

**WILSON COUNTY BOARD OF HEALTH
MINUTES**

Tuesday March 24, 2020

The Wilson County Board of Health held a regular meeting on Tuesday, March 24, 2020 in the Nursing Office at the Wilson County Health Department. Members present were:

Scott Dixon, D.D.S.	Maria Glennon, D.V.M.
Linda Cooper-Suggs	Shannon Drohan, M.D.
Bill Blackman	Rosario Ochoa
Catherine Melin	Dr. Russell Stone
Dr. Ronald Stahl	

Others present:

Teresa Ellen, Cinnamon Narron, Valerie Bulluck, Angela Manning, and Lynn Barnes.

Welcome

Dr. Scott Dixon, called the meeting to order at 6:04pm and welcomed all in attendance.

Approval of Minutes of February 2020 Meeting

The minutes from the February 2020 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 presented the 2020-2021 Budget Proposal (See Handout). Ms. Narron went over the budget highlights that shows our Budget is \$7681 less than last year. The Fund Balance is budgeted at \$715,539 which is up \$20,000 from last year but \$130,000 is money from the current year that is unspent which is re-budgeted. Part of the budget is for a salary adjustment of 3.5% COLA as well as an increase in medical insurance. Ms. Narron reported there are no new positions. Ms. Narron reports that Medicaid, fees and insurance collections are up, and the Medicaid max has increased from the prior year.

Ms. Narron reported there are 2 major expenditures in the budget and one of those is to replace the flooring with something more durable and easier to clean in the large nursing office in which we are meeting as well as Environmental Health and WIC. There will also be some minor renovations for the WIC entrance. The total expected for the improvements will be \$44,000. The other major expenditure will be \$22,000 to cover a SUV for Environmental Health.

On page 3 of the packet list the total number of employees/funded positions which is 82 and broken down by departments. Ms. Narron reported the next page shows breakout of the funding sources. Included in the packet are the projected revenue and expenditures for the upcoming new year. There was no discussion. Dr. Dixon asked for a motion to accept the 2020-2021 budget as submitted. Dr. Maria Glennon made a motion to accept the budget as submitted and Dr. Shannon Drohan seconded. There was no opposition.

Personal Health

Valerie Bulluck, Director of Nursing had nothing to report.

Environmental Health

Ms. Angela Manning, Environmental Health Supervisor went over the proposed fees highlighted in yellow (See Handout). These are due to the increase in postage and courier costs. Ms. Manning reported this has really affected their budget because of the water samples they have to send to the State Lab. They are finding with the recent cost increase they are \$20 or more in the negative and would just like to break even. Ms. Manning discussed the new water sample fees and the on-site well water fee. She reported the only fee that would remain the same is the Bacteriological which is currently \$75. This is the most efficient water test and the most common. This test uses 4oz. bottles and when Environmental Health can collect more than one sample in a day, they can put them in all one courier bag that has recently been purchased and will only incur *one* courier fee. There were no questions or discussions. Dr. Dixon asked for a motion to accept the fee increases as submitted. Mr. Bill Blackman made a motion to accept the fee increases as submitted and Ms. Catherine Melin seconded.

Health Director's Report

Ms. Teresa Ellen, Health Director gave an update of where we are with the COVID-19 response. Ms. Ellen said she first wanted to tell the Board how phenomenal the staff has been by stepping up to the plate and adjusting. Ms. Ellen reported just here at the health department we have completed 91 test samples and have 29 more on hand. As of this afternoon, Wilson County has 6 positive cases with the ages ranging 50-63 years of age with 4 of the 6 having underlying health issues. 2 cases seem to be community spread and 4 are travel related. Once the test has been performed the turnaround time from the State Lab has been 48-72 hours and with LabCorp it has been 5-7 days.

Ms. Ellen reported we are still having trouble getting PPE. Wilson Community College has donated some masks to us. Ms. Ellen she will make certain our staff is protected and would never ask staff to go in and take care of a COVID-19 or a suspected COVID-19 patient without the proper PPE. We are now shifting into the Phase II stage which is the acceleration phase. Physicians are being asked to use their best professional judgement if they have a patient in the mild-moderate range and can recover without incident, they are asked to stay home. This will help save test and PPE supplies for the high-risk patients. Ms. Ellen says the high-risk group is now defined as a person over 65, has underlying health conditions, immunocompromised, pregnant women, severe obesity and those who live-in long-term care facilities.

The mitigation strategy is still very much being stressed by staying home if you are sick, washing your hands with soap or using hand sanitizer often, cover your cough and clean surfaces often. Ms. Ellen reports these things will help flatten the curve. A call center has been set up with 5 phones and it is staffed with 4-6 people daily to answer calls regarding COVID-19. The call center can be reached by dialing the main number to the health department and selecting option 3. Drive through testing has been offered for patients of other providers who have called ahead to let us know they have a patient who has tested negative for the flu and the provider feels they may have potential symptoms of COVID-19. Ms. Ellen reported we in turn will contact the patient and give them the option of driving around the back of the building.

All employees are being assessed as they enter the building each morning and having their temperature taken. Ms. Ellen reported she has spent a lot of time responding to the media and meeting with our community partners. WIC will be waiving some requirements and nutrition counseling will be done by phone so they will not have to come inside of the building. Vital Records has made adjustments by having all of our funeral homes to park outside of the building and someone will go outside to pick up the death certificate and process while they wait it if they would like.

Ms. Ellen thanked the Board for coming out during this Pandemic and the next meeting will not be scheduled until June. She also reported if anyone had any questions or concerns to please feel free to call her. She will begin sending out to the Board the same weekly updates that are done for the County Commissioners.

Old Business

None

New Business

None

Member Comments

None

Chairperson's Report

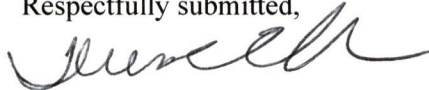
None

Public Comments

None

Adjournment- Meeting was adjourned at 6:42 PM.

Respectfully submitted,



Teresa C. Ellen, Secretary
Wilson County Board of Health

TCE/lmb