

**Board of Health Minutes**  
**Thursday, January 19, 2012 at 7:00PM**  
**Yadkin County Human Resources Building**  
**Commissioners' Conference Room**

**Board of Health Members present:** Britt Hennings, Engineer; Dr. Lynn Allred, Veterinarian; Lynn Pinnix, Citizen; Dr. Alexander Snyder, Physician; Anne Watkins, Chairperson/Citizen; Ronnie Swaim, Pharmacist; Anna Hamby, Citizen; Kay Davis, RN; Dr. Edward Geisel, Dentist; Gail Hinson, Citizen and Frank Zachary, County Commissioner

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

**TOPIC:**

**Call to Order**

Anne Watkins, Chairperson called the meeting to order.

**Oath**

Mr. Wayne Dixon, Clerk of Court was present to administer the Oath to Ronnie Swaim, Pharmacist Representative for the Board.

**Agenda**

Anne Watkins, Chairperson, read a Thank You card from the Yadkinville YMCA in appreciation for the Board members' donation to the GO FAR race.

Anne Watkins, Chairperson, asked for any adjustments to the agenda. Dr. Snyder made a motion to approve the Agenda, seconded by Commissioner Zachary. The motion carried.

**Public Comments-None**

**Minutes**

Commissioner Zachary made a motion to approve the November 15, 2011 open meeting minutes with no corrections or additions, seconded by Dr. Allred. The motion carried. Dr. Allred made a motion to approve the closed session minutes with a notation that Commissioner Zachary did not recall the statement that Chairperson Watkins would be addressing the YCHD staff the day after the November 2011 meeting, seconded by Dr. Snyder. Motion carried.

**Administrative Reports**

**Board and Staff Updates**

Monecia Thomas, Director, welcomed new members (Ronnie Swaim, Pharmacist and a previous Yadkin County Board of Health member and Anna Hamby, Citizen and a previous YCHD staff member) to the Board. Ms. Thomas also introduced Stephanie Portis, new Health Educator, to the Board.

Ms. Thomas distributed the YCHD Staff Update highlighting the 5 positions that have been vacated recently. The document indicates the efforts and thoughts behind requesting positions to be filled. Ms. Thomas mentioned that the Processing Assistant IV position was approved on January 18, 2012 by the BOCC to advertise and hire. Discussion that the QA/QI/Dental position was vacant and would not be filled as a PHNIII.

Ms. Thomas shared information about the Holcomb Creosote site. A team from the EPA was in the area to present to the Yadkin County Commissioners on 01 17 12. Frank Zachary and Chuck Wood provided some additional information. The EPA has spoken with community members with wells within a ½ mile radius of the Holcomb Creosote site. They distributed letters to the public stating they are investigating the release or the threat of release of hazardous substances, pollutants or contaminants. They are requesting consent from residents to collect water samples. The Board of Health members would like more information about the site and the web information about the site. Chuck Wood will provide an update at the next Board of Health meeting.

On January 30, the entire staff will participate in a Staff Development opportunity focused on the Change Style Indicator. The presenter is from the UNC-Chapel Hill's Institute for Public Health. On the following day, the Management Team will have a session with the facilitator.

Accreditation is mentioned on the agenda under Current Projects. A brief 'walk through' has been conducted by our Accreditation Consultant. There are concerns about client privacy and we may have to restructure the areas used for weights and measures. In addition, curtains are needed for all exam rooms. Most likely, there will be other costs associated with Accreditation. Originally, health departments received funding from the state for Accreditation, but these funds are no longer guaranteed.

### **Section Reports**

Each Health Department Management Team member was present to give their section report. Board of Health Program Update forms were submitted by each Management Team Member in the Board packets prior to the meeting for the Board to review.

Following are excerpts from their reports.

#### **WIC:**

\*Discussion regarding caseload. The caseload is currently 1290; it is expected to be 1250. The caseload is determined by the state.

**ENVIRONMENTAL HEALTH:**

\*Questions and discussion regarding the Hamptonville Flea Market (illegal food vendors) and the 11 preschool facilities which will require licensing.

\*Mr. Wood reported that a Meth Lab had just been reported this week. The Environmental Health staff is responsible for meth lab remediation.

\*Mr. Wood also reported that the EH permit scanning project was completed. This means that old septic permits can be located quickly, instead of having to look for them for hours. As new permits are issued, the staff members are scanning them in.

**HEALTHY YADKIN:**

\*Jessica Wall gave the Healthy Yadkin update to the Board.

\*She discussed the 15 Preparedness Capabilities and SNS TAR review that is required for Preparedness. The Strategic National Stockpile Technical Assistance Review involves getting certain medications delivered and dispensed when needed. Annually, a technical assistance review is required. Yadkin County has several schools listed as PODS (points of dispensing).

\*The Yadkin County Health Fair and Senior Games are in the initial planning stages. The Yadkin County Health Fair is scheduled for Saturday, April 28.

\*The YCHD received a 3 month extension on the submission of the Community Health Assessment.

\*Discussion of the Reproductive Health and Safety Education curriculum being taught by the Health Department. The curriculum is based on the Healthy Youth Act of 2009 (HB 88). North Carolina is no longer required to teach abstinence only; contraceptive methods have to be included, in addition to STDs, HIV, HPV, sexual abuse/assault and the components of a healthy relationship. An additional overview was requested. The Yadkin County Schools have decided to offer 2 curricula – one from the New Hope Pregnancy Care Center entitled You Are Unique. So, students will have 2 options and an option to opt out of the course.

**CLINIC:**

\*Martha Powell shared information about E. coli – H157. It is a reportable condition for the state.

\*Update on the Influenza season to date: The flu season is just beginning for our area. Surveillance has increased to be aware of illnesses and increased absences. The YCHD still has a small amount of state supplied vaccine. The clinic staff is reaching out to the long-term care facilities to see if anyone is still in need of the flu vaccine. Currently, there are no influenza reported deaths in North Carolina.

\*Dr. Snyder asked that we separate “Reportable Diseases” from Communicable Diseases to avoid confusion about Lyme Disease

**QA/QI:**

\* Monecia Thomas, Director gave the QA/QI report.

\*She noted that Lisa Ivester, RN is currently participating in the Quality Improvement Advisor (QIA) program with the NC Center for Public Health Quality.

\*Lisa Ivester and Chuck Wood are leading a data only project on Performance Measures looking at Percent of Women who Smoke during Pregnancy and the Percent of Children ages 1-5 that receive Dental Care.

**DENTAL:**

\*Trish Belton reported that the Dental Staff are now under her supervision.

\*She noted that the Dental staff will provide school screenings in 2012 with the first screening beginning January 26, 2012. Monecia Thomas has been in communication with the state about a replacement for the regional dental hygienist that retired last year. There is no additional information to provide at this time.

**CLERICAL/ADMINISTRATION:**

\*Trish Belton reported that patient accounts that meet the requirements have been turned over to the NC Debt Set-Off Program. The NC Debt Set-off program allows bills that are greater than \$50 (with no activity in a year) to be reported to the state. Letters are sent to clients and then debts can be collected with tax refunds or lottery winnings from the state.

\*Financial update given on year to date revenues and expenses. A few areas were highlighted. Discussion was had regarding the MCH Block grant/Registered Dietician and Adult/Nutritional Counseling: AH/Nutrition Counseling can not be done through WIC so we need a pot of money to pay the cost associated with this service.

**Health Director Updates:**

**General Information and Updates:**

The Health Director again welcomed new members and presented the Board with a meeting schedule; noting changes in May and September due to staff trainings and the health director attending professional meetings. Dr. Geisel made the motion to accept the meeting schedule with changes, seconded by Britt Hennings. Motion carried. So, the regularly scheduled meeting dates are set as March 20, May 14, July 17, September 11 and November 20. The regularly scheduled January meeting was moved to accommodate the Commissioners meeting which was scheduled for January 17.

Monecia passed out the current BOH Members list and asked the Board to notify her of any changes. It was also noted that the initial appointment date is the date of the Oath. Ms. Thomas reported that the Board is fully staffed and that future nominations should consider adding an Optometrist to the Board. The Board has not included an optometrist for years and the individual does not have to be a county resident.

Discussion regarding the 4<sup>th</sup> Quarter NALBOH (National Association of Local Boards of Health) Publication and ANCBH (Association of NC Boards of Health). Dr. Snyder does not find the ANCBH and NALBOH materials useful. Monecia Thomas shared that they are professional organizations and everyone does not have to participate. The latest edition of the ANCBH newsletter was shared in the

packet and the NALBOH publications are mailed to each member. Monecia Thomas provided copies to Ronnie Swaim and Anna Hamby, the newest Board members.

The Boards of Health Addressing Tobacco Use Prevention and Control through the Community Guide (from NALBOH) was shared.

Ms. Thomas reported to the Board on the Child Fatality Prevention Team 2011 Annual Report. Areas of concern: Parental education on the use of car seats and proper installation and premature births. In 2010, there were a total of 5 deaths reported.

### **Old Business**

None

### **New Business**

#### **\*Consent Agenda: Budget Amendments**

Trish Belton, Administrative Officer, explained the Consent Agenda items.

Dr. Snyder made a motion to approve the budget amendments for the State BCCCP funds, State Immunization Funds, Maintenance and Fuel Cost line item, and the WIC and Breastfeeding Programs adjustments; seconded by Anna Hamby. Motion carried.

#### **\*Patient Identity Policy:**

Trish Belton, Administrative Officer, gave an explanation of the policy intent. The Board was in support of being able to identify patients and request information for the debt set-off process. It was noted that clients will receive services even if they refuse to provide the requested information. The Board asked for a future update on the number of clients that refuse to provide proof of identity. Commissioner Zachary made the motion to approve the Patient Identity Policy, seconded by Ronnie Swaim. Motion carried.

#### **\*Patient Fee and Collection Policy:**

This policy was approved at the last meeting in November 2011. An addition was made to include a second cash drawer as required by Auditors. Dr. Snyder made the motion to approve the change to the Patient Fee and Collection Policy, seconded by Dr. Allred. Motion carried.

**\*DPH Community Transformation Grant Proposal-**Ms. Thomas gave a brief summary. The grant is a regional grant proposal with the NorthWest Partnership for Public Health (NWPPH). Commissioner Zachary made a motion to support the Grant, seconded by Anna Hamby. Motion carried.

**\*Get Alarmed, North Carolina Grant Proposal:** Ms. Thomas summarized the grant as a means to collaborate between the Health Department Health Educators and the local fire departments to add smoke detectors and carbon monoxide detectors to the homes of Yadkin County and surrounding areas' residents. Anna Hamby voiced concerns over the expectation of a Health Educator being responsible for this grant. Dr. Snyder made a motion to support the grant, seconded by Ronnie Swaim. The motion passed 10-1 with Ms. Hamby voting against.

\*Strategic Plan RFP-Ms. Thomas asked the Board to support the Health Department entering into an agreement with Dr. Rosemary Summers to develop a Strategic Plan for the Health Department. After discussion about other potential consultants, Commissioner Zachary made a motion for the Health Director to pursue an agreement with Dr. Summers, seconded by Gail Hinson. Motion carried.

\*Board of Health Training: The Board discussed the following dates, February 21, 2012 as their first date to meet and February 23, 2012 as their alternate date. The Director will follow up with the Board on date.

The Board needs to meet to review and approve the 2012-2013 YCHD Budget. The Board decided to meet on Tuesday, February 7 at 7:00PM.

\*The NALBOH Publication – Being an Effective Local Board of Health Member was distributed in the packets. There was a concern about several missing pages. This information will be provided again.

\*The Director opened the floor for nominations of Chair and Vice Chair. Ms. Thomas announced that Anne Watkins was agreeable to serving as Chairperson. Dr. Allred nominated Anna Hamby and Gail Hinson nominated Anne Watkins to serve as Chairperson; Commissioner Zachary made the motion to close nominations, seconded by Dr. Snyder. Motion Carried. Ms. Thomas voiced concern regarding Ms. Hamby being another department head and a potential conflict of interest. After discussion, Ms. Thomas called for a vote, Anna Hamby received 8 votes, Anne Watkins received 3. As the highest vote recipient, Ms. Hamby, was elected Chairperson for the 2012 Board of Health. Nominations for Vice-Chair were Dr. Snyder with no other nominations made, Commissioner Zachary made the motion that nominations be closed and Dr. Snyder be appointed by acclamation, seconded by Dr. Allred. Motion carried.

**Board member questions:** Anna Hamby, Anne Watkins, Lynn Pinnix and Gail Hinson requested to receive the BOH meeting packet via email.

A motion to adjourn was made by Dr. Allred, seconded by Dr. Snyder. The motion carried.

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

Respectfully Submitted by:

Monecia Thomas  
Health Director and Secretary to the Board

PB/mt

