



Stanly County Health Department

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August 4, 2016

STANLY COUNTY BOARD OF HEALTH

Meeting Minutes

The Stanly County Board of Health met on Thursday, August 4th, 2016 at 7:00 p.m., at the Stanly County Health Department.

Board members present: Larry Faulkner, Jann Lowder, Dr. Amy Jordan, Ric Cain, Shirley Lowder, Dr. Keenya Little, Conrad Carter, Dr. Janice Dunlap and Dr. Joan Eudy.

Health Department Staff present: Debbie Bennett, Shonda Blalock, Patti Lewis, Charles Hartsell, Debbie Bailey and Health Director Dennis Joyner.

WELCOME AND CALL TO ORDER:

Chair Larry Faulkner welcomed everyone and called the meeting to order.

APPROVAL OF JUNE 2, 2016 BOARD OF HEALTH MEETING MINUTES:

Chair Larry Faulkner presented the June 2nd, 2016 Board of Health Meeting Minutes for consideration of approval.

Motion: There being no corrections, additions or deletions of the June 2nd, 2016 minutes, Shirley Lowder moved that they be approved as written with a second by Conrad Carter. Motion carried unanimously.

PUBLIC COMMENTS:

There were no general public members in attendance requesting to speak to the board.

HEALTH DIRECTOR'S REPORT:

- A. **Personnel Update** – Mr. Joyner discussed the recent retirement of Judie DeMuth (July 1, 2016), Darlene Little (July 1, 2016) and Susan Perritt (June 30, 2016). He introduced Teri Bowers, who has assumed Judie's role at the Health Department as Administrative Assistant II. He also discussed the recent start of Michelle Reid (July 6, 2016), part-time Dental Hygienist in the Dental Clinic. Also, Dr. Candace Crowe (July 5, 2016) has started her full time role as Dentist in the Dental Clinic, where previously she was part-time. With call volume down in Animal Control, it was decided that they will hold filling the vacant Animal Control position at this time and review staffing needs over the year.
- B. **FY2015-16 Expenditures and Revenues** - Reports on expenditures and revenues were reviewed and discussed. Mr. Joyner stated that there may be a few minor adjustments made as the year end closes. Revenue was at 110% of what was projected. Home Health and Dental had a good year and expenditures were at 94% overall.
- C. **Program Performance Reports** – Program performance reports were reviewed and discussed. Program numbers seem to be consistent with previous months. Employee Health clinic also is going well with consistent numbers. Mr. Joyner pointed out to the Board that July clinical numbers may be down somewhat due to vacations. He explained that with the hospital's formal merger with Carolinas

HealthCare System (CHS), it has been more challenging to secure an available provider when we need coverage for Patti (NP) when she is out.

NEW BUSINESS:

A. **Communicable Disease (CD) Annual Update** – Shonda Blalock, RN and clinic nurse Supervisor presented the annual CD update. Specific information was shared on one outbreak that occurred throughout the year as well as other disease investigations. Those in attendance were given statistical information and were given time for questions and discussion. Mrs. Blalock was thanked for her presentation.

B. **FY2015-16 Accounts Receivable and Bad Debts** - A list of patient account receivables and bad debts was presented for the FY period of 07-01-15 through 06-30-16 and reviewed by the Board. The health director mentioned the fact that overall account receivables are down from last year. Home Health has the largest amount of accounts receivable, but made note that their main payer is Medicare, who is predominately a late payer.

Motion: A motion was made by Conrad Carter and seconded by Shirley Lowder that the FY2015-16 Accounts Receivable and Bad Debts Write-off be approved as presented. The motion carried unanimously

C. **Board of Health (BOH) Operating Procedures & Departmental Policies Annual Review** – Mr. Joyner presented the Administrative Policies and Procedures for their annual review. The policies include: *Participation in Community Health Improvement; Management of Customer Complaints; Diversity in the Workplace; Developing Policies and Procedures; Delegation of Authority; and Fee Policy.* There was a minor addition to the *Fee Policy* stating we cannot charge a client more for 340b purchased drugs.

Motion: A motion was made by Dr. Janice Dunlap and seconded by Shirley Lowder that the Policies and Procedures and the revised Fee Policy, be accepted and approved. The motion carried unanimously.

Mr. Joyner also presented the *BOH Operating Procedures* Policy to the board for review. Shirley Lowder requested clarification in the timeline of when to expect the Agenda and Minutes prior to each board meeting. After some discussion, Mr. Joyner stated an addition would be made to include a time frame for Minutes and Agenda to arrive to each board member prior to next meeting.

Motion: A motion was made by Conrad Carter and seconded by Dr. Janice Dunlap that the BOH Operating Procedures be accepted with the addition and approved. The motion carried unanimously.

D. **Consideration of a BOH Rule for Rabies Post Exposure Management of Dogs & Cats** – Mr. Joyner presented new recommendations to the board from the 2016 National Association of State Public Health Veterinarians (NASPHV) Rabies Compendium regarding rabies postexposure management of cats and dogs that are less restrictive than current guidance, less costly for pet owners and would likely result in fewer pets being euthanized from rabies exposure. The NC Department of Public Health has put forth revisions to the State Rabies law to reflect the new national recommendation but was unable to get a bill presented during the last NC legislative. Mr. Joyner explained that the local board of health can adopt a rule for rabies postexposure management of dogs and cats as recommended by the NC Division of Public Health. This would provide support to the health director for following the new recommendations. A draft model rule was shared with the Board. After discussion and comparing the national recommendations with the current state law, Dr. Amy Jordan stated she felt that this was important and would be a benefit for Stanly County and Mr. Joyner as Health Director.

Motion: A motion was made by Dr. Amy Jordan and seconded by Shirley Lowder that the proposed Board of Health Rule concerning this matter be placed on the September agenda with appropriate public notice and considered for adoption. The motion carried unanimously.

UNFINISHED BUSINESS:

- A. **Status of FY2016-17 Budget** – Mr. Joyner stated the budget was accepted with only a few minor adjustments. The only big item that will be purchased is a new vehicle in General Clinic. Mr. Joyner also informed the board the health department is in process of purchasing the van for the Dental Clinic, with funds from the recent Duke Endowment grant for the school dental sealant project.
- B. **2015 Community Health Assessment – Third Priority Area** – The 2015 community health assessment was submitted in the fall of 2015. From information derived from the community health assessment and county data, we submitted two priorities (substance abuse and heart disease) and were informed in order to comply with State requirements, a third priority selection needed to be made. Mr. Joyner shared with the board that during a recent Partners in Health Coalition meeting, this matter was discussed and suicide was suggested as a third priority area. There was discussion on this topic among the board and it was agreed upon.

Motion: A motion was made by Shirley Lowder and seconded by Jann Lowder to add Suicide as the third priority to the 2015 Community Health Assessment process. The motion carried unanimously.

OTHER BUSINESS:

- A. **Home Health Performance Tracking and Activity Report** – Debbie Bailey, RN and HH supervisor, presented the 2016, 1st and 2nd quarter Performance Tracking Tool and activity report for Home Health. Mrs. Bailey stated they are still meeting their benchmark of 95% for accuracy. She noted that the numbers of missed visits were mostly child visits and the children are at the mercy of their parents for having them home for that visit. There was also one client complaint listed that Mrs. Bailey stated had been addressed. Shirley Lowder asked some questions regarding the situation and after discussion, was reassured by Mr. Joyner and Mrs. Bailey that the matter was investigated and appropriate actions taken. Jann Lowder noted that the Board may need to go into closed session if personnel discussion was needed. Consensus of the Board was that it was not necessary to discuss the matter further. Mr. Joyner pointed out the Activity Report for Home Health and the volume of visits and caseload they have has remained high. He commended Mrs. Bailey and the Home Health staff for their work. Mrs. Bailey was thanked for her presentation and reports.
- B. **2015 Medicaid Cost Settlement** – The Health Department will receive \$598,963 in Medicaid Cost Settlement this year. Mr. Joyner stated he was very pleased with this figure and we should expect to receive this around mid September. The bulk of our Medicaid patients are seen in our Dental Clinic.

Before closing, Mr. Joyner mentioned to the board that he was awaiting a response from WSPC Radio regarding the possibility of taping an educational question and answer segment for the morning radio show about the Zika virus and the recent amoeba related infection at the White Water Center in Charlotte.

ADJOURNMENT:

There being no further business, Chair Larry Faulkner called for a motion to adjourn.

Motion: A motion was made by Dr. Amy Jordan with a second by Ric Cain that the Stanly County Board of Health meeting be adjourned. Motion carried unanimously.

Respectfully Submitted,

Dennis R. Joyner, Secretary
Stanly County Board of Health