the side should be trimmed. Robert Wittmann stated that all press releases were available on the website. The installation of the Department's generator has begun. The Department's Bad Debt Write Off, which was recommended by the Board of Health in December, was approved by the Board of Commissioners. Robert Wittmann asked that the Board consider in March a recommendation to the Board of Commissioners an amendment to the current County policy, which would ban all tobacco products, including vaping and e-cigarettes. The Health Department already bans these items on our premises. Budget instructions are due from the County on January 16th. Louis Gregory stated that it was important to justify any items requested on the budget. He stressed accountability for each department – being able to show how requested money was spent. Louis Gregory noted that there are two open positions on the Board of Health, the physician term ended in December and the veterinarian term expires in January. Mark Brenner will be reviewed by the Board of Commissioners as a potential physician member of the Board of Health. Louis Gregory asked that Board members think about recommendations for a veterinarian. Robert Wittmann stated that any potential names should be submitted to Laura Williams, Clerk to the Board. Also it was noted that applications could be submitted online via the County's website. To be qualified, Board of Health member applicants must be currently licensed in the State of NC, in their respective profession. Board members discussed the statutes regarding the terms for members. Members who would like to be reappointed (if less than three terms served) should contact the Clerk to the Board when their term is ready to expire. Robert Wittmann noted that he schedules formal Board of Health training every two years from the UNC Gillings School of Public Health. We will ask that a trainer be available for the October meeting. Warren Lewis asked what constitutes a quorum with two members vacant. Robert Wittmann stated that a majority of the actively appointed Board is

necessary for a quorum. Louis Gregory stated that the public is not aware of what the Board of Health does and he asked that members take every opportunity to point out the need for the Board. Kamron Monroe commended the members of the Board who were volunteering to renew their terms. Board members noted the continuity and harmony of the Board. Louis Gregory stated that, as a Commissioner, he has never received a complaint regarding either the Board of Health or the Health Department. He stated that both he, and the entire Board of Commissioners, are pleased with the work being done. Robert Wittmann thanked Louis Gregory for his support of the Department and the Board of Health.

Approval of Consent Agenda:

Sharon Odom made a motion, seconded by Max Muse, to approve the December 9, 2019 Board of Health minutes. All members were in favor and the motion passed.

Old Business:

There was no old business.

New Business:

Election of Board of Health Chair and Vice Chair: Vice Chair Bill Mang was automatically nominated for Chair. With no other nominations for Chair, Max Muse made the motion to close nominations and elect Bill Mang as Chair. Sharon Odom seconded the motion. All were in favor and the motion passed. Bill Mang took over the meeting as Chair at 7:50 pm. Michele Keel nominated Leo Santowasso as Vice Chair. Max Muse made a motion, seconded by Warren Lewis, to close nominations and elect Leo Santowasso as Vice Chair. All were in favor and the motion passed.

FY 2021 Budget Resolution: Members discussed the resolution. Max Muse made a motion to approve the resolution, see attached, seconded by Leo Santowasso. Louis Gregory stepped out of the meeting. All other members were in favor and the motion carried.

Change Date of March Board of Health Meeting to March 9th: After discussion, Max Muse made a motion to change the March meeting date to March 9, 2020. Leo Santowasso seconded the motion. Louis Gregory was absent. All other members were in approval and the motion carried.

Review Board of Health Operating Procedures: Louis Gregory returned to the meeting. Board members conducted the annual review of their Operating Procedures. The Health Director evaluation form and procedural steps for evaluation were added to the Operating Procedures. Leo Santowasso made a motion to approve the Procedures, seconded by Sharon Odom. All were in favor and the motion passed.

Review Board of Health Orientation and Training Policy: Board members conducted the annual review of the Orientation and Training Policy. Max Muse made a motion, seconded by Michele Keel, to approve the policy. All were in favor and the motion passed.

Review Board of Health Approval of Minutes Policy: Board members conducted the annual review of the Approval of Minutes Policy. Leo Santowasso made a motion, seconded by Sharon Odom, to approve the policy. All were in favor and the motion passed.

Review Policy on Policies: Board members conducted the annual review of the Policy on Policies. Max Muse made a motion, seconded by Sharon Odom, to approve the policy. All were in favor and the motion passed.

Review Environmental Health Fee Policy: Board members conducted the annual review of the Environmental Health Fee Policy. Sharon Odom made a motion, seconded by Michele Keel, to approve the policy. All were in favor and the motion passed.

Review Clinical Fee Policy: Board members conducted the annual review of the Clinical Fee Policy. Robert Wittmann noted that the changes were minor and involved wording for electronic records, with the omission of wording on paper records and the Breast and Cervical Cancer Control Program, which had been discontinued. Michele Keel made a motion, seconded by Leo Santowasso, to approve the policy. All were in favor and the motion passed.

Health Director Performance Evaluation Document: Robert Wittmann reviewed the document, which had the evaluation topics on one side, with goals and County required information on the other side. Leo Santowasso made a motion to approve the document. This was seconded by Max Muse. All were in favor and the motion carried.

Max Muse made a motion to adjourn, seconded by Sharon Odom, and the meeting ended at 7:59 pm.