

**WILSON COUNTY BOARD OF HEALTH  
MINUTES**

**March 29th, 2022**

The Wilson County Board of Health held a regular meeting on Tuesday, March 29th, 2022, in the Conference Room at Wilson County Health Department. Members present were:

Scott Dixon, D.D.S.	Dr. Ronald Stahl
Shannon Drohan, M.D.	Bill Blackman
Ijeoma Uwakwe	Catherine Melin F.N.P
Linda Cooper Suggs	William T Bass
Ariel Fulghum D.V.M	

Others Present:

Teresa Ellen, Cinnamon Narron,

**Welcome**

Dr. Scott Dixon, called the meeting to order at 6:02pm and welcomed all in attendance.

**Approval of Minutes of February 2022 Meeting**

The minutes from the February 2022 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 reviewed the proposed budget for 2022- 2023. The total budget for this year is \$8,220,178 dollars. County funds requested \$2,865,700 dollars, which is up \$129,703 dollars from last year. Fund balance budget is at \$956, 972 which is down \$531,003 dollars from last year. Since July 1, 2021, the Health Department has received \$1,430,736 in additional state funding. \$1,353,522 dollars were for covid related expenses. The unspent covid funds have not been added to the budget but may roll over into the 2022-2023 fiscal year. Board member Ms. Cooper Suggs asked if the extra funds were to be used for Covid relief. Ms. Narron replied that there are two funds. One that's any Covid related expense, and one for Vaccines. \$36 million dollars was approved by the legislature to distribute to Health Departments, and we have not received any of those funds yet. The exact amount is currently unknown.

Staffing changes have been made which will impact the budget overall. Since the July 2021 budget approval, the HD has added 2 processing Assistant III's, and a Nurse Supervisor. Reclassifications that will be effective July 2022 include the following: four Patient Relations Representative IV's will be V's in Personal Health, six Processing Assistants III's will be IV's, and one Office Assistant V to Administrative Assistant I in Dental. The HD is seeking an additional Environmental Health position for onsite because of the increase in applications needing EH services. For the first half of this year 223 applications were received for EH services. The EH Department has one Program Specialist/ Supervisor, one that has been authorized for a year, and one that is in the process of authorization. Currently we are 10-12 weeks out on EH inspections due to the amount of volume and limited staff. The HD would also like to add a Personal Health Processing Assistant IV. Managed Care was recently implemented with Medicaid creating five additional payment plans. It is a tedious billing system. The HD works hard on providing training and wants to retain the employees. The County Manager has added to the budget a 5.5% increase in salary for all staff working for Wilson County. The new position's, reclassifications, and salary adjustments total \$411,334 dollars. BOH member Bill Blackman asked if the HD has any staffing

issues. The HD offers a great benefit package but cannot compete regarding salary with the private sector. A new incentive will be added to EH to cover the purchase of work boots twice a year at \$125 dollars per employee totaling \$1,250 and paid twice a year via paycheck. The total full-time permanent positions at the Health Department equals 88, and there are 3 contract positions. The WCHD proposed budget, and funding for 2022-2023 is broken down into the following groups. Clinic Services, Environmental Health, Bioterrorism, WIC Program, and Social Work. The total proposed budget and funding amount is \$8,220,178 dollars. Board member Ms. Cooper Suggs asked if there was any significant increase in any of the programs. Ms. Narron stated that vaccines, and primary care saw a fund increase due to Covid. The Health Department is seeking an additional staff member for Environmental Health and will also be requiring a new vehicle. Operating expenses have not increased. Dr. Dixon asked for a motion to accept the Health Department operating budget for 2022-2023 as submitted. Dr. Drohan made a motion to accept the budget as submitted and Ms. Cooper Suggs seconded. There was no opposition, and the motion was accepted.

The Environmental Health fee Schedule has not changed from last year. New lab codes for administration, and covid testing fees have been added to the clinical 2022-2023 fee schedule. There haven't been any significant changes in the fee schedule, and should anything change, it will be brought to the attention of the board. Dr. Dixon asked for a motion to approve the Health Department fee schedule for 2022-2023 as submitted. Ms. Uwakwe made a motion to accept the fee schedule as submitted and Ms. Melin seconded. There was no opposition, and the motion was accepted.

### **Personal Health**

Ms. Valerie Bulluck, Director of Nursing was not in attendance.

### **Environmental Health**

Mr. Jordan Jernigan, Environmental Health Supervisor was not in attendance.

### **Health Director's Report**

Ms. Teresa Ellen, Health Director reported that coronavirus numbers went down. The HD is focused on quality and customer service. The North Carolina Department of Health and Human Services has changed their metrics on the DHHS website. DHHS is focusing on wastewater data, and the City of Wilson is participating in that program. The most recent wastewater test for the City of Wilson showed that the virus was not detected. DHHS is looking at Emergency Room visits for Covid like illnesses, ER patients, vaccines, and boosters. The CDC created a new community transition map. Wilson County is currently in the green meaning low transmission. The Health Department can no longer bill covid administrative fees for vaccine administration to the uninsured to HRSA. The Health Department will continue to provide covid vaccines free of charge to uninsured patients. A fourth booster was approved by the FDA for people over the age of 50. Moderna has asked for permission of an additional booster for people over 18 years old through the Emergency Use Authorization process. Board Member Ms. Ijeoma Uwakwe asked what the time frame is for boosters. The time frame has changed since the first booster and is now 4 months after your last original series vaccination. The HD is waiting for approval by the FDA to administer the vaccine to children 6 months to 4 years old. With several different variants of Covid and surges of different strains the vaccine could be an annual treatment like the FLU vaccine. April 4<sup>th</sup>-April 10<sup>th</sup> is National Public Health Week. The theme this year is "Public Health is where you are". Ms. Ellen will be presenting a proclamation to the commissioners on Monday night for them to declare public health week. To celebrate public health week the Health Department has a cookout event scheduled for the staff. The Community Health Assessment is due every three years in partnership with Wilson Medical Center, and The Health Care Foundation. Denise Ohara, Mark Holyoak, and Teresa Ellen have had their first meeting and will release a survey soon after they finalize it. The previous survey was too long, and to insure that people complete the survey it needs to be shorter, because the goal is to capture the most important

information. The Legislature approved Medicaid for pregnant women will be extended for 12 months after delivery. Women who suffer a miscarriage will also qualify for the extension. With the Medicaid extension the HD can provide medical, and dental services. The heating and air installation will start in a few weeks. The WIC department construction is almost complete and is awaiting a final electrical inspection, and paint touch up. The Environmental Health Department will have its carpet floors replaced with vinyl flooring which will make it easier to clean, and more sanitary. There are plans to replace the carpet in the back offices because of the stains and the age. Ms. Ellen will be presenting to the commissioners that Environmental Health has received two FDA grants. One is for \$5,000 dollars for self-assessment to see where we are with the FDA food code changes. The second grant was for \$7,500 dollars for the EH staff to attend the National Environmental Health Associations annual conference in Spokane Washington. The conference will teach the EH staff how to do a self-assessment. When the Home Health Program was sold the HD had to transfer \$350,000 dollars in escrow in case of outstanding billing, or claims. There were no issues, and the County Attorney is in the process of getting the money to put back into the HD fund balance. The money is in an interest baring account and the exact amount is not known. The money has been in the account over three years. One change was made to the Board of Health Operating Procedures under meetings and education A Ms. Ellen added meetings may be held virtually if needed for the health and safety of the board members. There were no other changes.

Dr. Dixon asked for a motion to approve the Board of Health Operating Procedures as submitted. Ms. Cooper Suggs made a motion to accept the BOH operating procedures as submitted, and Mr. Bill Blackman seconded. There was no opposition, and the motion was accepted.

#### **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

