

Board of Health Minutes
Tuesday, March 20, 2012 at 7:00PM
Yadkin County Human Resources Building
Commissioners' Conference Room

Board of Health Members present: Dr. Lynn Allred, Veterinarian; Dr. Edward Geisel, Dentist; Anna Hamby, Chairperson/Citizen; Gail Hinson, Citizen; Lynn Pinnix, Citizen; Dr. Alexander Snyder, Physician; Anne Watkins, 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

Anna Hamby, Chairperson, called the meeting to order.

Agenda

Anna Hamby, Chairperson, asked for any adjustments to the agenda. Trish Belton and Monecia Thomas added two additional budget amendments to the Agenda under New Business – Consent Agenda: Number 5: Komen and Number 6: WIC. Anne Watkins made a motion to approve the Agenda, seconded by Commissioner Zachary. The motion carried.

Public Comments-None

Minutes

Dr. Snyder made a motion to approve the January 19 and February 7, 2012 meeting minutes with no corrections or additions, seconded by Dr. Allred. The motion carried.

Administrative Reports

Board and Staff Updates

Monecia Thomas, Director, reminded the Board that Britt Hennings, Engineer, would be coming off the Board in October when his term expires. Mr. Henning's would like to be excused earlier if a replacement could be found. An email was sent with this information to the Board in February.

Ms. Thomas also distributed a copy of the Commissioners' Agenda Abstract for the vacant Processing Assistant IV position at the Dental Clinic dated for the March 19, 2012 Commissioners Meeting. The position is vacant due to Ms. Shannon Harris' transfer to the front desk Processing Assistant IV position from the Dental Clinic. Commissioner Zachary informed the Board that the County Commissioners had approved filling the position on March 19, 2012.

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:

*Commissioner Zachary asked about the State budget cuts for WIC (~\$20,00) and why they occurred. Joan Wagoner, WIC/Nutrition Director, explained in detail the State formula for determining case load and that Yadkin County was evaluated during the time that we were short staff one Nutritionist during the months of July to October. A question was asked about the process used to increase the caseload. Ms. Wagoner explained that the WIC department does community outreach and education to try to increase their caseload. A reassessment will be completed by the State at a later date. Dr. Snyder mentioned that Mecklenburg County Pediatricians would be making a presentation to the State over upcoming mandates, but felt that it would not have any impact on Yadkin County.

ENVIRONMENTAL HEALTH:

*Chuck Wood, Environmental Health Supervisor, gave an update on the Holcomb Creosote Project – the site could be placed on the National Priorities List (NPL); Ms. Thomas handed out a flyer with the contact information for the EPA. This flyer was also available at the Health Department and Environmental Health lobbies; Public Works Department and the Yadkinville Library.

*Questions and discussion regarding the Hamptonville Flea Market (illegal food vendors). The Board asked why the owners of the flea market were not held accountable. Mr. Wood explained that he had limited authority and could only address the illegal food vendors.

*Mr. Wood reported he was conducting a study on Environmental Health salaries between Yadkin County and surrounding counties as our staff are seeking employment with the surrounding counties. The study would look at salary and supplements.

HEALTHY YADKIN:

*Chuck Wood, Supervisor, gave the report to the Board.

*The Community Health Assessment project has been completed and it is in draft form for the Board to review and make any recommended changes.

*Mr. Wood also reported that Jessica Wall, Preparedness Coordinator, is attending the SNS TAR (Strategic National Stockpile Technical Assistance Review) that is required for Preparedness. The SNS TAR involves getting certain medications delivered and dispensed when needed. A technical assistance review is required annually.

CLINIC:

*Martha Powell, Nursing Supervisor, introduced Lisa Ivester, RN and reported to the Board the Quality training Lisa is attending with the NC Center for Public Health Quality to become a Quality Improvement Advisor (QIA). She will then be able to assist other health departments with their QI projects.

*M. Powell also reported that Quality Improvement projects have been completed in the Business Office, the Pharmacy and the Supply closet.

*Dr. Snyder commented that he had read that the best way to get kids to eat healthier is to get them to grow and cook their own food.

*Ms. Powell reported that the Communicable Disease numbers have been relatively low for issues related to food-borne illnesses.

QA/QI:

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

*She noted that the position has been approved by the County Commissioners, but has not yet been filled.

*Ms. Thomas noted that Kristy Lowe, Dental Hygienist, is currently responsible for QA.

DENTAL:

*Trish Belton reported that the Dental Staff participated in the GAKAS (Give a Kid a Smile) program. Nineteen children received services.

CLERICAL/ADMINISTRATION:

*Trish Belton reported that the Processing Assistant IV position at the front desk has been filled with an internal candidate, Processing Assistant IV - Shannon Harris from the Dental Clinic will be moving to the front desk. Ms. Belton also introduced Ms. Harris who was in attendance.

*Trish Belton shared three new financial reports with the Board, two reports were from the MUNIS program and one report was from the WIRM – Web Identity Role Management (State Program). Ms. Belton and the Board discussed the types of reports as well as the financial status of the health department, with Ms. Belton highlighting the essential services that the health department provides.

The first report highlights the state allocations and YTD totals. Ms. Belton highlighted Child Health as an example to reference each column. She noted that the Preparedness funds are slightly different because of the way the funds are provided by the state.

The second and third reports are provided by the county finance office. One of them provides details and the other report provides a summary. Ms. Belton highlighted the Northwest Community Care Network (NCCN) as an example. In the third report (pages 10-12) indicate the detail regarding the NCCN. We will provide these reports again at a later date.

Health Director Updates:**General Information and Updates:**

*Ms. Thomas reported to the Board that the BCBS contract was not approved by the Attorney due to BCBS not making requested changes from the Attorney. The contract will be submitted to the Commissioners for approval. It was also mentioned that the NC Alliance of Public Health Agencies and the Nutrition Plus contract were not approved. The Alliance contract has been sent back to the Alliance for recommended changes from the Attorney. The Nutrition Plus contract (which could be used to provide a nutritionist if the services are needed) was declined.

*Dr. Snyder asked for additional information detailing what each meeting/training is.

*Ms. Thomas updated the Board on the 2012 - 2013 budget. A preliminary meeting was held with the County Manager, Assistant County Manager, Administrative Officer and Director. The outcome of the meeting was that the YCHD would lose four positions effective July 1, 2012. Employees in the cut positions would have an opportunity to move into open positions within the County.

*Discussion regarding the NALBOH (National Association of Local Boards of Health) Publication and ANCBH (Association of NC Boards of Health). Ms. Thomas pointed out that the ANCBH had concerns regarding SB433 that would allow counties to consolidate DSS and the Health Department and make one consolidated Human Service Board. Ms. Thomas also shared February and March ANCBH publications.

*Ms. Thomas shared the Yadkin County Department Head Travel and Leave Policy as well as an email from Lisa Hughes, Assistant County Manager, with the Board. Ms. Thomas explained to the Board that until recently the County Manager would approve her travel and leave time. Trish Belton, Administrative Officer, explained that if the Board and Director were going to discuss any one employee's travel/leave that it should be done in closed session. Commissioner Zachary stated that the conversation just speaks to the policy. Ms. Hamby, the Board chair, asked about the responsibilities of the Board and that guidance was needed. Ms. Thomas and the Board discussed what her process for time off and travel should be. There was lengthy discussion on the types of meetings that Ms. Thomas attends, the reason for attendance, cost, etc. Questions were asked about how many health directors typically attend the monthly meetings in Raleigh. Anne Watkins made a motion that all reimbursement/timesheets/travel request be approved by the Chairperson unless there is a dispute or difference of opinion between the Chairperson and Director; seconded by Dr. Snyder; motion carried.

Old Business

None

New Business***Consent Agenda: Budget Amendments**

Trish Belton, Administrative Officer, explained the additional Consent Agenda items – Komen (contract services/supplies and WIC). Dr. Snyder made a motion to approve the budget amendments for EH

Scanning, EH Lead, Infection Control, WIC Breastfeeding Fund, Komen Supplies and WIC Equipment; seconded by Dr. Geisel. Motion carried.

Grant Proposals – Activity 39.1

*Ms. Powell explained the purpose of the Motivational Interviewing grant and how the training can help clients set goals and reach them. The training would be designated for 4 YCHD nurses and care managers.

*There was board member discussion about teaching responsibility to clients and the clients that we serve at the YCHD.

*The Wheels to WIC grant has already been declined by Smart Start of Yadkin County. Dr. Snyder made a motion to approve, submit and accept the Smart Start Education - Worth Every Tooth grant and the Division of Public Health Mini-Grant as long as when money ceases, the program(s) ceases; seconded by Commissioner Zachary. Motion carried.

* Commissioner Zachary made a motion to consult the Yadkin County Attorney about polling board members via email/conference call regarding grant applications between scheduled meetings; seconded by Anne Watkins. Motion carried. Anna Hamby, Chairperson, to contact Mr. Bobby Sullivan, county attorney, regarding: consensus vs. vote and the Open Meeting Law.

*Stephanie Portis, Health Educator, shared a PowerPoint presentation and lead a discussion regarding the 2011 Community Health Assessment. Ms. Portis explained how the Community Health Assessment was developed, ways that the public could complete the survey and its comparison to other counties in the region. She highlighted the priority health concerns for the community and mentioned the following: Teen Pregnancy, Access to Dental Care, and Access to Health Care. The presentation focused on the Purpose, Data Collection and Top Health Concerns. Commissioner Zachary made a motion to support and accept the CHA; seconded by Anne Watkins. Motion carried.

*Dr. Allred made a motion to adjourn the meeting; seconded by Dr. Snyder. Motion carried.

The next regularly scheduled meeting will be Monday, May 14, 2012 at 7:00pm in the Board of Commissioner's Conference Room. The YCHD Open House is scheduled for 6:30PM at the Health Department; all members are encouraged to attend.

Respectfully Submitted by:

Monecia Thomas
Health Director and Secretary to the Board

PB/mt