

**WILSON COUNTY BOARD OF HEALTH
MINUTES**

Tuesday October 22, 2019

The Wilson County Board of Health held a regular meeting on Tuesday, October 22, 2019 in the Board Room at the Wilson County Health Department. Members present were:

Scott Dixon, D.D.S.
Bill Blackman
Catherine Melin
Linda Cooper-Suggs

Ijeoma Uwakwe, Pharm.D
Shannon Drohan, M.D.
Maria Glennon, D.V.M.
Rosario Ochoa

Others present:

Teresa Ellen, Cinnamon Narron, Valerie Bulluck, Angela Manning, Narshira Vann, Ron Hunt and Lynn Barnes.

Welcome

Dr. Scott Dixon, Chairman, called the meeting to order at 6:00pm and welcomed all in attendance.

Approval of Minutes of August 2019 Meeting

The minutes from the August 2019 meeting were accepted without corrections, additions or deletions.

Review and approval of the minutes shall be construed as review/discussion/approval/of all items distributed prior to the meeting for consideration and shall be so reflected in the minutes.

Administration

Ms. Cinnamon Narron gave a summary of the 2019-2020 Year-to-Date Budget Report. (See Handout). Ms. Narron reported over all the majority of the programs are doing well. There are only 3 programs in the red at this time with two of those having minor amounts and the other is Immunizations, which we did a front load with approximately \$3000.00 in vaccine purchases and we have not fully recovered the revenue associated with these at this time.

Ms. Narron went over the Eligibility and Fee Policy/Procedure. (See Handout) The Fee Setting Procedure is more laid out in greater detail and is the only change in the policy since the Board voted on and approved back in June of this year.

Ms. Narron explained those steps consisting of the selected committee who meets on an annual basis and other times as needed to determine the cost of providing services and establishing fees and codes. After establishing the new or changed fees and codes the revised fee schedule is presented to the Board of Health for their review and approval and then it goes to the County Commissioners for their review and approval. There were no questions. Dr. Scott Dixon asked for a motion to approve and accept the Eligibility and Fee Policy/Procedure. Dr. Maria Glennon made to motion to approve and accept the Eligibility and Fee Policy/Procedure and Rosario Ochoa seconded. There was no opposition.

Personal Health

Ms. Valerie Bulluck, Nursing Director reported there are several policies that have been sent out to the board members prior to the meeting for review and need their approval tonight. Ms. Narshira Vann, RN, QI Coordinator reported the board has a huge part in our policy making process and to be in compliance we want to make sure the board is aware of our Policy on Policies. (See Handout) This states that the Board of Health will review and approve all personnel and fiscal policies/procedures, local rules, BOH

policies and fee schedules prior to being sent to the Board of Commissioners. There was no discussion. Dr. Dixon asked for a motion to accept and approve the modification to the Policy on Polices as submitted. Mr. Bill Blackman made a motion to accept and approve the modification to the Policy on Policies and Dr. Shannon Drohan seconded. There was no opposition.

Ms. Vann reported there are a couple of other polices the board members were given (see handouts): Staff Development Policy and Employee Performance Appraisals and Position Descriptions Policy which Ms. Bulluck reported this is a brand new policy and more specific than the one paragraph that relates to performance appraisals in the Staff Development policy (Recruitment, Retention and Workforce Development Plan). The board reviewed the policy and Dr. Dixon asked if there was any discussion or questions. There were none. Dr. Dixon asked for a motion to approve and accept the new Employee Performance Appraisals and Position Descriptions Policy. Ms. Linda Cooper-Suggs made the motion to accept the Employee Performance Appraisals and Position Descriptions Policy and Dr. Drohan seconded. There was no opposition.

Ms. Bulluck reported some of the wording to the Staff Development Policy was changed but there were no functional changes to the policy. The board reviewed and there was no discussion or questions. Dr. Dixon asked for a motion to accept and approve the Staff Development Policy as presented. Dr. Glennon made a motion to accept the Staff Development Policy as presented and Mr. Blackman seconded. There was no opposition.

There were 10 policies emailed out to each board member prior to the BOH meeting for review and Ms. Vann reviewed the changes to those polices. The polices are: Personnel Records Policy, Appeals Policy/Procedure for Career Status Employees, Conflict of Interest, Staff Development, New Employee Orientation, On Boarding-Off Boarding, Verification of Licensure for Nurses, Non-Adverse Employee Complaints Resolution, Communicating PHI Via E-mail at WCHD and Well Care. Dr. Dixon asked for a motion that the board has received and read the polices. Dr. Glennon made a motion that polices were received and read and Dr. Drohan seconded. There was no opposition.

Environmental Health

Ms. Angela Manning, Environmental Health Supervisor reported Environmental Health is fully staffed. Food and Lodging numbers are in 100% compliance. Ms. Manning reported an uptick in new food services and they will soon be writing 6 new permits. She reported there has been some recent legislation on brewery exemptions that will affect one of our establishments. They will no longer be under local jurisdiction for inspections.

Ms. Manning reported on child care centers in the state of NC to be water tested for lead effective October 1, 2019. Dr. Glennon asked Ms. Manning if she would be in charge of keeping tabs on the water testing and Ms. Manning reported yes. Ms. Manning reported she has applied for a \$20,000 FDA grant as well as (2) \$3,000 FDA grants and hopes to know by December if they are awarded.

Ms. Manning reported that exposure notices have been sent out to children under the age of 6 in 2 elementary schools from investigations that were done in 2019 that recommends testing for an identified hazard.

Health Director's Report

Ms. Teresa Ellen, Health Director reported that the BOH Handbooks have been updated with the current polices. Dr. Dixon asked if there was any discussion and there was none. He asked for a motion to approve the BOH Handbook. Dr. Glennon made the motion to approve the BOH Handbook and Ms. Cooper-Suggs seconded. There was no opposition.

Ms. Ellen presented a BOH training titled "Board of Health Rule Making Authority" (See Handout). The slide presentation outlines the Board of Health's authority to make and enforce rules. Some BOH rule making examples include mobile seafood units, mosquito control, private drinking water wells and

mobile home parks. It also covered the jurisdiction that includes the entire County and municipalities therein. Ms. Ellen explained about interaction with other State rules stating the BOH rule may be more stringent than the Environmental Management Commission or Commission for Public Health rule where a more stringent rule is required to protect the public's health. She also covered the general limitations, specific limitations, statutory timelines, roles of the Board of Health, adjudication and appeals procedure. Ms. Ellen reported that Wilson County does not currently have any Board of Health rules. The group discussed the potential need for any rules. It was decided that no Board of Health rules are needed at this time.

Ms. Ellen gave a quick update on the Dental program reporting we have the MOU with our consultant together. The dental position has been advertised on Indeed and the Office of Rural Health. The dental assistant and the office assistant have both been posted the County's website. The policy and procedures are ready to go. Ms. Ellen reported the software has been explored and found to be more expensive than planned. Dr. Glennon asked if this program would be impacted by the dental program that Carolina Family Health Center has and Ms. Ellen says she has talked with them and they will go between their centers in Wilson, Edgecombe and Nash counties only.

Ms. Ellen reported in our care management programs, we get a per member, per month amount of money based on the number of eligible children to be seen for care coordination or pregnancy care management. In the years past we have always been able to carry over excess money from the OBCM program but now due to the Medicaid transformation and CCNC being pulled out, the Division of Health Benefits is now asking for the carry over money back. Ms. Ellen reported there was a total of \$85,000 in the carry over funds and she recently went before the County Commissioners to report we were going to have to pay the \$85,000 back. This is from the years 2014-2019. Ms. Ellen states she was told that the Virtual Health program used for documentation of Case Management is less than ideal and the funds from the payback will be used to improve the software.

Old Business

None

New Business

None

Member Comments

None


Chairperson's Report

None

Public Comments

None

Adjournment- Meeting was adjourned at 6:46 PM. The board members were invited to view the front lobby renovations after the meeting.

Respectfully submitted,

 Teresa C. Ellen, Secretary
 Wilson County Board of Health