

CUMBERLAND COUNTY BOARD OF HEALTH
NOVEMBER 20, 2018 – 6:00p.m.
1235 RAMSEY STREET, THIRD FLOOR BOARD ROOM
REGULAR MEETING
MINUTES

MEMBERS PRESENT: Dr. Connette McMahon, Chair
Dr. Vikki Andrews, Public Representative, Vice Chair (Departed at 6:07pm)
Dr. William Philbrick, Optometrist
Dr. Heather Burkhardt, Veterinarian
Dr. Sam Fleishman, Physician (Arrived at 6:07pm)
Dr. Oliver Hodge, Dentist (Arrived at 6:05pm)
Mr. John Larch, Professional Engineer

MEMBERS ABSENT: Ms. Sonja Council, Nurse
Dr. Jeannette Council, Commissioner

STAFF PRESENT: Rod Jenkins, Deputy Health Director/Interim Environmental Health Director
Candice York, Finance Officer
Dr. Krystle Vinson, Director of Nursing
Greg Phillips, Preparedness Coordinator
Ashley Yun, Administrative Assistant to the Health Director
Monica Short-Owens, Records Manager/HIPAA Compliance Officer
Sang Nguyen, Software Support Analyst

WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE

Dr. Connette McMahon welcomed all guests and called the meeting to order. Introductions were given. A moment of silence was taken.

The Board of Health recognized and welcomed a new board member, Mr. John H. Larch III as Professional Engineer position.

ACTION ITEMS

A. Approval of Agendas

MOTION: Dr. William Philbrick moved to approve the Board of Health regular meeting agenda

SECOND: Dr. Heather Burkhardt

VOTE: Unanimous (5-0)

B. Approval of October 16, 2018 Regular Meeting Minutes

MOTION: Dr. William Philbrick moved to approve the minutes.

SECOND: Dr. Heather Burkhardt

VOTE: Unanimous (5-0)

C. Approval of 2019 Board of Health Meeting Schedule

Previously the board discussed moving the date of November and December meetings due to the holidays. The board members agreed to keep the date for November and December meetings on 3rd Tuesdays the same.

MOTION: Dr. Vikki Andrews moved to approve 2019 regular meeting dates.
SECOND: Dr. William Philbrick
VOTE: Unanimous (5-0)

Dr. Oliver Hodge arrived at 6:05pm

Dr. Andrews departed at 6:07 pm and Dr. Sam Fleishman arrived at 6:07pm

D. Approval of the Updated Purchasing Policy

Mrs. Candi York presented the updated purchasing policy for BOH approval. In July, County IT consolidated the Health Department IT Department. Due to the consolidation, the purchasing policy has been reviewed and revised for efficient operation flow. The copy of proposed and the current policies are provided for comparison. The updated sections are:

- B. External Purchases (Items not in Central Supply)
 - ✚ b. The requesting party must submit one (1) quote along with the external requisition. Purchasing staff will secure additional quotes. Specialty items such as Computer Hardware/Software (and others to be determined by fiscal management staff) must be submitted with three comparison quotes. Exception: State Contract items do not require additional price quotes
 - ✚ c. Requisitions are to be submitted to Health Department Fiscal Management office for further processing and secondary approvals and no items can be ordered or purchased until these approvals and/or Purchase Orders have been received. Fiscal Management staff will place orders.
- D. Requisitions:
 - ✚ d. required signatures include : added Accountant and IT Director
 - ✚ e. Once signed, no changes are to be made to the requisition without the written consent of the Accountant.
- G. Payment of invoices:
 - ✚ e. If the Department of Public Health finance staff discovers that no approved requisition exists, the matter will be referred to the Accountant.

MOTION: Dr. William Philbrick moved to approve the updated purchasing policy
SECOND: Dr. Heather Burkhardt
VOTE: Unanimous (6-0)

E. Election of New Board Members

Upon the State statute, the Nurse position shall be the Registered Nurse; currently Ms. Sonja Council is Licensed Practical Nurse. The board members recommended repositioning her as Public Representative and elect new Registered Nurse position.

MOTION: Dr. Heather Burkhardt moved to approve repositioning Ms. Sonja Council as Public Representative by acclamation.
SECOND: Mr. John Larch
VOTE: Unanimous (6-0)

MOTION: Dr. Heather Burkhardt moved to approve Dr. Cynthia McArther-Kearney as Registered Nurse by acclamation.
SECOND: Dr. Oliver Hodge
VOTE: Unanimous (6-0)

MOTION: Mr. Larch moved to approve Dr. Olusola Ojo as Pharmacist by acclamation.
SECOND: Dr. Burkhardt
VOTE: Unanimous (6-0)

Since we have multiple highly qualified candidates, the board members tentatively elected Dr. Leroy Hodges, Pharmacist and Dr. Stephanie Hodges, Registered Nurse as the 2nd choice.

INFORMATIONAL/DISCUSSION ITEMS

A. Public Comment:

Dr. McMahon opened the floor for public comments at 6:24 p.m. There being no public comments registered, Dr. McMahon closed the floor for public comments at 6:24 p.m.

B. Board of Health Goals Update:

Due to Mr. Duane Holder's absence, Mr. Rod Jenkins gave an update on the status of BOH goals.

- School health nurses: filled all School Nurses and completed this goal
- Transparency (Staff to Board of Health and Board of Health to community) & Branding HD (telling our story, how to impact, etc.): do the best to follow up on the monitoring reports to the BOH and State of NC, press release out to the community.
- A position statement on governance and recruitment of a permanent director
- Restoring public trust & confidence
- Building staff morale: Christmas Luncheon is scheduled on December 7 and board members are invited.
- Chronic disease management: continue to working on this project. Stedman-Wade and Cumberland HealthNet are steady and increasing the number of patients. We continue to meet monthly improve the quality of services.
- Integration of community health: continue to working on this project
- Teen pregnancies & STIs: continue to working with community with sponsored team
- Opioids: established Cumberland-Fort Bragg Opioid Response Team (C-FORT) hired Ms. Melissa Larson as a coordinator.

C. Health Director Search Update:

Wednesday, October 17, the core team met with Dr. Steve Straus, the president of Developmental Associates and talked about the history of Health Department and Health Director, the goals, the entire hiring processing. October 3, the employees had an opportunity to visit one of four sessions to be open and honest about their expectation of a new Health Director. Out of 225 employees, 25 employees, 10% of employee has attended. There is still open the opportunity for an online survey for the staff and that's completely confidential; the survey information goes directly to Development Associates. We had the public hearing session held in the Headquarter Library on November 1; three citizens, two commissioners, and one board member attended. The confidential online survey is open to the public as well. The 1st level screening is scheduled for December 12, 2018 at 5:30pm to review/select at least 15 top candidates. The 2nd level screening is scheduled for January 8, 2019 to narrow down to 4-5 top candidates. We are hoping by February 1, 2019 to actually hire a permanent Health Director with a starting date of March 1, 2019. The core team members are Dr. McMahon, Dr. Andrews, Dr. Sam Fleishman, Commissioner Jeanette Council, Mr. Holder, and Ms. Amy Cannon. The Developmental

Associates created the recruitment brochure and the Health Director Vacancy notice has been published on November 12, 2018 in a variety of websites for nationwide search.

D. Infant Mortality:

Three weeks ago, the board members received the infant mortality report provided by the March of Dimes. In 2016, Cumberland County infant mortality rate was 9.7, Grade D with the absolute infant death number of 53 and preterm birth date of 11.9%, Grade F. The board members discussed the accuracy of the statics and stated that we need think about this problem.

Mr. Jenkins and Mr. Holder had met with the representative at the March of Dimes last month. There was the grant opportunity and will explore to apply. Also we also are fine touring program at the pregnancy medical home in Cumberland County for the monitoring. The most of maternal or OBCM program nurses are monitoring/follow up patients regularly. The racial equity training, evidence based program that can also help with infant mortality. The rates have slightly improved from last year; however, we need to clearly define it. The Senior Leadership Team and Medical Management Team are discussing how to improve the rates as well.

Dr. Fleishman stated that it is important to show steady improvement to citizens when the press release the report.

E. Preparedness Program Update:

Mr. Greg Phillips gave a brief overview of the preparedness program. The Power Point presentation is available by request to Ms. Ashley Yun. Cumberland County plans and exercises with community partners. We develop Closed POD Agreements with communities. Cumberland County population is 332,564. In the event of an attack, we are supposed to be able to dispense medication to people within 48 hours of the attack, almost impossible. When the attack happens, it will probably takes 4 hours to figure out we've been attacked. We make the request through the Health Director to the Emergency Management (EM) Director for the county, and then it goes to Web Emergency Operation Center (EOC) to the state requesting the medical countermeasures at the strategic national work stock pile (SNS). The state reports to the Centers for Disease Control and Prevention (CDC), CDC report to the governor, then all are on the conference call for the approval of action. It would be another 12 hours gone to even receive the supply. A least the Closed POD Agreement will help this process. We are the only agency in the state that has Closed POD Agreement with military base. The Close POD Agreement takes out the following groups:

Fort Bragg	75,000 people
Cape Fear Valley Hospital	12,800 people
Goodyear	6,400 people
Eaton Corporation	3,072 people
County	6,400 people
Total	103,672 people

Contract Closed POD Agreement is very challenge with some community partners' circumstances; however, Mr. Phillips hopes to have more agreements in the future. We are starting to lean towards Vaccination Clinics exercise in 2019.

Dr. Fleishman asked about mass casualty training and the Health Department's roles. Mr. Phillips said we are not in. We could be; however, our nurses are not trained for mass casualty. We will provide nurses for the support. The shooting, especially sex offender issue is an ongoing issue but we will do our best. Mr. Tracy Jackson, Assistant County Management/Emergency Management Director is considering addressing the issue and hope new Health Director considers to address this problem as well.

Mr. Larch asked what determines the priority for training. The upcoming exercises focusing on massive vaccination and is the program driven by national level or the program driven? Mr. Phillips said the program driven with CDC funds.

Mr. Jenkins made a good comment about how passionate Mr. Phillips is about preparedness. He made our Hurricane Florence response spectacular, well organized, and it is attributed to his passion.

F. Financial Reports:

Mrs. York presented on the following financial reports:

- Aging report by program.
- The accounts receivable by program are broken down by payer source.
- The Statement of Revenue and Expenditures (Profit and Loss) as of October 31, 2018. The excess of revenue over the expenditures is \$1,024,864.48 in response to receive FY 2017 Medicaid Cost Settlement of \$930,476.
- The statement of expenditures by program as of October 31, 2018. We should be at 33% by the end of month but are currently at 24.32%.
- Revenue by Source reports by state and federal allocations, grants, Medicaid, fees, fund balance and county funds allocated, and total earned. It would be 29.37% overall if 100% earned.

G. Director's Report:

a. Environmental Health Director/Public Health Administrator Update:

We have filled positions, Environmental Health Director and Public Health Administrator position. Mr. Fred Wright (Trey) is hired as Public Health Administrator and will be aboard on November 26, 2018. Mr. Adrian Jones has been selected as Environmental Health Director starts being a leader from December 10, 2018.

b. Interim Medical Director:

As mentioned during the last Board of Health meeting, Dr. Lan Tran-Phu has made the announcement of her retirement official, effective January 1, 2019. Dr. Tran-Phu will be out on personal leave at the beginning of December and will not be accessible for much of the month. Dr. Lori Haigler has agreed to fill this role for us on an interim basis beginning December 3, 2018 until we hire a permanent Medical Director.

c. Information Technology Update:

Health Department IT has transitioned into County IS since July 8, 2018. We have three remaining IT staff. It has been challenge to hiring IS Director by Health Department. Merging of two would be a great opportunity to leverage existing technical expertise with our needs. The improvements are:

- Discovered that our laboratory system is outdated and expecting to upgrade to the new system by end of December 2018.
- Designated an IT contact as HIPAA security officer who works in conjunction with Ms. Monica Short-Owens, HIPAA Compliance Officer.
- Help desk system has been rebuilt.
- Business intelligence section has been working with our clinics and improved the phone systems; discovered ways to leverage technology with healthcare service delivery, audio, and visual are updated.

d. Status of Board Vacancies/Meet the applicants:

There were five applicants who attended and briefly introduced themselves to the Board members.

- Dr. Sydney Brooks, Dentist
- Dr. Kingsley Momodu, Dentist
- Dr. Elizabeth Gray, Veterinarian
- Dr. Kasmin Davis, Veterinarian
- Ms. Stacy Cox, Public Representative

e. Employee New Hires:

Mr. Jenkins presented three new hires for the months of October.

f. Upcoming Events:

Health Department Holiday Luncheon by the Spirit Team scheduled on December 7, 2018 at 11:30am in the 3rd floor Auditorium and board members are invited.

Resiliency screening is scheduled on December 20, 2018 in the Health Department 3rd floor Auditorium at 1:30pm.

H. Membership Roster/Attendance Roster:

Dr. McMahon reviewed the membership roster and the attendance report for 2018.

I. Board Comments

Dr. McMahon requested to raise any question or issues to debate to discuss. This item will be occurs every meeting.

Dr. Fleishman requested to change the eligibility clarification on the membership roster.

Mr. Larch asked about BOH orientation. Dr. McMahon answered that once we have full board members, we will have consolidated orientation.

ADJOURNMENT

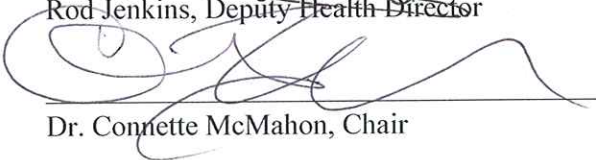
MOTION: Dr. Sam Fleishman moved to adjourn.
SECOND: Dr. William Philbrick
VOTE: Unanimous (6-0)

The meeting was adjourned at 7:41 p.m.



Rod Jenkins, Deputy Health Director

12/18/2018
Date



Dr. Connette McMahon, Chair

12-18-18
Date