

Board of Health Minutes
Tuesday, September 20, 2011

Board of Health Members present: Kay Davis, Nurse; Dr. Ed Geisel, Dentist; Gail Hinson, Citizen; Lynn Pinnix, Citizen; Dr. Alexander Snyder, Physician; Ben Wasilauskas, Citizen; and Anne Watkins, Chairperson/Citizen

Staff present: Trish Belton, Administrative Officer/Clerical Supervisor; Martha Powell, Nursing Supervisor; Monecia Thomas, Director; Joan Wagoner, WIC Director; and Chuck Wood, Environmental Health Supervisor

TOPIC:

Call to Order

Anne Watkins, Chairperson called the meeting to order.

A YCHD staff member was in attendance and so all Board members introduced themselves.

Agenda

Anne Watkins, Chairperson, asked for any adjustments to the agenda. A motion was made to approve the agenda. The motion was seconded and the agenda was approved.

Minutes

Ben Wasilauskas made a motion to approve the August 18, 2011 minutes with the correction – “motion carried” added after the Board voted to come out of Closed Session. The motion was seconded and the minutes were approved.

Public Comments-None

Administrative Reports

Board and Staff Updates

It was announced that Terre Smith, pharmacist, has resigned from the Yadkin County Board of Health for personal reasons. We thank Terre for his two years of service to the Board. Terre mentioned in a previous conversation that he had a replacement for his position, but the individual is not a resident of Yadkin County. In addition, it was explained to Terre that appointments are made by the County Commissioners.

The WIC/Nutrition Supervisor is in the process of hiring a Nutritionist II. Interviews have been completed and references are being contacted. It was noted that the County did not have a Reference Request form and an agency would not provide any feedback without the proper form. A form was developed and it is now being distributed.

The Health Educator position is being reclassified from a Health Educator II to a Health Educator I. It is no longer required for the position to be a supervisor level position. The health educator(s) will now report to the Environmental Health supervisor.

Section Reports

Program Updates were submitted by each Management Team Member in the Board packets prior to the meeting for the Board to review.

A few items to note include:

WIC:

The WIC/Nutrition Supervisor and the Health Director submitted a contract for a temporary Nutritionist to help with the WIC caseload until an employee can be hired. The agenda request, contract, attorney review form and cover letter were submitted on time – 09 09 11. But, the contract control form was delayed because 3 signatures are needed before it can be submitted (the IT Director, the Finance Officer and the Insurance Company), so the item was not added to the Commissioners agenda.

ENVIRONMENTAL HEALTH:

The Environmental Health Department has developed a document for the Harvest Festival and for general distribution informing the public of what the EH department does for the community. A question was asked about the 4 lead poisonings and general complaints that the EH department receives – some of which are related to rental facilities.

HEALTHY YADKIN:

Jessica Cooper, Health Education Specialist, completed the Southeast Public Health Leadership Institute (SEPHLI). Her project focused on the new reproductive health and safety curriculum for grades 7-9 (part of the Healthy Youth Act 2009). Jessica received the Scholar of the Year and the Project of the Year awards and she, along with Geri Lawson, will be recognized at the September YCHD staff meeting on 09 29 11. It was noted that all staff attend the health department staff meetings and the agency does close during this time.

As Preparedness Coordinator, Jessica is also working on the Preparedness Capabilities. The Capabilities represent 15 domains that Jessica must submit Yadkin County related information for. She is working on this with other Preparedness Coordinators across the state.

The Yadkin County Health Department recently purchased a Weather Radio.

The Yadkin County Community Health Assessment is being collected. If you have not already completed one, please go on-line to do so.

www.research.net/s/yadkinhealthsurvey

CLINIC:

Monthly Yadkin County Health Department articles are still being printed each month in the Yadkin Ripple. The most recent article focused on Immunizations/Flu Vaccines. Martha reviewed the dates and times for the scheduled flu clinics. The YCHD accepts Medicare, Medicaid and \$25 private pay fees. H1N1 is a component of this year's flu vaccine and the vaccine is the same as the flu vaccine of 2010. Clients can attend the flu clinic, make an

appointment or attend as a walk-in. Martha also mentioned that certain individuals are covered to receive the State supplied flu vaccine:

- *The Medicaid eligible*
- *The Uninsured*
- *American Indian or Alaskan Native individuals*
- *The Underinsured (that have private insurance that does not include vaccines)*
- *Healthcare Workers*

Lisa Ivester, a clinic nurse and Child Health/Family Planning Coordinator, provided an update on Bright Futures, a program developed by the American Academy of Pediatrics (AAP). This new child health program focuses on holistic care and the normal development of a child and will be implemented at the YCHD on 10 03 11.

DENTAL:

Dr. Snyder mentioned concerns that he had regarding individuals that had called the dental clinic and were turned away for appointments. Without specific details, it is difficult to gauge why this may have happened. The dental clinic is busy and the main clients are Medicaid eligible. It was noted that clients that are private pay can pay for services on a sliding fee scale – the minimum is 40%. Clients can show proof of income with a bank statement, W2 form, pay stub, etc.

QA/QI:

CLERICAL/ADMINISTRATION:

The Clerical Update includes a Current Project focused on the community. This is a part of the Clerical Staff's Performance Plan which included 7 goals for each individual. Previously, the staff have donated school supplies to Yadkinville Elementary School.

The Year-to-Date Finance report was given.

The Finance Report is a work in progress in determining the best information for the Board. The report provided was from July 2011 (instead of August 2011) because the August report has not been received from the County Finance office.

Several questions were asked for clarification:

- The Administrative Line Item includes the Health Director and Vital Records.
- The Northwest Community Care Network is grant funds for the care management of Medicaid clients.

The Board was informed that as they review the Finance Report, it should be noted that if the Expenses are greater than the Revenue, the additional amount is supplemented by County Funding. Anne asked about Mandated Programs: TB, Immunizations, Family Planning, Vital Records, Environmental Health and the Health Director position.

Dr. Snyder asked about the WIC program and the small amount of County Funding.

Trish was complimented for providing a clear presentation of the finance report.

Trish mentioned that she has completed finance work sessions with the Management Team and has plans to provide finance/budget training for all staff members that order supplies.

Health Director General Information and Updates:

Previously, it was mentioned that the YCHD closes for staff meetings. Prior to giving the Health Director's update, Monecia mentioned that the Management Team is contemplating closing twice during the upcoming holiday season for an opportunity for staff to have lunch together and celebrate. This relates back to the goal of improving staff morale. The Board approved of this recognizing the importance of staff morale and referencing the Performance Audit. It was noted that if clients call the health department, they receive the Triage line and if there is a concern and they come by, a phone number is also posted.

The Yadkin County Health Department has been asked to submit a second article for the Yadkin Valley Living magazine. The articles will have multiple authors and is a great opportunity to provide health information to the general community.

Veterinarian Position on the Board

The County Commissioners have not yet appointed a veterinarian to the Board. After careful review, the Board of Health had made a recommendation (as they had in the past) and submitted the recommendation in August.

Old Business

The Board discussed the ByLaws and Priorities for the BOH. Monecia mentioned that the Board of Health is making progress on the Priority List. The Bylaws were discussed under New Business.

New Business**North Carolina Local Health Department Accreditation (NCLHDA) process**

Monecia provided a powerpoint presentation on the NC Local Health Department Accreditation process. Areas to note include

The Health Department Self-Assessment Instrument focuses on the 3 core functions of assessment, assurance and policy development.

Accreditation is required every 4 years.

The anticipated timeline for Yadkin County is October 2012 (HDSAI due and site visit).

Health Department Self Assessment Instrument (HDSAI)

Monecia distributed the portion of the Self-Assessment Instrument that focuses on the Board of Health/Governance. Additional copies of the entire document were also provided for Board members.

BOH Operating Procedures

The Accreditation document and the School of Government suggest that Boards of Health have Standard Operating Procedures. Bylaws typically contain reiterations of statutes. The School of Government provides a template to use for the Standard Operating Procedures. A motion was made to repeal the Bylaws. The motion was seconded. The motion was approved.

The Board discussed several aspects of the Standard Operating procedures, including electing a Vice-Chair in January, removing the section on Standing Committees, maintaining the section on Temporary

Committees, when BOH meetings would be rescheduled due to holidays, public comments on the agenda, the location of the BOH meeting minutes, etc.

A motion was made to approve the Standard Operating Procedures (with the suggested changes) and seconded. The motion was approved.

BOH Handbook

The proposed Table of Contents for a 'to-be-created' Board of Health Handbook was provided. The Board determined that the contents were appropriate and suggested adding a 'Who to Call List' as a Resource List for the YCHD staff.

Policy on Policies

The Policy on Policies sets the stage for all YCHD Policies and the process to approve them. The Management Team created this document with guidance from the Accreditation Nursing Consultant and information from other local health departments. There was discussion about the revised dates of policies and how some policies relate to the budget. The policies will eventually be placed on the shared drive for access by all staff as the Accreditation document recommends.

A motion was made to approve the Policy on Policies. It was seconded and the motion was approved.

GO FAR event

The Board discussed supporting the GO FAR event. GO FAR is Go Out For A Run and is aimed at elementary school-aged children. The GO FAR program is a 10-week program incorporating healthy eating education, character building activities and training for a 5K event. The Healthy Yadkin program at the health department is a sponsor of the event. Board members discussed sponsoring a classroom for a total of \$100. The Board decided that those that would like to donate towards the event will give the funds to Monecia/Anne to submit.

Budget Amendments: None

Board member questions: None noted.

A motion to adjourn was made and seconded. The motion carried.

Next Board of Health meeting: Tuesday, November 15, 2012 at 7pm in the Yadkin County Board of Commissioner's Room.

Respectfully Submitted by:

Monecia Thomas, MHA

Health Director and Secretary to the Board

PB/mt