

CUMBERLAND COUNTY BOARD OF HEALTH
AUGUST 21, 2018 – 6:00p.m.
1235 RAMSEY STREET, THIRD FLOOR BOARD ROOM
REGULAR MEETING
MINUTES

MEMBERS PRESENT: Dr. Vikki Andrews, Public Representative, Vice Chair
Dr. William Philbrick, Optometrist (Departed at 7:07pm)
Dr. Heather Burkhardt, Veterinarian
Dr. Sam Fleishman, Physician
Dr. Jeannette Council, Commissioner
Ms. Sonja Council, Nurse

MEMBERS ABSENT: Dr. Connette McMahon, Chair
Dr. Oliver Hodge, Dentist

STAFF PRESENT: Duane Holder, Assistant County Manager/Interim Health Director
Rod Jenkins, Deputy Health Director/Interim Environmental Health Director
Candice York, Finance Officer
Dr. Krystle Vinson, Director of Nursing
Dr. Lan Tran Phu, Medical Director
Ashley Yun, Administrative Assistant to the Health Director
Stepheria Nicholson, Public Health Education Supervisor
Torica Fuller, Provider Extender
Monica Short-Owens, Records Manager/HIPAA Compliance Officer
Asya Akins, Public Health Nurse Supervisor I
Michelle Reece, Public Health Nurse Supervisor I

WELCOME, INTRODUCTIONS AND MOMENT OF SILENCE

Due to Dr. Connette McMahon's absence, Dr. Vikki Andrews welcomed all guests and called the meeting to order. Introductions were given. A moment of silence was taken.

ACTION ITEMS

A. Approval of Agendas

MOTION: Dr. William Philbrick moved to approve the Board of Health regular meeting agenda
SECOND: Commissioner Jeanette Council
VOTE: Unanimous (6-0)

B. Approval of June 19, 2018 Regular Meeting Minutes

MOTION: Dr. William Philbrick moved to approve the minutes.
SECOND: Commissioner Jeanette Council
VOTE: Unanimous (6-0)

C. Approval of Bad Debt Write-Off

Mrs. Candi York presented the bad debt write-off in the amount of \$23,639.33 for the quarter ending June 30, 2018. This is for accounts 90 days or older with balances of \$50 dollars or higher. It will be submitted to the North Carolina Debt Set-Off Program, which can attach a

debtor's State Income Tax Refund and/or lottery winnings for payment of bad debts.

MOTION: Dr. William Philbrick moved to approve the bad debt write-off in the amount of \$23,639.33

SECOND: Dr. Heather Burkhardt

VOTE: Unanimous (6-0)

INFORMATIONAL/DISCUSSION ITEMS

A. Public Comment:

Dr. Andrews opened the floor for public comments at 6:04 p.m. There being no public comments registered, Dr. Andrews closed the floor for public comments at 6:04 p.m.

B. Board of Health Goals Update:

The board members reviewed and updated the goals. We will continue to review and update new initiatives monthly.

- School health nurses:
Six of seven new positions included in the fiscal year 2019 budget have been selected.
- Transparency (Staff to Board of Health and Board of Health to community) & Branding HD (telling our story, how to impact, etc.):
We have continued to share external monitoring reports with the board and continue to post the Board of Health meeting agenda and minutes on the website. We continue to look for opportunities to increase transparency. We are generating social media activity. Recently, the staff engaged in a video to try to recruit new School Nurses.
- A position statement on governance and recruitment of a permanent director
- Restoring public trust & confidence
- Building staff morale
- Chronic disease management
- Integration of community health
- Teen pregnancies & STIs
- Opioids:
We are an active leader for C-FORT (Cumberland-Fayetteville Opioid Response Team). The team is collaborating with Cumberland County, City of Fayetteville, Cape Fear Valley, and many other community partners try to stem the Opioid Crisis in our community.

Dr. Andrews stated that we need to make sure the community is aware that we are making an effort to address the opioid crisis issue.

Commissioner Council said that at the Board of County Commissioners are concerned about this issue as well.

Dr. Tran Phu said that from the medical perspective, our agency for the last two years has tried to receive a grant to purchase Naloxone for overdose patients through the Police Department. We continue to study how to prevent drug overdose. We have a standing order for first responders.

Ms. Council pointed out a discrepancy noted in the minutes. The unedited minutes stated that “Mr. Holder said we are planning to have school nurses from ages 25 to 32.” That was an error and was not recorded in the minutes correctly; so, for the sake of clarity, the Board has decided to strike the statement on the revised version.

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

SECOND: Commissioner Jeanette Council

VOTE: Unanimous (6-0)

C. Financial Reports:

Mrs. York presented on the following financial reports:

- Reviewed 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 July 31, 2018. The excess of revenue over the expenditures is \$206,893.
- The statement of expenditures by program as of July 31, 2018. We should be at 8.3% by the end of month but are currently at 4.95%.
- Revenue by Source reports by state and federal allocations, grants, Medicaid, fees, fund balance and county funds allocated, and total earned. It would be 8.3% overall if 100% earned; state and federal allocations are a month behind but currently at 5.99%.

Dr. Fleishman asked how the Medicaid transformation is impacting the future dollar flow.

Mr. Holder said he thinks the dollar will have a more predictable flow because it is based on each member per month. However, it will be forced upon us to manage within those dollars. Now, there is a fee for clinical services; however, under the new environment, we are managing the care within the amount of money that we are receiving. As a result, the dollars will be more predictable. The challenge will be making sure that the services that we provide are not outside of the amount that is being paid. We will be considered a safety net provider under the North Carolina Medicaid transformation, and a lot of the details around that are still being worked out as far as what that means for the safety net providers. Our total Medicaid budget is \$3 million.

Dr. Fleishman stated that we will need to brainstorm the Medicaid transformation budget soon.

Commissioner Council said that we have to briefly start next week on some of the effects.

Dr. Andrews asked what the \$1,500 miscellaneous fee is. Mrs. York said the amount is from the donation of United Healthcare for the PCM/CC4C baby shower event, and it will cover most of the expenses.

As a reminder, Mrs. York is planning to revisit the cost of the flu vaccine fee in the September meeting prior to flu season. We have the approval to waive the cost of the administrative fee for this fiscal year. As we approach the season, advertisement will be released to the community.

D. Community Health Assessment (CHA) Focus Group Update:

Mrs. Stepheria Nicholson gave an update on the Community Health Assessment (CHA) Focus Group. Throughout June and July, the Department of Public Health, in conjunction with Cape Fear Valley Health, conducted six focus group sessions in various areas of the county. She presented the representative sample, Cumberland County outcomes, the location of Focus Groups, thoughts from the community, and the list of community partners. A total of 1,265 surveys were completed as part of the data collection process. The power point presentation is available via request to Ms. Yun.

For the next steps, the data from the surveys and focus groups have been submitted to Health ENC. A contractor of Health ENC will analyze the data and provide us a CHA report in November. When we receive this report, we will need to reconvene community partners to determine which of the identified health concerns will be our top three priorities. These will remain the priorities that we report out on in our State of the County Health (SOTCH) reports until the next CHA is done in 2021. Once the top three priorities are chosen, we will work with our partners to create community action plans to address these priorities. The final CHA is due to the state the first Monday of March 2019. The final action plans will be due to the state the first Monday of September 2019.

E. Health ENC Website Demonstration:

Mrs. Nicholson also demonstrated the Health ENC Website www.healthenc.org which was created based on the CHA Focus Group survey.

F. NALBOH Annual Conference Update:

Dr. Burkhardt, Ms. Council, and Dr. McMahon attended the 2018 NALBOH Annual Conference from August 8-10, 2018 in Raleigh.

Per Dr. McMahon's request, Ms. Yun shared the Resilience movie trailer viewed at the conference. The trailer, survey questionnaires, and Ms. Kendra's curriculum questions will be provided to the board members via email.

Mr. Holder announced that we have been asked by the state is to be a sponsor in our region for the Triple P program (Positive Parenting Programming). As we are initiating that grant for Triple P, we are also working in tandem with the PCM/CC4C staff; this is very timely as we start to look at a lot of the social determinants of health on the impact that they have on children, specifically in this video, but also on people in general. So, this is something that we are going to be embarking upon and looking at with those social determinants of health and impacted having in Health Department of our community. The Partnership for Children (PFC) in cooperation with PCM/CC4C is anticipating screening a 90-minute video on September 27, 2018 at 11am in the third floor Auditorium at the Health Department. Ms. Yun will send out the event confirmation.

Commissioner Council asked if the School System has viewed the video. Mr. Holder said he believes the PFC reached out to them.

Ms. Council and Dr. Burkhardt shared their highlights with the board members. Dr. McMahon's highlight is attached on page 18 in the meeting packet.

The 2019 NALBOH is scheduled in Denver, Colorado in August, and 2019 NACCHO is scheduled at the Orlando Florida in July.

G. Community Events:

- Health Department Fun Day titled “Fun in the Sun with Public Health” is scheduled for Saturday, September 22, 2018 from 10am-3pm at the Health Department campus. The goal of this event is to bring together community partners, showcase various demonstrations, and share resources and information with our community. The Fire Department, Police Department (children ID with finger print), DSS, PWC, Ft. Bragg, and Public Library will participate in the event. The children activities, live demonstration (car safety, handwashing), Zumba, food trucks, popcorn machine, snow cones, possibly dental vans, local mascots from the colleges, and radio live broadcasting are available. The next meeting is scheduled for Friday, August 24, 2018 at 3:30pm in the board room, and board members are welcome to join the meeting. The event is free to the public, and the County PIO is preparing the advertisement through the press release and radio on the 1st of September.
- FayOne Community Event:
Four medical providers, including Dr. Tran Phu and three nurses, participated in the FayOne Community event on August 18, 2018 at the Crown Coliseum and checked 414 school-aged children for scalp lesions, ringworm, and lice before the students got in line to receive free hairstyles or haircuts. The event pictures were shown to the board members.

Dr. Philbrick departed at 7:07pm.

H. Director’s Report:

a. Practice Management:

In a previous meeting, Mr. Holder shared with the Board of Health the initiative that we were undertaking with the state to engage consultants from the state to look at our clinic practices and see how we can operate more efficiently and see more of the community. We have made the decision in conjunction with our consultants to pause on practice management at this time. We have some internal reviews that are taking place from our Information Systems Department with the county. A lot of what it would take to be successful with the practice management requires better technology and infrastructure and wearing the process. We also recently had an internal reorganization, so we have new supervisors at different areas. We felt like it was overwhelming at one point to change the system.

Although, we will still be implementing some of the theories behind what the consultant suggested as far as increasing appointment slots.

Dr. Andrews asked what the impact of that decision is. Mr. Holder thinks it will have a positive impact. He doesn’t think we were in the position to be successful with it. So, pausing until the infrastructure is in a better place where our supervisors are achromatic to their new departments will help ensure success. The County Information Services Department is still engaging in a business process review and is near finished reviewing the patient flow throughout our agency, as well as the documentation requirements and technology requirements. As we receive the report, we will share with the board.

b. C-FORT (Cumberland-Fayetteville Opioid Response Team) meeting update:

We continue to work with the Community Team. The community team members are attending Forum 1 of North Carolina Local Governments and the Opioid Crisis: A Collective Impact Approach to Making Policy and Changing Lives, an intensive two-year collaborative learning model provided by the UNC School of Government in partnership with Blue Cross NC on September 12, 2018 at the UNC School of Government in Chapel Hill; ten selected communities will participate to the forum.

Dr. Andrews requested to share the C-FORT meeting minutes. Mr. Holder said yes.

c. School Nurses Update:

School nurses for six of seven new positions included in the fiscal year 2019 budget have been selected.

d. Garden Grove Mobile Home Park Update:

The owners decided not to repair the septic system, and the troubled Garden Grove Mobile Home Park is permanently closed. County Attorney Rick Moorefield is writing on a consent agreement. Since the violation letter was issued by the Health Director, our Environmental Health Department is very engaged with this issue.

e. Adult Health Grant Progress Report Update: Mr. Holder reviewed the fourth quarter report. We met the entire matrix except for the BMI Screening.

A Community Health Grant, from the NC Office of Rural Health, was awarded in the amount of \$148,000 for FY17-18 to provide Adult Health Primary Care Services. The following measures are reported quarterly to the Office of Rural Health.

Adult Health Primary Care Services Metrics

Measure	Goal	Quarter 1 (7/1/17– 9/30/17)	Quarter 2 (7/1/17– 12/31/17)	Quarter 3 (7/1/17– 3/31/18)	Quarter 4 (7/1/17– 6/30/18)
Total face-to-face encounters	--	48	172	619	1176
Unduplicated patients served	300	48	121	346	665
Controlled high blood pressure ¹	40%	70.8%	81.6%	75.4%	54.1%
Diabetes hemoglobin A1c poor control ²	80%	87.5%	77.3%	60%	56.4%
BMI screening and follow-up ³	30%	12.8%	64.5%	20.2%	16.1%
Tobacco cessation performance ⁴	30%	79.2%	68.0%	93.2%	87.1%

f. Status of Board Vacancies/Meet the applicants:

There were four applicants who attended and briefly introduced themselves to the board members.

- Mr. John Larch, Civil Engineer
- Dr. Melissa Steedly, Pharmacist
- Dr. Olusola Ojo, Pharmacist
- Dr. Cynthia McArther-Kearney, Registered Nurse

The Commissioner Council thanked them for their interests and initiative to apply to this board and seek to serve fellow citizens. One of the challenges that she has, as a commissioner, is having citizens who are interested enough to ask questions and follow through. She advised to look at the Citizens Academy that we have for the County of Cumberland. She also encouraged them to go online to see if there is another board that they would also be interested in. This board should make a decision and send the recommendation to the Board of County Commissioner. The Cumberland County has 31 boards that all have vacancies. She was very glad to see a Professional Engineer since we had a position vacancy for a long time. There is a place for them in this community, and they can help us make our community better and give feedback to the seven elected commissioners.

Dr. Andrews asked if any board members were aware of the information regarding the new "Hemp Pharmacy" that just opened on Person St, Fayetteville.

- g. Employee New Hires:
Mr. Holder presented four new hires for the month of June & July.

I. Membership Roster/Attendance Roster:

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

J. Others:

- a. Umoja Festival is scheduled on Saturday, August 25, 2018 from 10am to 2pm. Immunization will be available.
- b. Dr. Andrews reminded that the next meeting is scheduled for September 18, 2018 at 6pm. It is a non-traditional Board of Health meeting since we have many further discussion items.

ADJOURNMENT

MOTION: Dr. Jeanette Council moved to adjourn.
SECOND: Ms. Sonja Council
VOTE: Unanimous (5-0)

The meeting was adjourned at 7:31 p.m.

	<u>10-17-18</u>
Duane Holder, Interim Health Director	Date
	<u>10-17-18</u>
Dr. Vikki Andrews, Vice Chair	Date